



STATE OF MINNESOTA
DEPARTMENT OF COMMERCE
 85 – 7TH PLACE EAST, SUITE 500
 ST. PAUL, MN 55101
 PHONE: 651-539-1599
 FAX: 651-539-0112

OFFICE USE ONLY

Date: _____ PRE-LICENSE Course #: _____
 Date: _____ BR ADD'L CE Course #: _____
 1 2 3 **SALESPERSON** COURSE **BROKER** COURSE
 CLOSER 8-HR **WI to MN** BR/SP Reciprocal 13-HR COURSE
 APPROVED **DENIED** **RETURNED**
 By _____
 CLASSROOM **INTERACTIVE INTERNET**
 Number of credits approved _____

Please Note: A current, correctly completed application with all required attachments and fee must be submitted at least 30 days before the initial proposed course offering date. **ONLY RETURN PAGES REVELANT TO COURSE YOU SUBMIT.**

REAL ESTATE PRE-LICENSE EDUCATION COURSE APPROVAL APPLICATION

Choose ONE Course Title Per Application and New Course Fee (Only check or money order accepted.)

<input type="checkbox"/> 30-Hour Broker Course – Pre-License Include NEW Fee of \$300 Check # _____	<input type="checkbox"/> 30-Hour Salesperson Course 1 – Pre-License <input type="checkbox"/> 30-Hour Salesperson Course 2 – Pre-License <input type="checkbox"/> 30-Hour Salesperson Course 3 – Pre-License Include NEW Fee of \$300 Check # _____
<input type="checkbox"/> 8-Hour Closer – Pre-License Course Include NEW Fee of \$80 Check # _____	<input type="checkbox"/> 13-Hour WI to MN Reciprocal Pre-License Course Include NEW Fee of \$130 Check # _____
<input type="checkbox"/> This NEW course will Replace Terminating Course # _____	<input type="checkbox"/> This is a Course Renewal Application for Course # _____ (Must Attach Copy of On-Line \$10 Renewal Payment Confirmation)

PROVIDER/COORDINATOR INFORMATION – (All Boxes Must Be Completed)

NOTE: MN PROVIDER / COORDINATOR APPLICATION & FEE MUST BE SUBMITTED WITH THIS COURSE APPLICATION IF PROVIDER / COORDINATOR IS NOT ALREADY MN APPROVED

Provider Name (In Full – Exactly as it appears on your MN approval letter):		(REQUIRED) MN Provider ID#
Provider Street Address:		
City:	State:	Zip:
Mailing Address if different from above:		
City:	State:	Zip:
Provider Phone Number: ()	Provider Fax: ()	Provider Toll-Free: ()
Website:		
Coordinator Name:		
Coordinator <u>Direct</u> Phone:		Coordinator <u>Direct</u> Business Email:
Federal Employer Identification Number -- (FEIN) :		

Make sure that you are submitting the most current revision of this application located at <http://mn.gov/commerce/>. Outdated submissions will be returned without review.

ONLY RETURN PAGES REVELANT TO COURSE YOU SUBMIT

Method of Presentation / Instruction:

Note: You may choose ONLY ONE Instruction Method per Application and Fee

Traditional Classroom

Internet (Covered under Minnesota Statutes Chapter 45.305)

- o Must meet MN Pre-License Interactive Internet Requirements. (See Appendix B)
- o Required final examination must be either an encrypted online examination or a paper examination. Exam must be monitored by a proctor who certifies that the student completed the examination with no outside help. The student must not be allowed to review the course content once the examination has begun. (See Appendix B)
- o The design and delivery of any interactive internet pre-license real estate education course must be pre-approved by either the International Distance Education Certification Center (IDECC) or the Association of Real Estate License Law officials (ARELLO) before the course is submitted for the MN commissioner's approval. Attach a current IDECC OR ARELLO certification.
- o Attach an internet address, login, and password for the MN DOC Education Dept. for review &/or audit.

Attach an IN-DEPTH explanation for (Each) Item below:

Method of Instruction/Presentation **Exam & Exam Presentation** **Use & Verification of Proctors**

See APPENDIX B regarding requirements for interactive internet course, exam, and verifiable proctors.

Important Notice: All parts of this application, including the **Core Matrix Outline** for the course being submitted, and all required attachments, must be completed in full, signed and dated by the Minnesota approved Coordinator and Instructor(s), and submitted at least 30 days before the requested initial offering of the course.

Important Notice: The application will be processed in a timely manner, assuming it is a complete application. If your application does not include all of the mandatory items requested, it will be considered deficient, will be returned to you, and we will be unable to process the application until it is completed. ***In most cases, a deficient application will result in your course not being approved before the first offering date.*** Therefore, it is in your best interest to initially submit a complete application.

Important Notice Effective August 1, 2013

45.43 REPORTING REQUIREMENTS.

Subdivision 1. **Course completions.** Required education must be reported in a manner prescribed by the commissioner within ten days of the course completion.

Subd. 2. Violations and penalties.

(a) Each failure to report an individual licensee's course completion in the manner prescribed by subdivision 1 constitutes a separate violation.

(b) The commissioner may impose a civil penalty not to exceed \$500 per violation upon an education provider that violates subdivision 1.

ONLY RETURN PAGES REVELANT TO COURSE YOU SUBMIT

INSTRUCTOR

REAL ESTATE PRE-LICENSE EDUCATION COURSE APPLICATION INSTRUCTOR QUALIFICATIONS AND CONTACT INFORMATION PAGE

Copy and attach additional pages as needed; one for every instructor.

Attach a Bio or Resume to this completed form.

Instructor Full Legal Name:	
Date of Birth:	
Business Address:	
City, State, Zip:	
Phone Number:	Business Email Address: (Required)
Do you <u>currently hold or have you ever held</u> a real estate license in any state, including MN? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach list of license number, state, and status.	
<input type="checkbox"/> Minnesota License #	
<input type="checkbox"/> Non-Resident License #	Name of State
Do you currently hold or have you ever held <u>any other type of occupational / professional license in any state</u> , including MN? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach list of license type, number, state, and status.	
Has instructor applicant ever had <u>any</u> occupational / professional license <u>in any state</u> including Minnesota that has been suspended, revoked, or terminated, or been the subject of inquiry or investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach documentation and detailed explanation signed & dated by instructor.	
Has instructor applicant ever been convicted of a felony or gross misdemeanor, or been a defendant in any lawsuit involving claims of fraud, misrepresentation, conversion, mismanagement of funds, breach of fiduciary duty or breach of contract? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach documentation and detailed explanation signed & dated by instructor.	
Mandatory Qualifications (Please check one or more below)	
Minn. Stat. Chapter 45.32. Subd.3. Qualified Pre-license Education instructors must have one of the following qualifications.	
<input type="checkbox"/> a four-year degree in the industry for which the course is being taught;	
<input type="checkbox"/> a four-year degree with three years full-time experience in the industry for which the course is being taught;	
<input type="checkbox"/> a four-year degree with three years full-time experience in the business or profession relating to the subject being taught;	
<input type="checkbox"/> a postgraduate degree and completion of 45 hours of continuing education in the industry for which the course is being taught;	
<input type="checkbox"/> a two-year degree in the industry for which the education is being given and completion of 45 hours of continuing education in the industry for which the course is being taught;	
<input type="checkbox"/> a two-year degree or certificate with five years full-time experience in the industry for which the course is being taught;	
<input type="checkbox"/> a degree or certificate with five years full-time experience in the business or profession relating to the subject being taught; or	
<input type="checkbox"/> eight years of recent experience in the subject area being taught in the eight years immediately preceding the first course offering taught.	

APPLICATION **INSTRUCTOR** SIGNATURE AND CERTIFICATION

Copy and attach additional pages as needed. One for every pre-license instructor.

I certify that I am the approved Instructor for the Provider and I am responsible for compliance with Minnesota education laws and regulations.

I understand that as an approved education instructor I am responsible for:

- compliance with all laws and rules relating to industry education;
- providing students with current and accurate information;
- maintaining an atmosphere conducive to learning in the classroom;
- assuring and certifying attendance of students enrolled in courses;
- providing assistance to students and responding to questions relating to course materials; and
- attending the workshops or instructional programs that are required by the commissioner

I understand that as an approved education instructor I shall not:

- recommend or promote the services or practices of a particular business;
- encourage or recruit individuals to engage the services of, or become associated with, a particular business;
- use materials, clothing, or other evidences of affiliation with a particular entity;
- require students to participate in other programs or services offered by the instructor, coordinator, or provider;
- attempt, either directly or indirectly, to discover questions or answers on an examination for a license;
- disseminate to any other person specific questions, problems, or information known or believed to be included in licensing examinations;
- misrepresent any information submitted to the commissioner;
- fail to cover, or ensure coverage of, all points, issues, and concepts contained in the course outline approved by the commissioner during the approved instruction; and

I certify that all of the information submitted in this application is true and complete, and that this document has not been changed in any manner from the form adopted by the MN Department of Commerce.

Name of Course: _____
(Mandatory)

I certify that I am the approved Instructor and that I am responsible for compliance with all Minnesota education laws and regulations located in Minn. Statute Chapter 45 and Minn. Statute Chapter 82. Furthermore, I declare that the information I provided for the above named course on the attached pre-license education course approval application, my core matrix outline content, and all of my attachments are true and correct, and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation.

Printed name of Instructor: _____
(Mandatory)

Signature of Instructor: _____ Date: _____
(Signature and Date are Mandatory)

Printed name of Provider: _____ Provider #: _____
(Mandatory) (Mandatory)

COORDINATOR CERTIFICATION AND SIGNATURE PAGE

As an approved education coordinator I understand that:

- I am responsible for ensuring that instructors are qualified to teach the course offering and that failure to have only qualified instructors teach an approved course offering will result in loss of course approval.
- I am responsible for supervising and evaluating courses and instructors. Supervision includes assuring, especially when a course will be taught by more than one instructor, that all areas of the curriculum are addressed without redundancy and that continuity is present throughout the entire course.
- I am responsible for investigating complaints related to course offerings and instructors and forwarding a copy of the written complaints to the Department of Commerce.
- Courses may not be advertised before approval, unless this application has already been submitted to the MN Department of Commerce and the course is described in the advertising as "approval pending";
- The number of approved hours must be accurately displayed on any advertisement for the course, and if the course offering is longer than the number of approved continuing education hours, any advertisement must be clear that continuing education credit is not earned for the entire course;
- I am responsible for furnishing the commissioner, upon request, with copies of course and instructor evaluations and qualifications of instructors. Evaluations must be completed by students and coordinators.
- I am responsible for maintaining accurate records relating to course offerings, instructors, tests taken by students.
- I am responsible for notifying the MN Department of Commerce in writing within 10 days of any change in the information in this application for approval, including any addition or change in the name(s) of instructors who will teach the course.
- In conjunction with the instructor, I will assure and certify attendance of students enrolled in courses.

I understand that as an approved education coordinator I shall not:

- recommend or promote the services or practices of a particular business;
- encourage or recruit individuals to engage the services of, or become associated with, a particular business;
- use materials, clothing, or other evidences of affiliation with a particular entity;
- require students to participate in other programs or services offered by the instructor, coordinator, or provider;
- attempt, either directly or indirectly, to discover questions or answers on an examination for a license;
- disseminate to any other person specific questions, problems, or information known or believed to be included in licensing examinations;
- misrepresent any information submitted to the commissioner;
- fail to cover, or ensure coverage of, all points, issues, and concepts contained in the course outline approved by the commissioner during the approved instruction; and
- issue inaccurate course completion certificates.

I certify that all of the information submitted in this application is true and complete, and that this document has not been altered in any manner from the form adopted by the MN Department of Commerce.

Name of Course: _____
(Mandatory)

I certify that I have either applied for provider/coordinator approval in conjunction with this pre-license course application submission, or I am already an approved MN Coordinator/Provider for this Providership; that I am responsible for compliance with all MN education laws and regulations found in Minn. Stat. 45, Minn. Stat. 82. Furthermore, I accept responsibility for instructor conduct and their compliance with course content. I declare that the information provided for the above named course on the attached education course approval application, the core matrix outline content, and all the attachments are true and correct, and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation.

Printed name of Coordinator: _____
(Mandatory)

Signature of Coordinator: _____ **Submission Date:** _____
(Signature & Date are Mandatory)

Full Printed name of Provider: _____ **Provider #:** _____
(Mandatory) (Mandatory)

Appendix A - REQUIRED ATTACHMENTS - Appendix A

The application will be processed in a timely manner, assuming it is a complete application. If your application does not include all of the mandatory items listed below, it will be considered deficient, will be returned to you, and we will be unable to process the application until it is completed. *In most cases, a deficient application will result in your course not being approved before the first offering date.* Therefore, it is in your best interest to initially submit a complete application.

A. Course Materials

1. Core Matrix Outline Completed By Topic
2. Attach an in-depth explanation of your (1) Method of Instruction/Presentation, (2) Exam Presentation & the (3) Use & Verification of Proctors
3. Instructional Material for Instructors – overheads, PowerPoint, videos, etc. (if used, you must attach them, if none are used, put it in writing)
4. Instructional Material for Students – (Required textbooks), notebooks, guides, documents, brochures, any handouts, etc.
5. *Examination and Answer Key* –) **(Note: that a closed book end of course exam is required for all pre-license courses.)**

B. Provider Policies

1. **Regarding Instructor Qualifications:** Attach statement that ALL instructors meet or exceed the instructor requirements as stated in Minn. Statute Chapter 45.32. Subd.3.

Read Minn. Law Chapter 45.32 before submitting your application.

Classroom: Any individual speaking to licensees during your course is considered an instructor.

Distance Learning: Any individual speaking at a “live” distance learning course is considered an instructor.

Interactive Internet: For the purposes of this section only, **any author** of an internet course is considered an instructor.

Distance Learning & Interactive Internet: For the purposes of this section **any** individual used as a contact for students to answer questions regarding a course is considered an instructor.

2. Attendance:

1. How do you verify attendance throughout the course for Classroom? How do you physically monitor the students? Include a description.
2. How do you verify attendance throughout the course for Distance Learning? Certification is required. What type of certification method do you use? Include a description.
3. **Cancellation & Refund** – Attach a copy of your required course cancellation and refund procedures. *Note:* If no fees are charged attach details as to who pays the fee.

C. Assorted Required Attachments - Attach copy of:

1. Internet Address, Login & Password for Internet
2. Current IDECC or ARELLO course approval for Internet
3. Current IDECC or ARELLO Instructor Certification for Internet courses
4. Students' Course and Instructor Evaluation Form
5. ALL Course Instructors' Resumes or Bios (Note: All speakers are considered instructors)
6. Proposed Pre-License Real Estate Course Completion Certificate
7. Course Schedule
8. Proposed Advertising – if no advertising, put that in writing
9. If you are not the Primary Provider for this course you must also attach a copy of your signed Secondary Provider agreement with the Primary Provider.

(NOTE: This page does NOT need to be sent in as part of the application submission.)

Real Estate Pre-License Education COURSE COMPLETION CERTIFICATES

REQUIRED INFORMATION FOR COURSE COMPLETION CERTIFICATES

1. **Course Title**
2. **MN Department of Commerce Approved Course Number**
3. **Date of Course Completion**
4. **Name of Approved Provider**
5. **Name and Signature of the Approved Coordinator**
6. **Name and Address of the Student**
7. **License Number of the Student**
8. **Number of Hours Completed** – This must be the number of hours the course was approved for by the MN Department of Commerce; partial credit may not be given.

9. **License Type Course is Approved for:** Real Estate or Closer

10. **Education Type Course is Approved for:**
Pre-License Education

11. **Presentation Type Course is Approved for:**
Classroom – Traditional
Internet – Interactive

12. **MN Department of Commerce's Current Address and Licensing Unit's Contact Information**
MN Department of Commerce PHONE Number: 651-539-1599
85 7th Place East, Suite 500 FAX Number: 651-539-0112
St. Paul, MN 55101 E-MAIL: Education.Commerce@state.mn.us

13. **This statement must be included on the Certificate:**
"If you have any comments about this course offering, please mail them to the Minnesota Commissioner of Commerce."

Minnesota Statutes, Chapter 45.31 Subd – Responsibilities, Provides:

The approved coordinator must provide course completion certificates within ten days of, but not before, completion of the entire course. Course completion certificates must be completed in their entirety. A coordinator may require payment of the course tuition as a condition for receiving the course completion certificate.

45.43 REPORTING REQUIREMENTS.

Important Notice Effective August 1, 2013

45.43 REPORTING REQUIREMENTS.

Subdivision 1. **Course completions.** Required education must be reported in a manner prescribed by the commissioner within ten days of the course completion.

Subd. 2. Violations and penalties.

(a) Each failure to report an individual licensee's course completion in the manner prescribed by subdivision 1 constitutes a separate violation.

(b) The commissioner may impose a civil penalty not to exceed \$500 per violation upon an education provider that violates subdivision 1.

(NOTE: This page does NOT need to be sent in as part of the application submission.)

Appendix B

Minnesota Department of Commerce (DOC)

Interactive PE Training On-Line Basic Requirements

Per, 45.305 PRELICENSE EDUCATION COURSES OFFERED OVER THE INTERNET.

Subdivision 1.Appraiser and insurance Internet prelicense courses.

The design and delivery of an appraiser prelicense education course or an insurance prelicense education course must be approved by the International Distance Education Certification Center (IDECC) before the course is submitted for the commissioner's approval.

Subd. 2.Real estate Internet prelicense courses.

The design and delivery of a real estate prelicense education course must be approved by either IDECC or the Association of Real Estate License Law Officials before the course is submitted for the commissioner's approval.

Subd. 4.Interactive Internet course requirements.

An interactive Internet prelicense education course must:

- (1) specify the minimum system requirements;
- (2) provide encryption that ensures that all personal information, including the student's name, address, and credit card number, cannot be read as it passes across the Internet;
- (3) include technology to guarantee seat time; (*See clarification below.)**
- (4) include a high level of interactivity;
- (5) include graphics that reinforce the content;
- (6) include the ability for the student to contact an instructor within a reasonable amount of time;
- (7) include the ability for the student to get technical support within a reasonable amount of time;
- (8) include a statement that the student's information will not be sold or distributed to any third party without prior written consent of the student. Taking the course does not constitute consent;
- (9) be available 24 hours a day, seven days a week, excluding minimal down time for updating and administration, except that this provision does not apply to live courses taught by an actual instructor and delivered over the Internet;
- (10) provide viewing access to the online course at all times to the commissioner, excluding minimal down time for updating and administration;
- (11) include a process to authenticate the student's identity;
- (12) inform the student and the commissioner how long after its purchase a course will be accessible;
- (13) inform the student that license education credit will not be awarded for taking the course after it loses its status as an approved course;
- (14) provide clear instructions on how to navigate through the course;
- (15) provide automatic bookmarking at any point in the course;
- (16) provide questions after each unit or chapter that must be answered before the student can proceed to the next unit or chapter;
- (17) include a reinforcement response when a quiz question is answered correctly;
- (18) include a response when a quiz question is answered incorrectly;
- (19) include a comprehensive final examination covering all required topics;
- (20) allow the student to go back and review any unit at any time, except during the final examination;
- (21) provide a course evaluation at the end of the course. At a minimum, the evaluation must ask the student to report any difficulties caused by the online education delivery method; and
- (22) provide a completion certificate when the course and exam have been completed and the provider has verified the completion. Electronic certificates are sufficient.

Subd. 5.Final examination. (**See proctor definition below.)

The final examination for a prelicense education course offered over the Internet must be monitored by a **proctor** who certifies that the student took the examination. The exam must be either a paper examination or an encrypted online examination. The student must not be allowed to review the course content once the examination has begun.

* Minnesota Seat Time Clarification for 45.305 Subd2. (3):

While seat time is a definite requirement and you must include technology to guarantee it, this does not mean that to accomplish it, a licensee should be sitting in front of a computer waiting for X number of hours to pass. The course itself must contain the right amount of interactive instruction content to take the same X number of hours, or more, as requested by the provider. If a provider is asking for 2 hours of credit, that course must take a licensee 2 hours, or more, of interactive learning to complete. This also means that your course must have the technology to time out (automatically log out) if a licensee leaves the course inactive for more than ten minutes. The system should not allow a student to log into a course and then either walk away from the computer or visit other computer sites for the 2 hours and still receive credit.

**Minnesota Proctor Guidelines are as follows:

45.25 DEFINITIONS. Subd. 12.Proctor.

"Proctor" means a disinterested third party with no conflict of interest who verifies a student's identity and processes an affidavit testifying that the student received no outside assistance with the course or examination.

(NOTE: This page does NOT need to be sent in as part of the application submission.)

30 HOUR BROKER COURSE (Minnesota Statutes Chapter 82.60 Subd.5)

Required course for real estate brokers shall consist of the following subject hours:

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
I. BROKER LICENSING REQUIREMENTS – 3 HOURS					
A. Ownership and operational forms					
B. Minnesota License Law Review					
TOTAL HOURS FOR THIS TOPIC					

II. TRUST ACCOUNT REQUIREMENTS – 2 HOURS					
A. Opening the trust account					
B. Deposit requirements					
C. Trust account records					
TOTAL HOURS FOR THIS TOPIC					

III. AGENCY – 5 HOURS					
A. Current statutes and agency law					
B. Statutory addenda and disclosures					
TOTAL HOURS FOR THIS TOPIC					

IV. ANTIDISCRIMINATION – 3 HOURS					
A. Federal fair housing					
B. Americans with Disabilities Act					
C. Minnesota Human Rights Act					
TOTAL HOURS FOR THIS TOPIC					

V. REAL ESTATE PRINCIPLES UPDATE – 1 HOUR					
A. Land improvements, estates					
B. Legal descriptions					
C. Governmental rights					
D. Property taxation and special assessments					
TOTAL HOURS FOR THIS TOPIC					

VI. REAL ESTATE SALE, LEASE, AND TRANSFER – 2 HOURS					
A. Purchase agreement and addenda					
B. Lease types and terms					
C. Deed types and clauses					
D. Contract for deed					
TOTAL HOURS FOR THIS TOPIC					

TOPIC	Min/Hrs Requested By Sponsor	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
VII. FINANCING AND VALUATION UPDATE – 3 HOURS					
A. Sources of financing					
B. Foreclosure Law					
C. Principles of value					
D. Methods of valuation					
TOTAL HOURS FOR THIS TOPIC					

VIII. BROKER'S ROLE CLOSING – 3 HOURS					
A. Prorating					
B. Closing statements					
C. Closing documents					
D. Deposit requirements					
TOTAL HOURS FOR THIS TOPIC					

IX. INCOME TAXATION – 3 HOURS					
A. Tax rules of home ownership					
B. Investment tax issues					
C. Sale of personal residence					
TOTAL HOURS FOR THIS TOPIC					

X. EMPLOYMENT LAWS AND INSURANCE – 3 HOURS					
A. Fair Labor Standards Act					
B. Tax laws, withholding, reports					
C. Independent contractor vs. employee					
D. State & Federal Unemployment Tax Act					
E. Errors and omissions insurance					
TOTAL HOURS FOR THIS TOPIC					

XI. Final Exam – 2 Hours					
TOTAL HOURS FOR THIS TOPIC	30 HOURS REQUIRED				

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30 HOUR SALESPERSON COURSE 1 (Minnesota Statutes Chapter 82.60 Subd.2)

Required course for real estate course 1 shall consist of the following subject hours: PAGE 1 of 4 - COURSE 1

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
I. INTRODUCTION TO REAL ESTATE – (REQUIRED ONE HOUR)					
A. Overview of Course I					
1. Course goals					
2. Attendance/breaks					
3. Examination policy					
4. Course and instructor evaluation					
B. Scope of Industry					
C. Areas of Specialization					
D. Industry Terminology					
E. Professional Standards and Ethics					
F. Broker/Salesperson Relationship					
TOTAL HOURS FOR THIS TOPIC					

II. TITLE CLOSING – (REQUIRED SIX HOURS)					
A. Examination of Title					
1. History					
2. Examination of abstract					
3. Title insurance					
a. Owners					
b. Purchasers					
c. Mortgage					
4. Title registration (torrens)					
B. Closing					
1. Closing checklist					
2. Methods of closing					
a. Closing through escrow					
b. Other					
3. Delivery of deed					
4. Responsibilities of buyer and seller					
a. Taxes and liens					
b. Reduction certificate (assumption statement)					
c. Insurance					
d. Leases					
e. Bill of sale					
f. Title search					

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
II. TITLE CLOSING (Continued)					
g. Survey					
h. Certificate of occupancy					
i. Violations (ordinances)					
j. Apportionments					
5. Adjournment of closing (settlement)					
6. Real Estate Settlement Procedures Act (RESPA)					
a. Lender requirements					
b. Truth in lending (regulation Z)					
c. Settlement (closing)					
7. Responsibilities of broker					
8. Deeds					
a. Parts of a deed					
1. Parties					
2. Consideration					
3. Words of conveyance					
4. Property description					
5. Appurtenances					
6. Habendum (estate)					
7. Execution & acknowledgment					
8. Seal					
b. Delivery					
c. Recording					
d. Types of deeds					
1. Quitclaim					
2. Warranty deed and covenants					
3. Special warranty deed					
4. Other					
e. Covenants running with the land					
f. Validity					
C. Search and Examination of Title					
1. Object of search					
a. Chain of title					
b. Recording acts					
2. Grantor-grantee system of indexing					
a. Running the chain of title					
b. Grantors					
c. Mortgages					
d. Lis pendens					
e. Judgments					

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
II. TITLE CLOSING (Continued)					
f. Liens					
g. Taxes					
h. Court with probate jurisdiction					
i. Special assessments					
3. Lot and block indexing					
TOTAL HOURS FOR THIS TOPIC					

III. REAL ESTATE LAW – (REQUIRED EIGHT HOURS)					
A. Real Estate License Law					
1. Purpose of law and rules					
2. Administration of law					
a. Department of Commerce					
b. Penalties for violation					
3. Substantive provisions of law					
a. Trust accounts					
b. Prohibition of fraudulent, deceptive, or dishonest practices					
c. Standards of conduct					
d. Real Estate Research and Recovery Fund					
e. Licensing and education requirements					
B. Laws Relating to Agency					
C. Subdivided Land Act					
1. Scope of law					
2. Registration provisions					
3. Licensing requirements					
D. Securities Act-Potential Applicability to Real Estate					
E. Appraiser Licensing Law					
TOTAL HOURS FOR THIS TOPIC					

IV. BASIC LAW OF CONTRACTS – (REQUIRED THREE HOURS)					
A. Definition					
B. Essentials					
C. Breach-Remedies					
D. Types of Real Estate Contracts					
1. Purchase agreement-parties to					
2. Listing agreement-parties to					
3. Contract for deed					
4. Options					
5. Lease					
E. Cancellation					
TOTAL HOURS FOR THIS TOPIC					

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
V. PRINCIPLES OF FINANCING – (REQUIRED FIVE HOURS)					
A. Types					
1. FHA					
2. VA					
3. Conventional/insured conventional					
4. ARM					
5. Other					
6. Points					
B. Sources of Mortgage Funds					
1. Lenders					
2. Secondary mortgage market					
3. Owner financing					
C. Usury					
TOTAL HOURS FOR THIS TOPIC					
VI. TYPES AND CLASSIFICATIONS OF PROPERTY – (REQUIRED FOUR HOURS)					
A. Residential Construction					
1. Government regulation					
B. Land Development and Use					
1. City planning					
2. Zoning					
C. Condominiums, Cooperatives, PUDs, Common Interest Communities, Manufactured Housing					
1. Definitions					
2. Financing					
3. Licenses required to sell					
4. Homeowner's associations					
5. Bylaws					
TOTAL HOURS FOR THIS TOPIC					
VII. ENVIRONMENTAL ISSUES – (REQUIRED THREE HOURS)					
TOTAL HOURS FOR THIS TOPIC					
TOTAL HOURS FOR COURSE I	30 HOURS REQUIRED				

ONLY RETURN PAGES REVELANT TO COURSE YOU SUBMIT

IF APPLYING FOR COURSE 2 THE COMPLETED CORE MATRIX OUTLINE SHOWN BELOW MUST BE INCLUDED WITH YOUR SUBMISSION.

30 HOUR SALESPERSON COURSE 2 (Minnesota Statutes Chapter 82.60 Subd.3)

Required course for real estate course 2 shall consist of the following subject hours: PAGE 1 OF 1 - COURSE 2

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
I. VALUATION – (REQUIRED THREE HOURS)					
A. Evaluation vs. Appraisal					
B. Methods of Valuation					
1. Market approach					
2. Cost approach					
3. Income approach					
C. Tax value					
TOTAL HOURS FOR THIS TOPIC					

II. FINANCING APPLICATIONS – (REQUIRED SEVEN HOURS)					
A. Review of Course I Financing					
B. Mortgages					
1. Legal elements					
2. Theories					
a. Lien					
b. Title					
3. Mortgage note					
4. Assumption					
C. Foreclosure/Default					
TOTAL HOURS FOR THIS TOPIC					

III. CONTRACTS – (REQUIRED SIXTEEN HOURS)					
A. Review of Course I Contracts					
B. Purchase Agreement					
1. Essential elements					
C. Listing Agreement					
1. Employment contract – broker					
2. Essential elements					
D. Contract for Deed					
1. Essential elements					
TOTAL HOURS FOR THIS TOPIC					

IV. FAIR HOUSING – (REQUIRED THREE HOURS)					
A. Federal Fair Housing Laws					
B. State Fair Housing Laws					
TOTAL HOURS FOR THIS TOPIC					

V. REAL ESTATE SPECIALTIES – (REQUIRED ONE HOUR)					
TOTAL HOURS FOR THIS TOPIC					

TOTAL HOURS FOR COURSE II	30 HOURS REQUIRED				
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ONLY RETURN PAGES REVELANT TO COURSE YOU SUBMIT

IF APPLYING FOR COURSE 3 THE COMPLETED CORE MATRIX OUTLINE SHOWN BELOW MUST BE INCLUDED WITH YOUR SUBMISSION.

30 HOUR SALESPERSON COURSE 3 (Minnesota Statutes Chapter 82.60 Subd.4)

Course III must be a 30-hour course consisting of one of the following: Real Estate Appraisal, Closing Procedures, Farm and Ranch Brokerage, Real Estate Finance, Real Estate Investment, Real Estate Law, Real Estate Management, Business Brokerage, Commercial Real Estate, Residential Architecture and Construction. A **combination course** shall consist of no more than three of the preceding ten subjects and shall devote at least ten hours to each subject. An education provider that proposes to offer a combination course III shall submit to the commissioner, as part of the application for approval, an outline setting forth the subjects to be addressed and the number of hours proposed to be devoted to each topic. **Example: 15 hours each using two subjects or 10 hours each of three subjects for a combination course totaling 30 hours.**

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
I. REAL ESTATE APPRAISAL					
A. Nature, importance, and purposes of appraisals					
B. Nature, importance, and characteristics of property and value					
C. Principles controlling real estate value					
D. The appraisal process					
E. Economic and neighborhood analysis					
F. Considerations and fundamentals of site evaluation					
Construction methods and materials					
H. Architectural styles and utility					
I. Cost approach; estimating costs and accrued depreciation					
J. Analysis					
K. Market data approach					
L. Income approach; income and expense analysis, capitalization theory and techniques					
M. Reconciliation and final value estimate					
N. Writing the report					
O. USPAP					
P. Course examination					
TOTAL HOURS FOR THIS TOPIC					

II. CLOSING PROCEDURES					
A. Overview of closing; persons present, protocol, timeliness					
B. Review of purchase agreement, supplements, addendum					
C. Compilation of data needed to prepare a closing file					
D. Legal documents					
E. Abstracts, title procedures					
F. Review of settlement costs; buyer, seller					
G. Closing statement; prorations and other math					
H. Review of sample cases					
I. Follow-up procedures					
J. Course examination					
TOTAL HOURS FOR THIS TOPIC					

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
III. FARM AND RANCH BROKERAGE					
A. Responsibilities of broker to seller and buyer					
B. Selling options					
C. Sources of financing					
D. Factors in selecting a farm or ranch					
E. Advantages and disadvantages of irrigation systems					
F. Determination of farm and ranch value					
G. Considerations in the constructing of purchase agreements					
H. Course examination					
TOTAL HOURS FOR THIS TOPIC					

IV. REAL ESTATE FINANCE					
A. Introduction to the mortgage market					
B. Sources of mortgage money					
C. Real estate investment trusts and syndication					
D. Mortgage banking					
E. Financing residential properties					
F. Financing income producing properties					
G. Construction and land development loans					
H. Special techniques used in financing real estate					
I. Junior mortgages					
J. Land contracts					
K. Financing long-term leases					
L. Course examination					
TOTAL HOURS FOR THIS TOPIC					

V. REAL ESTATE INVESTMENT					
A. Real estate investments					
B. Discounted cash flow analysis					
C. Measuring investment returns					
D. Estimation of real estate cash flows					
E. Real estate financing					
F. The tax process					
G. Acquisitions and operations					
H. Dispositions and exchanges					
I. After-tax investment analysis					
J. Speculative land investment					
K. Multiple exchanges					
L. Course examination					
TOTAL HOURS FOR THIS TOPIC					

VI. REAL ESTATE LAW					
A. The process of real estate law					
B. Real estate brokerage					
C. Contract for the sale of real estate					
D. Property conveyance					
E. Title insurance and closing					
F. Property ownership and taxes					

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
VI. REAL ESTATE LAW (Continued)					
G. Estates in land and landlord/tenant relationships					
H. Cooperatives, condominiums, and planned unit developments					
I. Real estate lending and land use regulations					
J. Course examination					
TOTAL HOURS FOR THIS TOPIC					

VII. REAL ESTATE MANAGEMENT					
A. Overview and economics of real estate management					
B. Government involvement					
C. The management plan					
D. Owner relations and record keeping					
E. Marketing and leasing					
F. Property operations					
1. Tenant administration					
2. Physical plant maintenance					
3. Staffing and employee relations					
G. Residential management					
1. Rental housing					
2. Condominiums and cooperatives					
H. Commercial management					
1. Office building and special purpose properties					
2. Shopping centers and retail properties					
I. The management office					
J. Creative property management					
K. Course examination					
TOTAL HOURS FOR THIS TOPIC					

VIII. BUSINESS BROKERAGE					
A. Business financial statements					
B. Financial statement ratio analysis					
C. Cash flow, rate of return, and break-even analysis					
D. Competitive market analysis					
E. Valuation of the business					
F. Developing the business plan					
G. Qualifying the buyer					
H. Terms of the purchase agreement					
I. Financing the business opportunity					
J. Evaluation of business risk					
K. Course examination					
TOTAL HOURS FOR THIS TOPIC					

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
IX. COMMERCIAL REAL ESTATE					
A. Types of commercial properties					
B. Introduction to commercial real estate sales					
C. Office leasing					
D. Industrial leasing					
E. Retail leasing					
F. Business opportunity sales					
G. Course examination					
TOTAL HOURS FOR THIS TOPIC					

X. RESIDENTIAL ARCHITECTURE AND CONSTRUCTION					
A. Architectural styles and designs					
B. Blueprints and plans					
C. Construction basics					
D. Exteriors					
E. Interiors					
F. Mechanical systems					
G. Course examination					
TOTAL HOURS FOR THIS TOPIC					

TOPICS CHOSEN FOR THIS COURSE III (no more than 3)	Total HOURS Requested By Provider				Total HOURS Determined By Reviewer
Real Estate Appraisal					
Closing Procedures					
Farm and Ranch Brokerage					
Real Estate Finance					
Real Estate Investment					
Real Estate Law					
Real Estate Management					
Business Brokerage					
Commercial Real Estate					
Residential Architecture and Construction					
TOTAL HOURS COURSE III	30 HOURS REQUIRED				

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8 HOUR PRE-LICENSE CLOSER COURSE – (Minnesota Statutes Chapter 82.29, Subd.8 (c))

Page 1 of 2 - Closer Course

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
I. INTRODUCTION TO TITLE CLOSING					
A. Overview of Closer Course					
1. Course goals					
2. Attendance/breaks					
3. Examination policy					
4. Course and instructor evaluation					
II. TITLE CLOSING					
A. Examination of Title					
1. History					
2. Examination of abstract					
3. Title insurance					
a. Owners					
b. Purchasers					
c. Mortgage					
4. Title registration (torrens)					
B. Closing					
1. Closing checklist					
2. Methods of closing					
a. Closing through escrow					
b. Other					
3. Delivery of deed					
4. Responsibilities of buyer and seller					
a. Taxes and liens					
b. Reduction certificate (assumption statement)					
c. Insurance					
d. Leases					
e. Bill of sale					
f. Title search					
g. Survey					
h. Certificate of occupancy					
i. Violations (ordinances)					
j. Apportionments					
5. Adjournment of closing (settlement)					
6. Real Estate Settlement Procedures Act (RESPA)					
a. Lender requirements					
b. Truth in lending (regulation Z)					
c. Settlement (closing)					
7. Responsibilities of broker					

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
II. TITLE CLOSING (Continued)					
8. Deeds					
a. Parts of a deed					
1. Parties					
2. Consideration					
3. Words of conveyance					
4. Property description					
5. Appurtenances					
6. Habendum (estate)					
7. Execution & acknowledgment					
8. Seal					
b. Delivery					
c. Recording					
d. Types of deeds					
1. Quitclaim					
2. Warranty deed and covenants					
3. Special warranty deed					
4. Other					
e. Covenants running with the land					
f. Validity					
C. Search and Examination of Title					
1. Object of search					
a. Chain of title					
b. Recording acts					
2. Grantor-grantee system of indexing					
a. Running the chain of title					
b. Grantors					
c. Mortgages					
d. Lis pendens					
e. Judgments					
f. Liens					
g. Taxes					
h. Court with probate jurisdiction					
i. Special assessments					
3. Lot and block indexing					
TOTAL HOURS FOR THIS COURSE	8 HOURS REQUIRED				

ONLY RETURN PAGES REVELANT TO COURSE YOU SUBMIT

**13 HOUR WISCONSIN TO MINNESOTA Reciprocal
PRE-LICENSE REAL ESTATE COURSE**

Effective 7-30-1998 the Minnesota/Wisconsin Real Estate Reciprocal Agreement reads:
A Wisconsin licensee (salesperson or broker) shall be required to submit evidence of attendance at no less than 13 hours of education in courses required at schools approved by Minnesota under Minnesota Rules, Chapter 2809 (see Attachment B), and shall be required to pass the Minnesota state portion of the real estate salesperson's or broker's examination.

(Effective July 1, 2010 Minnesota Rules, Chapter 2809 was repealed and all license education requirements were moved to Minnesota Statutes Chapter 45.)

Required WI/MN real estate course shall consist of the following subject hours per Attachment B of reciprocal agreement: PAGE 1 of 4 - WI TO MN COURSE

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
I. Real Estate Agency in MN 2 hours required					
A. AGENCY OVERVIEW					
The six obligations of a fiduciary (agent)					
The scope of authority					
Agent's duties to others					
Salesperson vs. broker – Who is the agent?					
B. MINNESOTA STATUTORY DISCLOSURES					
Agency addendum to listing agreements					
Agency addendum to buyer representation agreement					
Agency disclosure to customer					
Agency disclosure to buyer and seller at time of other to purchase					
C. MINNESOTA LISTING CONTRACT					
Parties to the listing					
Required contents (Minnesota Statutes, Chapter 82)					
Types of listings					
D. MINNESOTA BUYER REPRESENTATION AGREEMENTS					
Parties to the buyer representation agreement					
Required contents (Minnesota Statutes, Chapter 82)					
Types of buyer representation agreements					
Provision for cancellation					
TOTAL HOURS FOR THIS TOPIC					

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
II. MN Laws & Rules & Regulations 3.5 hours required					
A. OVERVIEW OF LICENSING LEGISLATION AND RULES					
B. WHO MUST BE LICENSED					
C. INDIVIDUAL LICENSING REQUIREMENTS					
Age					
Licensing education					
Application					
Continuing education					
D. CORPORATION/PARTNERSHIP LICENSING REQUIREMENTS					
E. LICENSE EXPIRATION AND RENEWAL					
License period					
Timely renewal					
F. TERMINATION OF AUTOMATIC TRANSFER					
G. NOTICE TO THE COMMISSIONER					
H. PENALTIES FOR VIOLATION OF CHAPTER 82					
I. RENTAL SERVICES					
J. CLOSING AGENTS					
K. STANDARDS OF CONDUCT					
Broker's responsibilities					
Fraudulent, deceptive, or dishonest practices					
Affirmative obligations of all licensees					
L. REAL ESTATE EDUCATION, RESEARCH AND RECOVERY FUND					
M. SUBDIVIDED LAND SALES PRACTICES (CHAPTER 83)					
Subdivided land inclusions and exceptions					
Requirements for offering and sales					
N. MINNESOTA STATUTORY NEW HOME WARRANTIES					
Implied warranties on new homes and home improvements					
Licensing requirements and exceptions					
O. MINNESOTA MANUFACTURED HOME SALES					
Manufactured home defined					
Licensing requirements and exceptions					
P. DISCLOSURE OF WELLS AND SEPTIC SYSTEMS					
TOTAL HOURS FOR THIS TOPIC					

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
III. MN Licensee Financial Obligations 2 hours required					
A. SETTLEMENT AND CLOSING					
Pro-rating on-going expenses					
How to prepare a closing statement (debits and credits)					
Net proceeds and seller net sheets					
B. TRUST ACCOUNT REQUIREMENTS					
Trust account defined					
Trust funds defined					
Earnest money deposit requirements					
Co-mingling funds					
Licensees selling by contract for deed or purchase money mortgage					
Security deposits					
Building for resale					
C. TRUST ACCOUNT RECORDS					
Cash receipts and disbursement journal					
Client card					
Monthly trial balance					
Bank reconciliation					
TOTAL HOURS FOR THIS TOPIC					

IV. MN Real Estate Transaction Laws 2 hours required					
A. MINNESOTA COMMON OWNERSHIP INTEREST LAWS					
B. CONDOMINTUMS					
Contents of declaration					
Unit owner's association					
Disclosure and rescission rights					
condominiums time shares					
C. COOPERATIVE					
D. TOWNHOUSES					
E. MINNESOTA HOMESTEAD RIGHTS					
Homestead requirements					
Qualifying relatives					
Filing requirements					
Acreage and value					
Green Acres					
Ownership by aliens and non-American corporations					
TOTAL HOURS FOR THIS TOPIC					

TOPIC	Min/Hrs Requested By Provider	MATERIAL CROSS-REF Textbook Pg #'s	OUTLINE CROSS-REF Location	EXAM CROSS-REF Question #'s	Time Allotted By Reviewer
V. MN Government Controls 3.5 hours required					
A. REAL ESTATE VS. PERSONAL PROPERTY					
B. LAW OF FIXTURES					
C. LEGAL METHODS OF LAND DESCRIPTION					
Metes and bounds					
rectangular survey					
recorded plat					
D. GOVERNMENT POLICE POWER RIGHTS IN LAND					
Zoning and land use restrictions					
Building permits and construction standards					
E. PROPERTY TAXES AND SPECIAL ASSESSMENTS					
When and where paid					
Levied vs. pending special assessments					
F. EMINENT DOMAIN					
G. ESCHEAT					
H. ESTATES IN LAND					
Fee simple absolute					
Fee simple defensible					
Life estate					
Leasehold estate					
I. ENCUMBRANCES					
Easements					
Deed restrictions					
Liens					
Encroachments					
License					
J. MINNESOTA OWNERSHIP FORMS					
ownership in severalty					
Joint tenancy					
Tenancy in common					
Syndication (Corporation, Partnership, Reit)					
TOTAL HOURS FOR THIS TOPIC					
TOTAL HOURS FOR THIS COURSE	13 HOURS REQUIRED				

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