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APPROVED       DENIED       RETURNED

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

CLASSROOM – LIVE       WEBINAR - LIVE  
 ON-DEMAND – (NOT Live)       Interactive Internet

Approved Credits \_\_\_\_\_

SALESPERSON 30-Hr Course 1       BROKER 30-Hr Course  
 SALESPERSON 30-Hr Course 2       CLOSER 8-Hr Course  
 SALESPERSON 30-Hr Course 3  
 WI to MN 13-Hr Reciprocal Course

**(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 date.)

PE Course Number \_\_\_\_\_

Date Approved \_\_\_\_\_

(BR) CE Course Number \_\_\_\_\_

### REAL ESTATE PRE-LICENSE EDUCATION COURSE APPLICATION

Choose ONE Course Title below per Application and Fee

30-Hour Salesperson Course 1

30-Hour Salesperson Course 2

30-Hour Salesperson Course 3

Include Fee of \$300 Check # \_\_\_\_\_

8-Hour Closer Course

Include Fee of \$80 Check # \_\_\_\_\_

13-Hour WI to MN Reciprocal Course (for Brokers or Salespersons)

Include Fee of \$130 Check # \_\_\_\_\_

30-Hour Broker Course

Include Fee of \$300 Check # \_\_\_\_\_

**Prior or Current Course Approval**

Does this course have current or prior PE approval in Minnesota?  
 Yes    No

• list current or prior MN Course # \_\_\_\_\_

Is this course replacing a course currently approved by Minnesota?    Yes    No

• list current MN Course # \_\_\_\_\_

**PROVIDER/COORDINATOR INFORMATION [NOTE: A completed Minnesota provider application & fee must also be included with this course application if provider is not already Minnesota-approved.]**

**Provider Name** (In full – do not abbreviate)

**MN Provider ID #** (If approved)

Provider Phone Number

( )

Provider Toll-Free

( )

Coordinator Name

Coordinator **Direct** Business Telephone

( )

**(REQUIRED)** Coordinator **Direct** Business Email

Federal Employer Identification Number (FEIN)

Provider Website

## METHOD OF INSTRUCTION

Choose **ONLY ONE** method of instruction (Live or On-Demand) per application and fee.

<input type="checkbox"/> <b>LIVE</b>	<p><b>Live course.</b> "Live course" means any learning experience that is actively led by an instructor, either online or in a classroom setting, that offers person-to-person, real-time feedback. This category includes standard classroom courses and courses taught live that are concurrently simulcast to remote locations or individual students online.</p>
<input type="checkbox"/> <b>ON-DEMAND</b>	<p><b>On-demand course.</b> "On-demand course" means a learning experience that enables a student to review learning material at time and location that is convenient for the student. This category includes asynchronous online courses, text-based courses, and other courses not offered live that include prerecorded videos, class recordings, documents, or other learning activities.</p>

<https://www.revisor.mn.gov/statutes/cite/45.305>

### **45.305 PRELICENSE EDUCATION COURSES OFFERED OVER THE INTERNET.**

**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. 3. Academic credit Internet courses.** Subdivisions 1 and 2 do not apply to Internet prelicense courses offered for academic credit by an accredited college, community college, or university that offers distance education programs and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the United States Secretary of Education.

### **Subd. 5. Final examination.**

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.

Provide the following information.

<b>LIVE—STANDARD CLASSROOM</b>	<input type="checkbox"/> Detailed explanation of attendance verification Does the course include an examination? No <input type="checkbox"/> Yes <input type="checkbox"/> If YES, attach a detailed explanation regarding exam presentation
<b>LIVE—SIMULCAST TO REMOTE LOCATIONS OR INDIVIDUAL STUDENTS ONLINE</b>	<input type="checkbox"/> Link to course, login, & password [if available] <input type="checkbox"/> Detailed explanation of the process used to authenticate the student's identity and the technology to guarantee seat time <b>A Few Examples:</b> <ul style="list-style-type: none"> <li>• Provider verifies the identity and license number of all students</li> <li>• Multiple Random Polling Questions per course hour</li> <li>• Each student be required to log in to the webinar using a distinct username, password, and/or email</li> <li>• Provider representative, using computer-based attendance-monitoring technology, monitors 100% attendance throughout the course</li> </ul> Will proctors be used? No <input type="checkbox"/> Yes <input type="checkbox"/> If YES, attach a detailed explanation of their use and verification <b>Example:</b> Group settings where a provider representative monitors students not individually logged in using a distinct username, password, and/or email. Does the course include an examination? No <input type="checkbox"/> Yes <input type="checkbox"/> If YES, attach a detailed explanation regarding exam presentation
<b>ON-DEMAND</b>	<input type="checkbox"/> Detailed explanation of the method of instruction/presentation Is any portion of this course online? No <input type="checkbox"/> Yes <input type="checkbox"/> If YES, attach a detailed explanation of the process used to authenticate the student's identity and the technology to guarantee seat time <input type="checkbox"/> Link to course, login, & password ( <i>required</i> ) Will proctors be used? No <input type="checkbox"/> Yes <input type="checkbox"/> If YES, attach a detailed explanation of their use and verification ( <i>required for non-interactive courses</i> ) Does the course include the ( <i>required</i> ) final examination? No <input type="checkbox"/> Yes <input type="checkbox"/> Attach a detailed explanation regarding exam presentation Will proctors be used? No <input type="checkbox"/> Yes <input type="checkbox"/> If YES, attach a detailed explanation of their use and verification ( <i>required for non-interactive courses</i> )

**A closed book, proctored, end of course exam is ALWAYS required for Pre-License Education regardless of the method of instruction.**

### **PROCTORS\***

A proctor is a person who (1) verifies a student's identity, and (2) processes an affidavit testifying that the student received no outside assistance with the course or examination.

A proctor must be 18 years of age or older and must not have a financial or other conflict of interest with respect to a student's successful completion of the course or the examination.

A proctor must not be:

- a relative of the student;
- the student's supervisor at work;
- a person the student supervises at work; or
- a student who is completing the same course.

**\*Generic Exam Proctor Affidavit Forms available at [MN Generic Course or Exam Proctor Affidavits](#)**

## **NOTES REGARDING PRE-LICENSE EDUCATION METHOD OF INSTRUCTION**

**Live courses offered online.** A live course offered online 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;
- (4) include the ability for the student to get technical support within a reasonable amount of time;
- (5) include a statement that the student's information will not be sold or distributed to any third party without the prior written consent of the student. Taking the course does not constitute consent; and
- (6) include a process to authenticate the student's identity.

**On-demand courses offered online.** An on-demand continuing education course offered online 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;
- (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;
- (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 final examination;
- (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.

## REAL ESTATE PRE-LICENSE EDUCATION INSTRUCTOR

### QUALIFICATIONS AND CONTACT INFORMATION PAGE

**MANDATORY**  *Attach a detailed Bio / Resume to this completed form showing dates of experience.*

**Instructor Full Legal Name**

**Date of Birth**

Business Address: Street, City, State, Zip

Phone Number

Business Email Address

**Do you currently hold, or have you held, any REAL ESTATE license in any state, including MN?**  Yes  No

**If yes, attach list of license number, state, and status.**

Resident REAL ESTATE License #                      & Name of Resident State

All Non-Resident REAL ESTATE License #(s)                      & Name of Non-Resident State(s)

Do you currently hold or have you ever held any other type of occupational / professional license in any state, including MN?  Yes  No

**If yes, attach list of license type, number, state, and status.**

Has instructor applicant ever had any occupational / professional license in any state including Minnesota that has been suspended, revoked, or terminated, or been the subject of inquiry or investigation?  Yes  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?  Yes  No

**If yes, attach documentation and detailed explanation signed & dated by instructor.**

#### **Mandatory Qualifications (*Please check at least one below*)**

- a four-year degree in the industry for which the course is being taught;
- a four-year degree with three years full-time experience in the industry for which the course is being taught;
- a four-year degree with three years full-time experience in the business or profession relating to the subject being taught;
- a postgraduate degree and completion of 45 hours of continuing education in the industry for which the course is being taught;
- 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;
- a two-year degree or certificate with five years full-time experience in the industry for which the course is being taught;
- a degree or certificate with five years full-time experience in the business or profession relating to the subject being taught; or
- 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 for every pre-license instructor.*

I certify that I am the instructor applicant for the Provider and I am responsible for compliance with all Minnesota licensing 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 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 am the instructor applicant for the course listed above 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 #** \_\_\_\_\_

## REQUIRED ATTACHMENTS, DOCUMENTS AND FORMS

This application will be processed in a timely manner, assuming it is a complete application. If your application does not include all of the required items requested throughout this application, and listed below, it will be considered deficient and returned to you. 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.

**Include a copy of the following with this prelicense course application submission.**

**A. Pre-License Course Materials**

- core matrix outline for this course topic (end of application)
- detailed, timed, content outline (end of application)
- copy of this courses Delivery Mechanism Approval
- instructional material for instructors – overheads, powerpoint, videos, charts, etc.
- instructional material for students – textbooks, notebooks, guides, documents, brochures, any handouts, etc.
- examination bank of questions with the exam answer key
- copy of providers proctor affidavit form (for required closed book proctored final exam)  
(Generic Exam Proctor Affidavit Forms available at [MN Generic Course or Exam Proctor Affidavits](#))

**B. provider policies**

- course prerequisites
- cancellation & refund procedure

**C. assorted attachments**

- Link, Login, and Password for interactive internet course
- Current IDECC or ARELLO course approval for interactive internet course
- Current IDECC or ARELLO instructor approval for interactive internet course
- students' course and instructor evaluation form
- proposed advertising
- proposed prelicense course completion certificate

### COORDINATOR CERTIFICATION AND SIGNATURE

I certify that all 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** \_\_\_\_\_

I certify that I have either applied for provider/coordinator approval in conjunction with this course application submission, or I am already an approved MN Coordinator/Provider for this Providership; that I am in compliance with all MN education laws and regulations found in Minn. Statute Chapter 45 and 82. I declare that the information provided for the above-named course on the attached education course approval application and all the attachments are true and correct.

Printed name of Coordinator \_\_\_\_\_  
(Mandatory)

Signature of Coordinator \_\_\_\_\_ Submission Date \_\_\_\_\_  
(Signature & Date are Mandatory)

Full Printed name of Provider \_\_\_\_\_ Provider # \_\_\_\_\_  
(Mandatory) (Mandatory)

**PRE-LICENSE COURSE COMPLETION CERTIFICATE**  
**Required Information For Prelicense 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** – Must match the credit given by MN Commerce; partial credit may not be given.
  
9. **License Type Course is Approved for**
  - Real Estate
  - Appraiser
  - Insurance
  
10. **Education Type Course is Approved for**  
Continuing Education
  
11. **Method of Presentation Course is Approved for**
  - Live**, Classroom – Traditional
  - Live**, Classroom – Webinar
  - On-Demand** - Internet Interactive
  - On-Demand** - Self-Study / Correspondence
  
12. **MN Department of Commerce’s Current Address and Licensing Unit’s Contact Information**

MN Department of Commerce	PHONE Number 651-539-1599
85 7 <sup>th</sup> Place East, Suite 280	E-MAIL Education.Commerce@state.mn.us
St. Paul, MN 55101	
  
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.”

**Course Completion Certificates and Credit Upload**

Minn. Statutes Chapter 82.58 require new real estate license applicants to maintain and submit prelicense course completion certificates prior to sitting for their license exams and when applying for a license.

In addition to awarding a prelicense course completion certificate, the Provider is also required (by Minn. Statutes Chapter 45.43) to upload the prelicense course completion credits to the student prelicense record on Pearson VUE’s Web-portal at [www.pulseportal.com](http://www.pulseportal.com) for Real Estate prelicense education students.

IF APPLYING FOR THE **BROKER** COURSE THE COMPLETED CORE MATRIX OUTLINE SHOWN BELOW MUST BE INCLUDED WITH YOUR 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. (2 Pages)

TOPIC	Time-Min per Topic	MATERIAL CROSS-REF (textbook) Pg #'s	EXAM CROSS-REF Question #'s
<b>I. BROKER LICENSING REQUIREMENTS – 3 HOURS</b>			
A. Ownership and operational forms			
B. Minnesota License Law Review			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>3 HOURS</b>		
<b>II. TRUST ACCOUNT REQUIREMENTS – 2 HOURS</b>			
A. Opening the trust account			
B. Deposit requirements			
C. Trust account records			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>2 HOURS</b>		
<b>III. AGENCY – 5 HOURS</b>			
A. Current statutes and agency law			
B. Statutory addenda and disclosures			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>5 HOURS</b>		
<b>IV. ANTIDISCRIMINATION – 3 HOURS</b>			
A. Federal fair housing			
B. Americans with Disabilities Act			
C. Minnesota Human Rights Act			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>3 HOURS</b>		
<b>V. REAL ESTATE PRINCIPLES UPDATE – 1 HOUR</b>			
A. Land improvements, estates			
B. Legal descriptions			
C. Governmental rights			
D. Property taxation and special assessments			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>1 HOURS</b>		
<b>VI. REAL ESTATE SALE, LEASE, AND TRANSFER – 2 HOURS</b>			
A. Purchase agreement and addenda			
B. Lease types and terms			
C. Deed types and clauses			
D. Contract for deed			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>2 HOURS</b>		
<b>VII. FINANCING AND VALUATION UPDATE – 3 HOURS</b>			
A. Sources of financing			
B. Foreclosure Law			
C. Principles of value			
D. Methods of valuation			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>3 HOURS</b>		



<b>VIII. BROKER'S ROLE CLOSING – 3 HOURS</b>			
A. Prorating			
B. Closing statements			
C. Closing documents			
D. Deposit requirements			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>3 HOURS</b>		
<b>IX. INCOME TAXATION – 3 HOURS</b>			
A. Tax rules of home ownership			
B. Investment tax issues			
C. Sale of personal residence			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>3 HOURS</b>		
<b>X. EMPLOYMENT LAWS AND INSURANCE – 3 HOURS</b>			
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			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>3 HOURS</b>		
<b>XI. Final Exam – 2 Hours</b>	<b>2 HOURS</b>		
<b>TOTAL HOURS FOR COURSE</b>	<b>30 HOURS REQUIRED</b>		

**IF APPLYING FOR COURSE 1 THE COMPLETED CORE MATRIX OUTLINE SHOWN BELOW MUST BE INCLUDED WITH YOUR SUBMISSION.**

**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. (4 Pages)**

TOPIC	Time-Min per Topic	MATERIAL CROSS-REF (textbook) Pg #'s	EXAM CROSS-REF Question #'s
<b>I. INTRODUCTION TO REAL ESTATE – (REQUIRED ONE HOUR)</b>			
<b>A. Overview of Course I</b>			
1. Course goals			
2. Attendance/breaks			
3. Examination policy			
4. Course and instructor evaluation			
<b>B. Scope of Industry</b>			
<b>C. Areas of Specialization</b>			
<b>D. Industry Terminology</b>			
<b>E. Professional Standards and Ethics</b>			
<b>F. Broker/Salesperson Relationship</b>			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>1 HOURS</b>		
<b>II. TITLE CLOSING – (REQUIRED SIX HOURS)</b>			
<b>A. Examination of Title</b>			
1. History			
2. Examination of abstract			
3. Title insurance			
a. Owners			
b. Purchasers			
c. Mortgage			
4. Title registration (torrens)			
<b>B. Closing</b>			
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			
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			
<b>C. Search and Examination of Title</b>			
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			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>6 HOURS</b>		
<b>III. REAL ESTATE LAW – (REQUIRED EIGHT HOURS)</b>			
<b>A. Real Estate License Law</b>			
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>B. Laws Relating to Agency</b>			
<b>C. Subdivided Land Act</b>			
1. Scope of law			
2. Registration provisions			
3. Licensing requirements			
<b>D. Securities Act-Potential Applicability to Real Estate</b>			
<b>E. Appraiser Licensing Law</b>			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>8 HOURS</b>		
<b>IV. BASIC LAW OF CONTRACTS – (REQUIRED THREE HOURS)</b>			
<b>A. Definition</b>			
<b>B. Essentials</b>			
<b>C. Breach-Remedies</b>			
<b>D. Types of Real Estate Contracts</b>			
1. Purchase agreement-parties to			
2. Listing agreement-parties to			
3. Contract for deed			
4. Options			
5. Lease			
<b>E. Cancellation</b>			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>3 HOURS</b>		
<b>V. PRINCIPLES OF FINANCING – (REQUIRED FIVE HOURS)</b>			
<b>A. Types</b>			
1. FHA			
2. VA			

3. Conventional/insured conventional			
4. ARM			
5. Other			
6. Points			
<b>B. Sources of Mortgage Funds</b>			
1. Lenders			
2. Secondary mortgage market			
3. Owner financing			
<b>C. Usury</b>			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>5 HOURS</b>		
<b>VI. TYPES AND CLASSIFICATIONS OF PROPERTY – (REQUIRED FOUR HOURS)</b>			
<b>A. Residential Construction</b>			
1. Government regulation			
<b>B. Land Development and Use</b>			
1. City planning			
2. Zoning			
<b>C. Condominiums, Cooperatives, PUDs, Common Interest Communities, Manufactured Housing</b>			
1. Definitions			
2. Financing			
3. Licenses required to sell			
4. Homeowner's associations			
5. Bylaws			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>4 HOURS</b>		
<b>VII. ENVIRONMENTAL ISSUES – (REQUIRED THREE HOURS)</b>			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>3 HOURS</b>		
<b>TOTAL HOURS FOR COURSE I</b>			
<b>30 HOURS REQUIRED</b>			

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. (1 Pages)

TOPIC	Time-Min per Topic	MATERIAL CROSS-REF (textbook) Pg #'s	EXAM CROSS-REF Question #'s
<b>I. VALUATION – (REQUIRED THREE HOURS)</b>			
<b>A. Evaluation vs. Appraisal</b>			
<b>B. Methods of Valuation</b>			
1. Market approach			
2. Cost approach			
3. Income approach			
<b>C. Tax value</b>			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>3 HOURS</b>		
<b>II. FINANCING APPLICATIONS – (REQUIRED SEVEN HOURS)</b>			
<b>A. Review of Course I Financing</b>			
<b>B. Mortgages</b>			
1. Legal elements			
2. Theories			
a. Lien			
b. Title			
3. Mortgage note			
4. Assumption			
<b>C. Foreclosure/Default</b>			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>7 HOURS</b>		
<b>III. CONTRACTS – (REQUIRED SIXTEEN HOURS)</b>			
<b>A. Review of Course I Contracts</b>			
<b>B. Purchase Agreement</b>			
1. Essential elements			
<b>C. Listing Agreement</b>			
1. Employment contract – broker			
2. Essential elements			
<b>D. Contract for Deed</b>			
1. Essential elements			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>16 HOURS</b>		
<b>IV. FAIR HOUSING – (REQUIRED THREE HOURS)</b>			
<b>A. Federal Fair Housing Laws</b>			
<b>B. State Fair Housing Laws</b>			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>3 HOURS</b>		
<b>V. REAL ESTATE SPECIALTIES – (REQUIRED ONE HOUR)</b>			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>1 HOURS</b>		
<b>TOTAL HOURS FOR COURSE II</b>	<b>30 HOURS REQUIRED</b>		

**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:** 30 hours using one-subject or 15 hours each using two-subjects or 10 hours each of three-subjects, for a combination course totaling 30 hours. **(Outline is 4 Pages)**

SUBJECT	Time-Min per Topic	MATERIAL CROSS-REF (textbook) Pg #'s	EXAM CROSS-REF Question #'s
<b>I. REAL ESTATE APPRAISAL</b>			
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			
G. 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			
<b>TOTAL HOURS FOR THIS SUBJECT</b>			
<b>II. CLOSING PROCEDURES</b>			
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			
<b>TOTAL HOURS FOR THIS SUBJECT</b>			
<b>III. FARM AND RANCH BROKERAGE</b>			
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			
<b>TOTAL HOURS FOR THIS SUBJECT</b>			
<b>IV. REAL ESTATE FINANCE</b>			
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			
<b>TOTAL HOURS FOR THIS SUBJECT</b>			
<b>V. REAL ESTATE INVESTMENT</b>			
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			
<b>TOTAL HOURS FOR THIS SUBJECT</b>			
<b>VI. REAL ESTATE LAW</b>			
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			
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			
<b>TOTAL HOURS FOR THIS SUBJECT</b>			
<b>VII. REAL ESTATE MANAGEMENT</b>			
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			
<b>TOTAL HOURS FOR THIS SUBJECT</b>			
<b>VIII. BUSINESS BROKERAGE</b>			
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			
<b>TOTAL HOURS FOR THIS SUBJECT</b>			
<b>IX. COMMERCIAL REAL ESTATE</b>			
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			
<b>TOTAL HOURS FOR THIS SUBJECT</b>			
<b>X. RESIDENTIAL ARCHITECTURE AND CONSTRUCTION</b>			
A. Architectural styles and designs			
B. Blueprints and plans			
C. Construction basics			
D. Exteriors			
E. Interiors			
F. Mechanical systems			
G. Course examination			
<b>TOTAL HOURS FOR THIS SUBJECT</b>			
<b>SUBJECT(S) CHOSEN FOR THIS COURSE III (no more than 3)</b>		<b>Total Time for Chosen Subject(s)</b>	
<b>Example:</b> 30 hours using one subject or 15 hours each using two subjects or 10 hours each of three subjects for a combination course totaling 30 hours			
<b>Real Estate Appraisal</b>			
<b>Closing Procedures</b>			
<b>Farm and Ranch Brokerage</b>			

<b>Real Estate Finance</b>	
<b>Real Estate Investment</b>	
<b>Real Estate Law</b>	
<b>Real Estate Management</b>	
<b>Business Brokerage</b>	
<b>Commercial Real Estate</b>	
<b>Residential Architecture and Construction</b>	
<b>TOTAL HOURS COURSE III</b>	<b>30 HOURS REQUIRED</b>

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

**8 HOUR PRELICENCE CLOSER COURSE (Minnesota Statutes Chapter 82.29 Subd.8 (c))**

Required closer course shall consist of the following subject hours.

(Outline is 2 Pages)

TOPIC	Time-Min per Topic	MATERIAL CROSS-REF (textbook) Pg #'s	EXAM CROSS-REF Question #'s
<b>I. INTRODUCTION TO TITLE CLOSING</b>			
<b>A. Overview of Closer Course</b>	<b>(15 minutes or less)</b>		
1. Course goals			
2. Attendance/breaks			
3. Examination policy			
4. Course and instructor evaluation			
<b>TOTAL SECTION I</b>	<b>(15 minutes or less)</b>		
<b>II. TITLE CLOSING</b>			
<b>A. Examination of Title</b>			
1. History			
2. Examination of abstract			
3. Title insurance			
a. Owners			
b. Purchasers			
c. Mortgage			
4. Title registration (torrens)			
<b>B. Closing</b>			
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			
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			
<b>C. Search and Examination of Title</b>			
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			
<b>TOTAL HOURS FOR CLOSER COURSE</b>			<b>8 HOURS REQUIRED</b>

**IF APPLYING FOR THE Reciprocal WI to MN 13 Hour COURSE THE COMPLETED CORE MATRIX OUTLINE SHOWN BELOW MUST BE INCLUDED WITH YOUR SUBMISSION.**

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 salespersons or brokers 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:

**13 HOUR WI to MN Real Estate Course (for both Broker or Salesperson) shall consist of the following subject hours. (Outline is 3 Pages)**

SUBJECT	Time-Min per Topic	MATERIAL CROSS-REF (textbook) Pg #'s	EXAM CROSS-REF Question #'s
<b>I. Real Estate Agency in MN (2 hours required)</b>			
<b>A. AGENCY OVERVIEW</b>			
The six obligations of a fiduciary (agent)			
The scope of authority			
Agent's duties to others			
Salesperson vs. broker – Who is the agent?			
<b>B. MINNESOTA STATUTORY DISCLOSURES</b>			
Agency addendum to listing agreements			
Agency addendum to buyer representation agreement			
Agency disclosure to customer			
Agency disclosure to buyer and seller at time of offer to purchase			
<b>C. MINNESOTA LISTING CONTRACT</b>			
Parties to the listing			
Required contents (Minnesota Statutes, Chapter 82)			
Types of listings			
<b>D. MINNESOTA BUYER REPRESENTATION AGREEMENTS</b>			
Parties to the buyer representation agreement			
Required contents (Minnesota Statutes, Chapter 82)			
Types of buyer representation agreements			
Provision for cancellation			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>(2 hours required)</b>		
<b>II. MN Laws &amp; Rules &amp; Regulations (3.5 hours required)</b>			
<b>A. OVERVIEW OF LICENSING LEGISLATION AND RULES</b>			
<b>B. WHO MUST BE LICENSED</b>			
<b>C. INDIVIDUAL LICENSING REQUIREMENTS</b>			
Age			
Licensing education			
Application			
Continuing education			
<b>D. CORPORATION/PARTNERSHIP LICENSING REQUIREMENTS</b>			
<b>E. LICENSE EXPIRATION AND RENEWAL</b>			
License period			
Timely renewal			
<b>F. TERMINATION OF AUTOMATIC TRANSFER</b>			
<b>G. NOTICE TO THE COMMISSIONER</b>			
<b>H. PENALTIES FOR VIOLATION OF CHAPTER 82</b>			
<b>I. RENTAL SERVICES</b>			

<b>J. CLOSING AGENTS</b>			
<b>K. STANDARDS OF CONDUCT</b>			
Broker's responsibilities			
Fraudulent, deceptive, or dishonest practices			
Affirmative obligations of all licensees			
<b>L. REAL ESTATE EDUCATION, RESEARCH AND RECOVERY FUND</b>			
<b>M. SUBDIVIDED LAND SALES PRACTICES (CHAPTER 83)</b>			
Subdivided land inclusions and exceptions			
Requirements for offering and sales			
<b>N. MINNESOTA STATUTORY NEW HOME WARRANTIES</b>			
Implied warranties on new homes and home improvements			
Licensing requirements and exceptions			
<b>O. MINNESOTA MANUFACTURED HOME SALES</b>			
Manufactured home defined			
Licensing requirements and exceptions			
<b>P. DISCLOSURE OF WELLS AND SEPTIC SYSTEMS</b>			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>(3.5 hours required)</b>		
<b>III. MN Licensee Financial Obligations</b>			
<b>(2 hours required)</b>			
<b>A. SETTLEMENT AND CLOSING</b>			
Pro-rating on-going expenses			
How to prepare a closing statement (debits and credits)			
Net proceeds and seller net sheets			
<b>B. TRUST ACCOUNT REQUIREMENTS</b>			
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			
<b>C. TRUST ACCOUNT RECORDS</b>			
Cash receipts and disbursement journal			
Client card			
Monthly trial balance			
Bank reconciliation			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>(2 hours required)</b>		
<b>IV. MN Real Estate Transaction Laws</b>			
<b>(2 hours required)</b>			
<b>A. MINNESOTA COMMON OWNERSHIP INTEREST LAWS</b>			
<b>B. CONDOMINTUMS</b>			
Contents of declaration			
Unit owner's association			
Disclosure and rescission rights			
condominiums time shares			
<b>C. COOPERATIVE</b>			
<b>D. TOWNHOUSES</b>			
<b>E. MINNESOTA HOMESTEAD RIGHTS</b>			
Homestead requirements			
Qualifying relatives			
Filing requirements			
Acreage and value			
Green Acres			
Ownership by aliens and non-American corporations			
<b>TOTAL HOURS FOR THIS TOPIC</b>	<b>(2 hours required)</b>		

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