



## CONTINUING EDUCATION COURSE CATEGORIES

### GOALS, PURPOSE, AND OBJECTIVES OF CONTINUING EDUCATION COURSES

Continuing education is any real estate-related course or equivalent designed to enhance licensees' knowledge, keep them informed about evolving practices and laws, and help them meet license renewal requirements. Its purpose is to ensure that licensees continually develop their skills and remain qualified to conduct real estate activities effectively and in the public's best interest. The goals are to provide essential, up-to-date information so licensees can handle transactions legally and professionally, stay current with new or changing laws and regulations, and protect the public from uninformed practitioners. Ultimately, continuing education helps licensees expand their expertise to remain competent, ethical, and knowledgeable about relevant federal, state, and local regulations.

### CONTINUING EDUCATION HOURS BREAKDOWN

SALES ASSOCIATES / BROKER ASSOCIATES	
HOURS	COURSE TOPIC
1	BROKER RELATIONSHIPS ACT
1	FAIR HOUSING
1	CODE AND RULES
1	HOT TOPIC
3	PROFESSIONAL CONDUCT
6	CONTRACTS AND FORMS
17	ELECTIVES

BROKERS	
HOURS	COURSE TOPIC
15	BROKER IN CHARGE
6	CONTRACTS AND FORMS
9	ELECTIVES

### CONTINUING EDUCATION COURSE CATEGORIES

- 1. Broker Relationships Act:** Focuses on the Oklahoma Broker Relationships Act, covering broker duties, client relationships, disclosure requirements, and responsibilities when working with parties in a transaction.
- 2. Fair Housing:** Covers laws prohibiting discrimination in real estate, emphasizing equal housing opportunities, compliance with the Fair Housing Act, and best practices to prevent discriminatory behavior.
- 3. Code and Rules:** Provides instruction covering key elements of the Oklahoma Real Estate Code and Rules, detailing professional standards, licensing regulations, and legislative updates affecting the industry.
- 4. Hot Topic:** Addresses current trends and issues in real estate, such as legal changes, market dynamics, new technology, or economic factors impacting the industry.
- 5. Professional Conduct:** Covers ethical standards and professional behavior, focusing on broker-to-broker and broker-to-consumer best practices to maintain integrity and trust in real estate dealings.
- 6. Contracts and Forms:** Covers the proper use and interpretation of real estate contracts and forms, emphasizing legal clauses, accurate completion, and compliance with current regulations.
- 7. Electives:** Offers a variety of topics to enhance real estate knowledge, including property management, marketing, negotiation, and investment strategies, providing flexibility for professional growth. Elective categories include:
  - Advertising & Marketing (ADV)
  - Brokerage Management (BBM)
  - Contracts, Title, & Settlements (CTS)
  - Commercial Real Estate (CRE)
  - Communication & Negotiation (COM)
  - Construction & Land Use (CLU)
  - Dispute Resolution & Liability (DRL)
  - Economics & Market Trends (EMT)
  - Environmental & Sustainability Issues (ENV)
  - Finance, Accounting, and Taxes (FAT)
  - Foreclosures & Short Sales (FSS)
  - Homeowners & Condominium Associations (HOA)
  - Inspections (INS)
  - Insurance & Risk Management (IRM)
  - Investing (INV)
  - Property Management (PMG)
  - Rules, Ethics, and Law (REL)
  - Real Estate Technology & Innovations (RTI)



## ELECTIVE CONTINUING EDUCATION COURSE TOPICS DEFINED

1. **Advertising & Marketing (ADV)** - Focuses on methods for promoting real estate, including digital marketing, sales techniques, and branding strategies. Topics: Advertising, Sales, Prospecting.
2. **Brokerage and Business Management (BBM)** - Courses on effectively managing a real estate business, covering leadership, risk reduction, and operational strategies. Topics: Brokerage Management, Agent Business Management, Time Management, Trust Accounts
3. **Contract to Close (CTC)** - Contract completion and the processes from Listing to Selling and successfully guiding consumers to the closing table. Topics: Agreements, Supplements, Addendums, Disclosures, TRR
4. **Abstract, Title, and Settlements (ATS)** - Detailed coverage of the process of the Title Company, title insurance, title commitments, and settlement procedures. Topics: Title issues, Title Insurance
5. **Commercial Real Estate (CRE)** - Specialized instruction on commercial property markets, investment strategies, and non-residential real estate management. Topics: Commercial Properties, Investment Analysis.
6. **Communication, Presentations, and Negotiations (CPN)** - Courses designed to enhance interpersonal communication and negotiation skills for real estate professionals. Topics: Communication, Negotiations, Presentations for consumers
7. **Construction & Land Use (CLU)** - Discusses construction processes, zoning laws, and land use regulations affecting property development. Topics: Construction, Land Use, History, Surveys, Farm and Ranch, Specialty Property, Mineral Rights
8. **Dispute Resolution & Liability (DRL)** - Strategies for resolving real estate disputes and understanding the legal implications of liability. Topics: Divorce, Liability, Misrepresentation.
9. **Appraisals, Trends, and Economics (ATE)** - Analyzes how economic factors and market trends impact real estate, including housing cycles and market analysis. Topics: Economics, Market Trends, Appraisals, Pricing Property
10. **Environmental & Sustainability Issues (ENV)** - Covers environmental regulations and sustainable practices that impact property development and sales. Topics: Environmental Laws, Sustainability.
11. **Finance, Accounting, and Taxes (FAT)** - Courses covering real estate math and finances, tax considerations, and accounting practices. Topics: Mortgage, Accounting, Finance, Taxes, Estimating Costs, Credit Scores
12. **Inspections (INS)** - Focuses on the processes, standards, and regulations involved in property inspections, ensuring real estate professionals understand how to identify and address property condition issues. Topics: Property Inspections, Inspection Standards
13. **Insurance & Risk Management (IRM)** - Detailed instruction on insurance and warranty products, strategies for managing and mitigating risks in real estate transactions. Topics: Insurance, Warranties, Risk Management, Safety
14. **Investment and Distressed Property Strategies (DPS)** - Analyzing real estate investments to maximize returns, manage financial risks, and navigate distressed property scenarios. Topics: Investment Analysis, Real Estate Investments, Foreclosures, Short Sales, and HUD processes, providing strategies for both profitable investment and effective management of distressed properties.
15. **Property Management and HOA's (PMG)** - Practical insights into managing residential and commercial properties, including maintenance and tenant relations. Topics: Property Management, Tenant Relations, Time Management and Condominiums, Homeowners Association.
16. **Rules, Ethics, and Law (REL)** - A deeper dive on real estate rules, laws, and court precedents that impact real estate transactions. Topics: Ethics, Property Law, Rules, Agency, Anti-Trust, Disclosure, Landlord-Tenant Law, Case Law Reviews, Governmental Powers, Fair Housing, Estates and Probate
17. **Real Estate Technology & Innovations (RTI)** - Courses that focus on leveraging the latest technologies to enhance real estate practices, including artificial intelligence, virtual tours, and automation tools. Topics: E-signatures, AI in Real Estate, Virtual Reality, Data Analytics, CRM Tools.

## CONTINUING EDUCATION COMPLIANCE

### CONTINUING EDUCATION COURSE APPLICATION, APPROVAL, AND RENEWAL REQUIREMENTS

#### 1. COURSE APPLICATION AND FEE

- Application Fee: \$25
- Must include a copy of the course curriculum, including course objectives, a timed outline of the course subject matter, delivery method, and instructor for each course.
- If applying under a business entity, list the names and addresses of all directors and officers.
- Report any changes to the commission immediately.
- If the Commission is of the opinion that a proposed continuing education offering does not qualify under the Code and/or Rules of the Commission, the Commission shall refuse to approve the offering and shall give notice of that fact to the party applying for approval within fifteen (15) days after its decision.
- Appeal: Denied applications can be appealed with a written request for a hearing.

#### 2. COURSE ADVERTISING RESTRICTIONS

- Courses must not be advertised until approved by the commission.
- Avoid claiming endorsement, recommendation, or accreditation. You may only state, "Approved by the Commission for (# of hours) of continuing education credit."

#### 3. COURSE RENEWAL

- Course Renewal Fee: \$25 (every 36 months)
- Submit the renewal application and all course material before the current approval expires.

### CONTINUING EDUCATION INSTRUCTOR APPLICATION, APPROVAL, AND RENEWAL REQUIREMENTS

#### 1. CONTINUING EDUCATION INSTRUCTOR APPLICATION AND FEE

- Application Fee: \$100
- Must provide proof of one of the following:
  - Bachelor's degree in a related field.
  - Valid teaching credential or certificate from Oklahoma or another jurisdiction.
  - Five years of full-time experience in the applicable field within the past ten years.
  - Equivalent combination of education and experience as determined by the Commission.
- Personal resume indicating name(s) and qualifications of the instructor(s)

#### 2. CONTINUING EDUCATION INSTRUCTOR RENEWAL

- Instructor Renewal Fee: \$100 (every 36 months)
- Instructor must provide evidence of completion of one of the following:
  - Take a Code and Rules update class offered by OREC biannually.

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## CONTINUING EDUCATION COMPLIANCE

### 1. IN-CLASS EDUCATION STANDARDS

*"In-class education" refers to courses where students and instructors are either physically present in the same room or participating through live video conferencing.*

- Approved instructors must be physically present for the duration of the class.
- Limit breaks to 10 minutes per hour.
- Ensure classrooms have adequate lighting, seating, and technology, and are free from distractions.

### 2. DISTANCE EDUCATION STANDARDS

*"Distance education" refers to self-paced online courses that may include pre-recorded sessions or text-based materials, with an approved instructor available for questions.*

- Include clear objectives and preview statements.
- Provide a complete set of questions and answers to the Commission (answer keys excluded from student material).
- Students have 6 months to complete the course.
- Include a disclaimer that the content is not a substitute for legal advice.
- Ensure course content justifies requested hours.

### 3. INSTRUCTOR AND ENTITY RESPONSIBILITIES

- Submit a list of names and license numbers of successful students within seven days.
- Maintain enrollment records and roll sheets for 5 years, including roll sheets.
- Provide completion certificates to students.
- Approved instructors must be available during normal business hours for student questions and assistance.
- Guest instructors may be used but cannot exceed 30% of total course time.

### 4. COURSE COMPLETION AND EXAMINATION REQUIREMENTS

- To certify course completion, students must attend required in-class hours, complete all modules for distance learning, or fulfill both requirements for hybrid courses.
- Distance education course offerings must include an end of instruction exam consisting of 7 questions per credit hour.

### 5. OREC COMPLIANCE REMINDER

- The Commission may audit courses or request records at any time.
- OREC may withdraw or discipline as outlined in Title 59, O.S., Section 858-208, paragraph 6 the approval of a coordinator/director or instructor, offering, or entity either on complaint filed by an interested person or on the Commission's own motion for any of the following reasons:
  - License suspension or revocation
  - Failure to submit all documents, statements and forms as may be required by OREC
  - Falsification of records and/or applications filed with OREC
  - False and/or misleading advertising
  - Failure to comply with the Code and Rules or maintain classroom order and decorum