

SOUTH CAROLINA REAL ESTATE COMMISSION COURSE PROVIDER APPLICATION

Please return to: SC LLR- Real Estate Commission, P.O. Box 11847, Columbia, SC 29211-1847

I. PROVIDER INFORMATION

PROVIDER NAME: _____ PHONE: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

E-MAIL: _____ FAX: _____

CONTACT PERSON: _____ WEB PAGE: _____

CLASSROOM LOCATIONS: _____

REQUIRED: FEDERAL I.D. NUMBER: _____

II. ENCLOSURES

Please note that your application will not be accepted for consideration until all materials are received.

ENCLOSED WITH THIS APPLICATION ARE:

- A copy of enrollment agreement (refer to Regulation Section 105-7.)
- A sample Certificate of Completion (refer to Regulation Section 105-6.I.)
- The course provider application fee of \$200

III. RECORD KEEPING PROCEDURE

METHODS OF RECORD MAINTENANCE: (Explain your procedure for maintaining student's records for a minimum of five (5) years.)

IV. THE AMERICAN WITH DISABILITIES ACT (ADA)

Any private entity that offers courses or examinations related to licensing for professional or trade purposes must offer such courses or examinations in a place and manner accessible to all persons, or offer alternative but equal arrangements. This may include the provision of auxiliary aids and services for persons with disabilities. For more information contact your Equal Employment Opportunity Commission.

V. ACKNOWLEDGEMENT OF RESPONSIBILITIES

I am applying for approval to provide real estate pre-licensing and/or continuing education courses, and I certify under penalty of perjury that all statements and materials are true and that nothing has been withheld which would influence a complete evaluation of this application.

I have read and agree to comply with the South Carolina Real Estate License Law and Regulations and the Guidelines of LLR-Real Estate Commission.

Signature and Title

Date

Personal information provided in this application may be subject to public scrutiny or release under the South Carolina Freedom of Information Act or other provisions of Federal and State law.