



**REAL ESTATE COMMISSION  
CONTINUING EDUCATION COURSE ELECTRONIC APPLICATION  
REQUIREMENTS AND INSTRUCTIONS**

- Payment of the \$100 application fee is required to submit the application. Application fee is non-refundable. A returned check fee of up to \$30, or an amount specified by law, **may** be assessed on all returned funds.
- **Documentation can be uploaded, e-mailed (PDF format) or mailed to the above-provided addresses:**
  - ✓ All course material (text and handouts)
  - ✓ Description of the course and a copy of any advertising
  - ✓ Course outline form - objectives/learning outcomes (attached)
  - ✓ Course evaluation forms and certificate
  - ✓ Copy of IDECC certification and summary sheet.
  - ✓ Interactivity Form (attached)
- **Delivery Method:**

If a course has multiple delivery methods, a separate application and fee will need to be submitted for each method.

In-person/Classroom       Synchronous       Asynchronous

**Synchronous** - means distance learning in which the interaction is simultaneous. It is characterized by live two-way communication.

**Asynchronous** - means distance learning in which communication does not take place at the same time. It is characterized by on-demand, intermittent communication.

Once the application is submitted, a confirmation email is sent to the email address (es) on file. This may take up to 24 hours to receive.

Applications are processed in the order they are received.

You may check your application status or upload additional documentation at <https://eservice.llr.sc.gov/NewAppsV3>.



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Real Estate Commission**  
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llr.sc.gov/re

## REC CONTINUING EDUCATION INTERACTIVITY FORM

Continuing Education Course Title: \_\_\_\_\_

### INTERACTIVITY

Explain how the instructor will be available to convey course information and answer inquiries from students. Attach additional sheets if needed.

Explain how interactivity will be promoted between the instructor and student in this course. Attach additional sheets if needed.

Describe any other strategies that promote interaction in this course (student-student, student-content, etc.). Attach additional sheets if needed.

I hereby certify that all information supplied herein and on all attachments is true and accurate to the best of my knowledge. By my signature below, I certify that this education course will be administered and updated accordingly.

\_\_\_\_\_  
Contact Person Signature

\_\_\_\_\_  
Date



### COURSE OUTLINE FORM

Course Title: \_\_\_\_\_ Delivery Method: \_\_\_\_\_

CONTENT (Approx. 15 Minute Segments)		LEARNING OBJECTIVES What will the student be able to do?	TEACHING METHODS	REFERENCES
Minutes	Topics	Student will be able to:	Classroom Synchronous Asynchronous	