



Ohio Administrative Code Rule 1301:5-7-09 Post-licensing education.

Effective: February 13, 2022

(A) Post-licensing education courses for brokers and salespeople shall be completed in seminars, schools, and educational institutions which are not limited to institutions providing two-year or four-year degrees but may include qualifying public or private schools, firms, associations, organizations, individuals, corporations, or similar arrangements.

(B) Providers of the post-licensing education for brokers shall use the curriculum approved by the Ohio real estate commission. Providers of the post-licensing education for salespersons shall, at a minimum, use the course learning objectives approved by the Ohio real estate commission.

(C) An applicant for provider approval shall apply to the division of real estate and professional licensing for approval on the appropriate form prescribed by the division. The initial application form must be submitted to the division at least ninety (90) days prior to the proposed initial date of the offering.

(D) The commission will act on all applications to provide post-licensing education for brokers. The superintendent will act on all applications to provide post-licensing education for salespersons. When acting on an application for approval of a post-education provider consideration will be given, but not be limited to, the following criteria:

(1) Information included on the application form:

(a) Name, address and telephone number of provider;

(b) Name and contact information for person(s) authorized to act on behalf of provider;

(c) Policy regarding attendance and procedure for recordkeeping of attendance;

(d) A summary including but not limited to:



- (i) Brief description of the provider and its educational standard;
 - (ii) Form of attendance certificate;
 - (iii) Method of record maintenance;
 - (iv) Sample of proposed advertising, if any;
 - (v) Attendance or participation fees;
 - (vi) Location of offering;
- (e) Such other information as the Ohio real estate commission or superintendent may request;
- (2) Personal data indicating names of teachers and instructors and evidence that they meet at least one of the following qualifications:
- (a) Possession of a bachelor's degree in a field related to that in which the person is to teach, from a school listed as an institution of higher learning by the United States department of education, or from a comparable school of a foreign country;
 - (b) Possession of a valid teaching credential or certificate from Ohio or another state authorizing the holder to teach in the field of instruction in which the person is to teach;
 - (c) Five years full-time experience in a profession, trade, or technical occupation in the applicable field; or
 - (d) Any combination of at least five years of full-time experience relevant to the applicable field and college level education.
- (E) No provider shall certify to the attendance of a licensee who was not physically present during at least ninety per cent of the course.



(F) The provider shall issue a certificate to a licensee who successfully completed the course. The certificate shall include the following information:

- (1) Licensee's full name;
- (2) Licensee's formatted credential number;
- (3) Date of course attendance;
- (4) Course hours completed;
- (5) Course title;
- (6) Instructor's full name;
- (7) Provider's name and address;
- (8) Provider's attendance verifier's name and signature.

(G) If the provider issues a course certification with the incorrect information required in paragraph (F) of this rule, the provider shall issue a corrected certificate to each licensee within thirty days.

(H) A provider shall maintain for three years a record of attendance of each licensee attending an offering disclosing the following information:

- (1) Name and address of licensees;
- (2) Hours of attendance;
- (3) Date of offering; and
- (4) Name, address, and signature of verifier in employ of the provider.



(I) The division shall keep a current list of approved post education providers, which shall be available to licensees and the public.