



IDAHO DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

- REAL ESTATE COMMISSION -

Provider Handbook

Thank you for your commitment to real estate education in Idaho. A course provider certification can be withdrawn or cancelled for failing to comply with the duties set forth in the Idaho License Law & Rules and the *Education & Certification Policy*. This handbook is intended to assist you in performing your provider duties.

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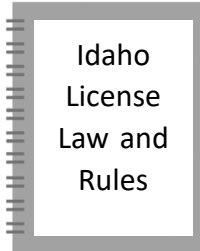
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Important to Note: Education forms are typically updated in July. Visit the Commission’s website forms page to obtain the most current version. Providers are encouraged to direct students to the Commission’s website to print their own application forms instead of providing the forms for the students.

SECTION 1: IMPORTANT PUBLICATIONS



Part 1.1: Idaho Real Estate License Law and Rules - The Idaho Real Estate License Law and Rules Booklet contains the full Idaho License Law and Rules which all real estate licensees, providers, and instructors are required to comply with. The License Law and Rules Booklet is available in an electronic format on the Commission’s website or can be purchased as a hardcopy.



Part 1.2: Education & Certification Policy - The *Education & Certification Policy* contains segments of the License Law and Rules pertaining to real estate education. Additional policy adopted by the Commission is included. The *Education & Certification Policy* is available on the Commission’s website. We encourage you to refer to it often and contact us if you have any questions about your provider duties.

Important to Note: The *Idaho Real Estate License Law Booklet* and the *Education & Certification Policy* are updated annually. Providers are expected to obtain the most current copies of these documents. It is your responsibility to know the law and conduct your business in accordance with the License Law, Rules, and policies.

Part 1.3: Definitions - Idaho Code 54-2004 offers the following definitions:



- (1) "Accredited college or university" means an institution accredited by the regional accrediting associations, as reported in the most current publication of the accredited institutions of postsecondary education.
- (9) "Business conduct and office operations course" means the component of the advanced real estate course that is required in order to obtain a broker’s license and that teaches business practices and office operations of the brokerage, including recordkeeping, trust account procedures and the laws governing those practices.
- (14) "Commission" means the Idaho real estate commission, unless the context clearly indicates a different meaning.

(15) "Commission core course" means the annual course covering the twelve (12) month period between July 1 and June 30, which contains curriculum identified by the commission that stresses that year's trends in real estate practices and changes in laws in real estate related industries. A core course must contain no more than four (4) classroom hours of instruction.

(16) "Continuing education elective course" means a real estate course offering, other than the commission core course for which continuing education credit hours may be obtained as provided in section 54-2023, Idaho Code.

(19) "Council" means the Idaho real estate education council.

(22) "Distance learning course" means, in relation to a real estate course offering, a real estate course that is delivered not as a live course but through a medium in which the instructor and student are separated by both distance and time.

(31) "Live presentation" means, in reference to a real estate course offering, a real estate course that is personally presented by the instructor and personally attended by the student at the same facility, or, if separated by distance, the instructor and student are connected by contemporaneous, two-way audio and visual communication.



Courses taught by "interactive video conference (IVC)" or "compressed video" are live courses.

Remote delivery is live education that is presented by an instructor and attended by students through two-way audio and visual connection via a virtual classroom platform.

(36) "Post license course" means a commission-approved or certified elective course that is specifically oriented toward salespersons in their first two (2) years of Idaho practice. The course must contain no more than twelve (12) classroom hours of instruction.

(48) "Successfully completed" means, in reference to a real estate course offering, completing all required course hours and, except where the licensee seeks continuing education credit for having regularly attended the live presentation of a course, passing a commission-approved final examination.



Instructor – the individual who teaches the course material to students.

Provider (school) – the certified entity who offers or hosts education course sessions for prelicense or continuing education purposes and is responsible for the administrative tasks related to offering the course.

Provider Director – the individual appointed by the provider to oversee the provider’s operation. As such, the provider director accepts the responsibility on behalf of the provider to ensure the education is conducted according to Commission standards.

Course developer – the individual or entity who develops course materials for dissemination.

Moderator – an appointed representative of the certified provider who has received a certificate of completion for attending the commission approved training and who manages classroom activities for the remote location when a course is presented by Interactive Video Conferencing (IVC) or remote delivery.

Homework – a set of tasks assigned to all students in a class by their instructor. This work is to be completed outside of the classroom and should consist of tasks designed to prepare the students for the following lesson.

Make-up work – a set of tasks assigned to an individual prelicense student by that instructor to replace a portion of the class time the individual student did not attend due to absence.

SECTION 2: THE EDUCATION COUNCIL

Part 2.1: Education Council Establishment – The Education Council is a 6-member advisory group that assists the Commission with education matters such as recommending education policy, procedures, and guidelines, as well as course content quality for education approved by the Commission. Idaho Code 54-2008 explains how the Idaho Real Estate Education Council is formed and the duties of the Education Council members.

Part 2.2: Council Appointment, Qualifications, and Term – Idaho Code 54-2009 explains how Education Council members are appointed, the qualifications an individual is required to meet, and the term of service for an Education Council member. The makeup of the Education Council allows for representation for all geographic areas of the state.

Part 2.3: Bylaws - The Education Council is required to establish and abide by bylaws. The current bylaws can be found in the *Education & Certification Policy*.

Part 2.4: Education Council Audits – One of the main functions of the Education Council is to oversee Idaho real estate education programs and establish standards for education. In fulfillment of this duty, the Commission may ask an Education Council member or Commission representative to audit a live or online course. Thank you in advance for receiving this person into your classroom. The representative will audit the class and provide a written

evaluation to the Commission. The Commission will send you and the instructor a copy of the audit findings, after they have been reviewed by the Education Council as part of their next regularly scheduled meeting.



A sample of a course offering audited at the point of delivery by a Commission representative shall reflect:

- a. comprehensive and current real estate knowledge as a basis for real estate practice at the applicable sales associate's or broker's level; and,*
- b. pre-course preparation and effective teaching methods. **Each course must provide well organized up-to-date course outlines and reference materials.***

Course outlines must include current materials and policies as provided by the Commission.

The Commission may also use telephone and written surveys to gather information on a course provider or instructor.



Telephone surveys and follow-up surveys should provide evidence of educational benefits to students.

SECTION 3: EDUCATION CERTIFICATION

Part 3.1: Purpose of Certification – The Education Council is tasked with overseeing education in Idaho and does this through certification and monitoring of providers, courses and instructors. Education “is a necessary and reasonable way to protect citizens, businesses and public interest in Idaho”, 54-2024, Idaho Code.

Part 3.2: Courses, Instructors, and Providers Must Be Certified – Idaho Code 54-2025 outlines the requirement for all course providers, instructors for non-CE courses, and course content to be certified by the Commission.



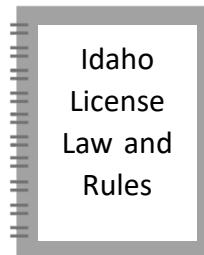
***Continuing education credit** will not be awarded to licensees for courses not certified or accepted by the Commission in accordance with Idaho license law. A current list of courses eligible for CE credit is available on the Commission website.*

No course, instructor, or provider will be certified retroactively.

Important to Note: Courses offered for CE credit in Idaho must be offered through a certified provider using an approved delivery method.

SECTION 4: PROVIDER REQUIREMENTS

Part 4.1: Certification of Providers – For all non-degree granting institutions, there is a certification process that must be followed. Idaho Code 54-2026(2) outlines the requirements to become a certified provider. These requirements include:



(a) File an application for certification in the form and manner required by the commission, along with proper fees, at least two (2) months prior to contemplated date of opening or first accredited course offering;
(b) Designate a "director" or "individual in charge," who shall be responsible for the course provider's operation and its real estate courses, and with whom the commission may communicate. Unless this requirement is waived upon special review of the commission in the manner stated below, the individual in charge shall:

(i) Not have had a real estate or other professional or occupational license suspended or revoked for disciplinary reasons or have been refused a renewal of a license issued by the state of Idaho or any other state or jurisdiction;

(ii) Not have been convicted, issued any fine, placed on probation, received a withheld judgment, or completed any sentence of confinement for or on account of any felony or a misdemeanor involving fraud, misrepresentation, or dishonest or dishonorable dealing in a court of proper jurisdiction; and

(iii) Have attended a commission-approved provider training within the two (2) years immediately preceding the designation.

The failure of the provider to have in place a designated individual meeting the qualifications required by this subsection shall be grounds for the commission to withdraw or cancel the provider's certificate as provided in 54-2025(3), Idaho Code;

(c) File a properly executed "irrevocable consent to service of process" in the manner and form prescribed by the commission and in substantial accordance with section 54-2012(1)(k), Idaho Code. The commission, in its discretion, may make such additional investigation and inquiry relative to the applicant for provider certification as it deems advisable and, if good cause exists, may deny or accept the application for certification.



The requirement to complete the provider training also applies when a new director is appointed for an existing certified provider.

If the Idaho Real Estate Commission receives notification that there is no director in place for a certified provider, or if returned correspondence is received, the provider certification will be placed on administrative hold until such time as the issue has been resolved to the satisfaction of the Commission.

Important to Note: The director named in your provider application is responsible for all activities of your school and must meet the qualifications listed in Idaho Code 54-2026(2)(b). All official communications pertaining to your school will be made through the named director.

Part 4.2: Provider Fees – License Law establishes the fees for initial provider certification and renewal. The initial provider certification application fee is set at \$75.00 and the annual renewal fee is set at \$50.00 per 54-2020(8)(a), Idaho Code.

Part 4.3: Provider Application – After the provider director has attended the required training, they must submit a completed Provider Certification Application Form (REE-037) and required documentation to the Commission for consideration. Incomplete applications will be returned to sender without processing.



Fees paid in connection with all certification applications are non-refundable.

Upon approval of the provider application, the provider director will receive notification from the Commission that the provider application has been approved. The initial certification period will begin upon approval and extend to the next June 30, regardless of how many months remain from their initial provider certification period until the expiration date. The application fee is not prorated, even if the application is submitted less than 30 days prior to June 30. Consider the timing of your application submission carefully.

Part 4.4: Registering to Use the IREC Online Services – Once a provider application has been approved, the provider director will be able to begin using the Online Services. The Online Services are used to add course schedules, to maintain course schedules, to submit course completion lists, and to manage your school’s company information.

Part 4.5: Annual Renewal of Your Provider Certification - Provider certifications are handled online through the IREC Online Services and can be completed early, provided the director has attended a Commission approved provider training within the previous two years.

Provider Training for Provider Director sessions are handled via remote delivery several times a year and annually in conjunction with the Instructor Development Workshop. The current schedule of provider training sessions can be found on the website.

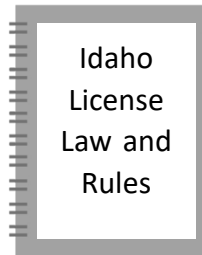


Providers are strongly encouraged to attend the Instructor Development Workshop at least once in each 2-year period.

Renewal Reminder Post Cards – Provider certification reminder post cards are sent out in the spring before the annual June 30th expiration date. All Instructor and Provider renewals are handled through the Online Services.

SECTION 5: PROVIDER DUTIES

Part 5.1: Fulfilling Provider Duties - The license law specifies the following nine basic provider duties under Idaho Code 54-2027.



Failure of a certified provider to comply with the following duties and requirements shall be grounds for the commission to withdraw or cancel the provider's certification for cause.

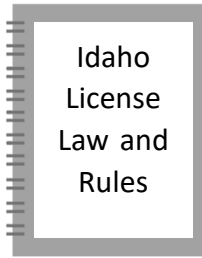
Provider Duty #1: Discrimination Prohibited – Idaho Code 54-2027(1)



(1) Discrimination prohibited. Each certified course provider shall at all times be in compliance with state and federal laws, rules and regulations regarding all aspects of equal opportunity and protection of civil rights. No course provider shall engage in discriminatory practices, nor allow their course instructor, or method of delivery to violate laws prohibiting discrimination. Each course provider will fully comply with any requirements of the Americans with disabilities act regarding access to and delivery of its courses, including the provision of accessible facilities and reasonable accommodations for students.

The Commission occasionally receives calls regarding requests for reasonable accommodation in the classroom. The Commission takes no position on the validity of a request for accommodation and suggests that providers presented with a request for reasonable accommodation consult with a professional who is versed in dealing with these types of requests. Providers may wish to refer to the 2018 *Clients with Disabilities No Problem* video on the IREC YouTube channel for further guidance.

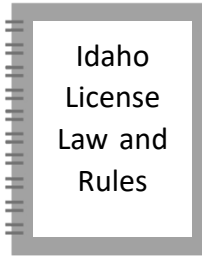
Provider Duty #2: Open Access to Course Offerings – Idaho Code 54-2027(2)



(2) Open access to course offerings. Registration and attendance at all certified courses offered for credit toward the education requirements of this chapter shall be open to all persons meeting normal course prerequisites; provided however, a certified course provider located in or affiliated with a licensed real estate brokerage company or professional association may refuse access to any licensee or unlicensed person based on that licensee's or unlicensed person's affiliation with another organization or brokerage company, or the licensee's or unlicensed person's membership status in any professional organization unless such course provider has received financial support from the commission for its particular course offering. Nothing in this section shall restrict a course provider from charging a separate and reasonable course fee to nonaffiliated or nonmember licensees or unlicensed persons.

If a provider wishes to offer a course for a particular brokerage or organization as outlined in 54-2027(2), Idaho Code, they must select the option to list the course as “Not for Public View” when scheduling the course through the Online Services.

A. Course Schedules –



(e) Course schedules. Each provider shall submit schedules of courses and instructors as requested by the commission and submit changes promptly as they occur. Whenever there is a change in a course including, but not limited to, a change in curriculum, course length or instructor, the provider shall promptly notify the commission in writing of the change.

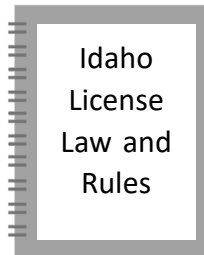


Providers are required to submit schedules of courses and instructors to the Commission on an ongoing basis by entering the course schedule information into the IREC Online Services at least twenty-four (24) hours prior to the course offering and keep it updated with any changes or cancellations. The course schedule must also identify the correct instructor. For online courses, or for courses offered through remote or hybrid delivery, the course instructor identified must hold a current Certified Distance Education Instructor (CDEI) designation from ARELLO®.



Providers must schedule a course through the IREC Online Services at least twenty-four (24) hours prior to the course offering regardless of whether it is open to all licensees or not.

Provider Duty #3: Disclosure of Fees – Idaho Code 54-2027(3)

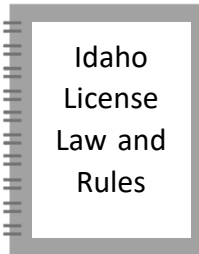


(3) Disclosure of fees. All fees charged to a student by a course provider shall be specified separately in writing. If additional fees are charged for supplies, materials or books required for coursework, such fees shall be itemized by the provider and, upon payment of such fees, the supplies, materials or books shall become the property of the student. All fees and the manner in which they are to be paid shall be stated in a student contract, in a form approved by the commission. The student contract shall expressly include the provider's policy regarding the return of fees in the instance where the student is dismissed or voluntarily withdraws from the course.

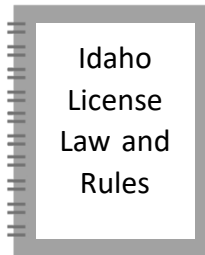


If an instructor requires the purchase of a textbook(s) for a course, then the use of that textbook must be incorporated into the curriculum and utilized by students. For commission-developed courses utilizing a textbook, each student is required to have the textbook and it must be used in the course.

Provider Duty #4: Facilities and Supportive Personnel – Idaho Code 54-2027(4)



(4) Facilities and supportive personnel. The provider shall provide the facilities and all supportive qualified personnel or approved proctors necessary to adequately implement its real estate program.



The premises, equipment, and facilities of the school should comply with all city, state, and federal regulations, such as but not limited to fire, building, occupancy, zoning, public health codes as well as the Americans with Disabilities Acts.

If a provider will not be physically present at the class, there must be a provider representative on site who has been instructed in the provider duties they will be responsible for during the class. This is documented by a signed Onsite Provider Representative Form (REE-024) form in the provider's files.

Provider Duty #5: Student Records and Other Requirements – Idaho Code 54-2027(5)



(5) Student records and other requirements. Each Idaho certified course provider shall comply with the following requirements:

(a) Records. For each individual student, create and retain for a period of five (5) years, a complete, accurate and detailed record which shall include the total number of hours of instruction undertaken and satisfactorily or unsatisfactorily completed in the area of study;



Including: legal name, address, telephone number, and email address of school; full legal name of the student, license number when one has been issued, beginning and ending dates of attendance; clock hours completed, i.e. sign-in sheet or attendance sheet; course/exam results.

Upon course completion, students must receive a certificate or statement of completion that includes the student's full legal name or the name as it appears on the real estate license, license number when one has been issued, provider name, course title, course approval number, course date(s), course delivery method, approved credit hours and the signature of the director.

A. Course Rosters and Sign-in Sheets - As part of the records providers must keep, you must create a sign-in sheet or course roster. Once a course is scheduled through the Online Services, you can start adding students to the roster. This will speed up the process of submitting the course completion list at the end of the class. The course roster may be used as your sign-in sheet that will be used to track student's attendance at scheduled courses. Please keep in mind:

- A student's real estate license number is **NOT** confidential information.
- All fields must be completed and either the license number or SSN provided by the student must be used.

A student's confidential information should never be displayed on a sign-in sheet. Use License Numbers instead of Social Security Numbers whenever possible.



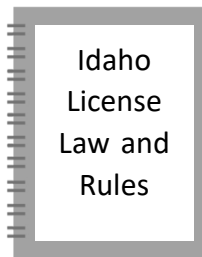
Idaho statute grants providers limited authority to obtain certain information from students that is regarded as confidential; namely: the student’s personal addresses and in some cases, social security numbers. The Provider is permitted to disclose this confidential information only to the Council or Commission, and then only as information included in the course completion list. Every provider must take precautionary measures to ensure that no student’s confidentiality is disclosed, even inadvertently, to any other person. Therefore, any course provider that obtains confidential information must establish a policy and procedure for collecting and keeping of confidential information that safeguards against disclosure.

Use of License Numbers instead of Social Security Numbers. A student’s real estate license number is not confidential information. A student who is already licensed in Idaho must be permitted to use his or her license number instead of social security number. However, prelicense students generally will not yet have an Idaho license, and therefore social security numbers will have to be used for course completion lists. It is understood that a course instructor, or other employee or agent of the provider, may properly have access to a student’s confidential information in the collection or submission of the required information. However, reasonable measures must be taken to protect the confidentiality of such information. Providers may wish to execute confidentiality agreements with their students.

It remains the responsibility of the Provider to ensure that the confidential information is not disseminated or used for purposes other than the creation and submission of a course completion list.

A student’s confidential information should never be displayed on a sign in sheet.

- B. Submitting Course Completion Lists - Providers have five (5) business days to submit CCLs to the Commission after the completion date of the course. If you miss this deadline, the system will not allow you to submit the CCL online and you will be out of compliance with the license law. All CCLs must be submitted through the IREC Online Services.

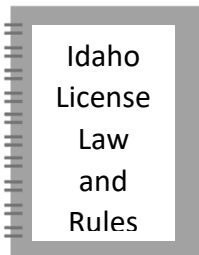


(b) Course completion lists. Within five (5) business days after conclusion of each course of instruction, the provider shall submit to the council or commission, in the form and manner designated by the commission, a list that shall include the legal names and social security numbers or, if licensed, the license numbers, of the students completing the course of instruction, the name of the course, the name of the instructor, the number of hours included in the course, the date of the course and the location. The list shall be certified by the instructor from whom the students received instruction and an authorized representative of the provider;



Providers shall submit course completion lists using IREC Online Services. It is the Provider's responsibility to ensure the accuracy of the course completion lists, including use of each student's legal name and license number or social security number, as applicable. Failure to submit course completion lists timely and accurately is a serious issue. Provider directors must provide appropriate control and supervision for clerical staff entering course completion lists on their behalf.

C. Grades



(c) Grades. The provider will provide written notification to students who successfully or unsuccessfully complete a course within thirty (30) days of the course completion date;

D. Course Completion Certificates - Students must receive course completion certificates within thirty (30) days after the course completion date. Many providers prepare the certificates in advance and hand them out at the end of the class. You can use whatever format you would like, whether it is a certificate or letter, but the course completion certificate must include:

- Student's full legal name or the name as it appears on the real estate license
- Student's license number, when one has been issued
- Provider's Name
- Course Title
- Course Approval Number
- Course Date(s)
- Course Delivery Method (Live, Remote, or Online)
- Approved Credit Hours
- Signature of the Provider Director

YOUR LETTERHEAD HERE

Date

Address

Dear Full Legal Name, License Number:
Congratulations! You have successfully completed the following real estate course(s).

Course Title

Delivery Method:

Approval Number:

Credit Hours:

Completion Date:

Provider:

If you are using this course to renew your real estate license, this letter is proof you passed the course(s). You should save this letter and present it to the Idaho Real Estate Commission in the event that you are audited for continuing education compliance. For complete continuing education requirements see Idaho Code 54-2023 and Rule 402.

Sincerely,
Director's Signature

Certificate of Completion

This is to certify that:

Full Legal Name, License Number

Has successfully completed course

Course Title on Date

Delivery Method: _____ Course Approval #: _____

Credit Hours: _____

Director: Signature Instructor: Signature

Provider Name

E. Evaluation Requirements for All Certified Courses - You are required to collect evaluations at the conclusion of each course. It is important to encourage students to take their time and put thought into the evaluations because this is one of the few ways IREC has to receive feedback about the course and instructor.

- Providers are required to give all students an evaluation form, but the students are not required to complete one to receive credit for the class.
- Providers must ensure the instructor gets all feedback from the evaluations promptly.
- Instructors are required to maintain at least a 4.0 annual average for each course.
- Per Idaho Code 54-2027(5)(d), “Upon written request from the commission, the provider shall submit either the student evaluations for the course and instructor, or a written summary of those evaluations using a form approved by the Commission.”



Evaluation Instructions for Continuing Education Courses
Idaho Code 54-2027 requires that all certified providers collect written evaluations from students, using an approved form for the course and instructor. Evaluations may be collected electronically only when an opportunity to complete the evaluation form in a manner that does not disclose the student’s identity is offered to every student. Providers are required to keep either the evaluations or a written summary of them for one (1) year from the course completion date, and to provide either the evaluations or summary to the Commission upon written request. The Commission will request the evaluations or the summary thereof from providers on a random or occasional basis to monitor instructor and course performance and to assure compliance with the license law pertaining to collection of evaluations. Providers are expected to supply copies of the most current evaluations with every course renewal application submission

Providers should make each instructor’s evaluations or a summary thereof available to the instructor promptly upon conclusion of a course.

For all Commission-developed courses, additional requirements regarding course evaluations apply. These courses are:

- Salesperson and broker prelicense
- Salesperson Post License
- Commission Core

The Commission-developed courses do not include any Ethics courses; the evaluations for those courses should be administered using the Continuing Education Evaluation Instructions.



Evaluation Instructions for Commission-Developed Education Courses
Evaluations for live offerings of Commission-developed courses must be collected for each course offering and provided to the Commission. The process for distribution and collection of paper evaluations must be handled as follows:

- 1. Prior to the conclusion of the course, but before the final exam (if any), a sufficient amount of classroom time shall be set aside for students to complete evaluations of the course and instructor.*
- 2. The provider or course instructor must distribute the current Commission-approved evaluation form to each student and appoint one student to collect the completed evaluations. The provider and/or instructor(s) must then leave the room, prior to completion of the evaluations.*
- 3. The student appointed to collect the evaluations will place all completed evaluations in an envelope provided by the provider. The envelope must be pre-addressed to the Commission. The student will seal the envelope and sign his/her name across the envelope flap.*
- 4. The provider must transmit the sealed envelope to the Commission within five (5) business days from the conclusion of the course. Upon receipt of the sealed envelope, the Commission will promptly scan and e-mail all evaluations to the provider director.*

Providers may electronically distribute course evaluations for Commission-developed classes using an electronic format approved in advance by the Commission. The form must provide students with Commission contact information to make confidential remarks, if desired by the student.

Classes offered via Remote Delivery (Continuing Education courses or Commission-Developed courses) may use electronic evaluations. Contact IREC for specific instructions on how to properly use electronic evaluations in the classroom.

Please ensure the collecting student seals the envelope with his or her signature by signing across both envelope and flap. In the rare instance where an evaluation does not make it into the envelope with the rest of the course evaluations, please send it in a separate envelope or put both the sealed envelope and the missed evaluation in a larger envelope and send them together.





The Commission may randomly select one or more student(s) from every class for the purpose of obtaining supplemental evaluations on a course and instructor.

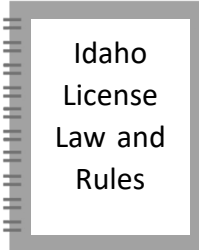
Supplemental evaluations may have additional questions not on the evaluation form which may address issues and concerns from attendees or more in-depth questions for better feedback.

- F. Course Schedules – Providers are required to submit schedules of classes and to make changes promptly when they occur to ensure the Commission has an accurate record of the classes being offered. The Commission uses this information to distribute evaluations to instructors and providers and students count on it for obtaining the CE they need. Failure to notify the Commission of scheduled changes to course offering is a breach of provider duty that may result in a 30 day notice letter.

Provider Duty #6: Instructors –Idaho Code 54-2027(6), Rule 500

It is the provider’s responsibility to make sure all courses are taught in accordance with applicable License Law, Rule, and Commission policy. While these guidance documents outline the minimum acceptable standards, providers are encouraged to set a higher standard for their instructors. The provider is responsible for all activity occurring in the classroom and establishing high standards will help to reduce the provider’s risk.

A. Minimum Teaching Standards of the Commission. All instructors, certified or not, must adhere to the Commission’s Minimum Teaching Standards which are:



Rule 500. MINIMUM TEACHING STANDARDS OF THE COMMISSION.

All courses offered for credit by a certified provider will be taught in accordance with the standards and written policies adopted by the Real Estate Commission. Course instructors will conduct themselves in a professional manner when performing instructional duties and will not engage in conduct that criticizes, degrades, or disparages the Commission, any student, other instructor, brokerage, agency, or organization.

01. Certification Requirement. A course required to be taught by a Commission-certified or Commission-approved instructor will be taught only by an instructor that is currently approved or certified for that course.

02. Outlines and Curriculum. A course must be taught in accordance with the course outline or curriculum approved by the Commission.

03. Attendance Requirement. The course instructor will adhere to the Commission’s written attendance policy and credit hours will only be submitted for students who have successfully met the attendance requirements for which the course was approved.

04. Maintaining Exam Security. The instructor will take reasonable steps to protect the security of course examinations and will not allow students to retain copies of final course examinations or the exam answer key.

05. Use of Exam Questions Prohibited. The instructor will not obtain or use, or attempt to obtain or use, in any manner or form, Idaho real estate licensing examination questions.



Professional mannerism includes:

1. *Avoidance of any form of student harassment, which is not limited to harassment based on the gender, national origin, race, religion, age, or physical or mental ability of any student.*
2. *Demonstration of sufficient subject matter knowledge of the course material being instructed.*
3. *Adherence to the Commission's written policies regarding product and service promotion and recruitment in the classroom.*
4. *Display of competent teaching skills, which include but are not limited to, the ability to:*
 - a. *Communicate effectively through speech*
 - b. *Present instruction in an accurate, logical, orderly, and understandable manner*
 - c. *Respond appropriately to questions from students*
 - d. *Utilize varied instructional techniques in addition to lecture, such as class discussion, role playing, or other techniques that enhance student interaction and learning*
 - e. *Utilize instructional aids and modern technology in a manner that enhances learning*
 - f. *Maintain an appropriate learning environment and effective control of the classroom*
 - g. *Interact with adult students in a respectful and professional manner that encourages student learning*
 - h. *Utilize relevant experience and research to supplement student learning*
 - i. *Form constructive relationships with students and*
 - j. *Utilize instruction time effectively*

Use of competent teaching skills may be measured by student evaluations. The instructor must maintain, for the course, an annual average of 4.0 or better (based on a 1-5) on the Commission's standard student evaluation form. Providers are responsible for tracking and documenting instructor scores for CE elective classes and providing these scores to the Commission upon request.

B. Selecting Instructors to Teach –

Certified Instructors – Certified instructors are required for all Commission-developed courses. You can search for certified instructors through the Online Services at irec.idaho.gov by going in as if you are going to schedule a particular Commission-developed class and then looking at the list of instructor names on the dropdown list.

Important to Note: There are specific experience requirements for each course an instructor wishes to become certified to teach. These qualifications can be found in the *Education & Certification Policy* under instructor certification.

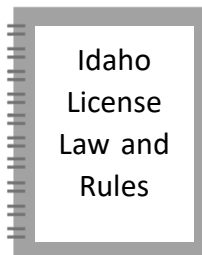
Guest Speakers -



For courses requiring a certified instructor, non-certified guest speakers may be utilized to present a portion of the course curriculum as long as the certified instructor is present in the classroom for the entire presentation and directly supervises the guest speaker. The course provider is responsible for the complete and accurate delivery of all Commission-developed course content.

Examples of guest speakers include inviting a qualified individual from a title company to guest instruct a short section of the salesperson prelicense course material related to title searches, asking an expert from a mortgage lender to instruct a segment of the broker Real Estate Finance prelicense course related to types of financing, and the like.

CE Instructors - For continuing education elective courses, certified instructors are not required.



(6) Instructors. A certified provider may offer a continuing education elective course without obtaining approval or certification for the course instructor; provided however, the provider shall take reasonable steps to ensure that the instructor is competent to teach the course and shall maintain resumes or other biographical information that documents the qualifications of the instructor. The provider shall make such documentation available to the public and commission upon written request. A course provider shall not offer for credit any course that is being taught below the minimum teaching standards established by the commission or that is being taught in a manner that is detrimental to the purpose of education licensees.

C. Ensuring Instructor Competency - It is your responsibility as a provider to ensure all instructors are competent to teach the courses you offer.



Reasonable steps to ensure instructor competency. Providers have a legal duty to “take reasonable steps to ensure that the instructor is competent to teach the course offered.” A provider who meets the following steps will be deemed by the Commission to have satisfied this requirement:

Verify instructor credentials. The provider has verified with the Commission that the instructor is currently certified to teach the course, or, if instructor certification is not required to offer the course, the provider has reviewed and verified the instructor’s documented credentials to teach the course. An optional Instructor Qualification form has been developed by the Commission that providers may use to document an instructor’s experience and credentials.

- a. **Teaching performance.** The provider shall promptly review the student evaluations for every course, as it is being taught, and shall immediately advise the instructor of any deficiencies or concerns noted in the evaluation.
- b. When using a new instructor for a live course offering for the first time, the provider is responsible for evaluating the instructor performance using the IREC instructor evaluation form. The provider is also responsible for periodically evaluating its live course instructors using the IREC instructor evaluation forms. Upon completion of an evaluation, the results of the evaluation shall be provided to the instructor and a follow up plan for improvement, if needed, shall be discussed. This evaluation and documentation of the plan for improvement is to be kept with the provider’s records and provided to the Commission upon request.

Providers are strongly encouraged to attend each annual IREC Instructor Development Workshop.

D. Evaluating Instructor Performance – The provider’s legal duty to take reasonable steps to ensure instructor competency does not end with the decision to use a particular instructor.



The provider is also responsible for periodically evaluating its live course instructors using the IREC instructor evaluation forms. When an instructor falls below the 4.0 average, an Instructor Performance Improvement Plan (IPIP) should be developed by the instructor and provider. The IPIP is to be kept with the provider’s records and provided to the Commission upon request.

Instructors who are currently on an Instructor Performance Improvement Plan (IPIP) or 30-day notice letter from the Commission are not eligible to be certified as instructor for additional Commission-developed courses or serve as a supervising instructor for an instructor who is student teaching until they have successfully complied with the terms of the IPIP or 30-day notice letter to the satisfaction of the Commission.



Failure to take reasonable steps to ensure instructor competency may result in withdrawal of provider certification.

Provider Duty #7: Posting and Recording Fees – Idaho Code 54-2027(7) - The Commission is not currently requiring course providers to pay a posting and recording fee.

Provider Duty #8: Advertising Restrictions – Idaho Code 54-2027(8)



(a) Providers may advertise that they are currently certified by the commission, if current certification has been approved, but no such advertising may state or imply that the provider is an agency of the commission or the council;
(b) No course provider shall provide any information to the public or to prospective students which is misleading in nature. Information is misleading when, taken as a whole, there is distinct probability that it will deceive the persons whom it is intended to influence.

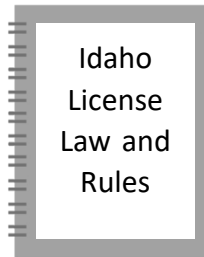


All course advertisements must contain the Commission’s course approval number and the exact title of the course as it was certified. The provider’s name, as certified by the Commission, must be included in all advertising.

No course may be advertised as either “approved” or “accepted” for continuing education for Idaho real estate licensees unless it has been certified by the Commission and assigned an Idaho course approval number. An exception is made for an Idaho certified provider, who may advertise a course taken to earn one of the pre-approved professional designations listed on the IREC website as “accepted” for continuing education credit by the Commission.

No course may be advertised as “pending approval” even if an application for certification has been submitted to the Commission. It may only be advertised as “submitted to IREC for CE approval.”

Provider Duty #9: Changes in Certification – Idaho Code 54-2027(9)



(9) Changes in certification. Certification shall be granted to the particular provider for the specific ownership, provider location, and named individual in charge as designated in the application for certification. Any changes in ownership, provider location, or provider name, or named individual in charge must be submitted for approval to the commission, at least one (1) month in advance of the effective date of the proposed changes.

If you change the name of your business or the name of your director in charge, please complete the Change of Provider Information form (REE-036) and submit it to the Commission within one month in advance of the effective date of the proposed changes.

Important to Note: Failure to comply with the required provider duties may result in a 30-day notice letter, Idaho Code 54-2027.

A. Withdrawal of Provider Certification – Idaho Code 54-2025(3)



(3) If the commission at any time determines that an instructor, course or provider is not meeting the requirements for continued commission approval or certification, written notification detailing the deficiencies requiring correction shall be made immediately to the appropriate person. The commission shall take no action to withdraw the certification for thirty (30) days from the date of the written notice. At the expiration of this period, if the deficiencies have not been corrected to the commission's satisfaction, the commission may take action to withdraw certification. Withdrawal of certification shall be governed by the Idaho administrative procedure act, chapter 52, title 67, Idaho Code, and the rules of the commission.

The first step the Commission typically takes when there is an issue with a provider or instructor is to contact the individual regarding the issue to see if the issue can be resolved informally.

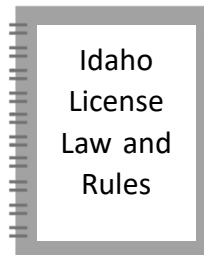
When attempts to do so are unsuccessful or when the situation warrants a more serious action, the Education & Licensing Director will send a 30-Day Notice Letter.

The 30-Day Notice Letter:

- Outline the issue
- Asks the affected individual to take steps to remedy the situation
- Requires that there be a sustained improvement

The individual must submit a written response to the Commission detailing how they will correct the deficiencies. If the response is satisfactory, then the Commission will expect and monitor the provider or instructor for sustained improvement.

If the response is not satisfactory or improvement is not sustained, then the Commission may proceed to take steps to withdraw provider certification.



54-2030. EXPIRATION OR WITHDRAWAL OF PROVIDER CERTIFICATION - NOTICE TO STUDENTS.

If a provider's certification expires, is terminated or withdrawn for any reason, the provider will no longer be approved by the commission, and no credit will be given to students for any courses not yet successfully completed by the expiration date. A provider whose certification has expired, been terminated or withdrawn for any reason, shall immediately notify every present or future student in writing that it is not a certified provider of approved real estate courses in Idaho and that no credit for prelicense or continuing education will be given for its courses.

SECTION 6: EDUCATION POLICIES

Part 6.1: Commission Attendance Policy – The current Commission Attendance Policy can be found at <https://irec.idaho.gov/wp-content/uploads/sites/103/policies/attendancepolicy.pdf>. 100% attendance is required for all live and remote education. Providers and instructors are required to uphold the Attendance Policy.



For Instructors only: *If an instructor wishes to allow electronic notetaking, the provider must establish written classroom participation policy governing the use of electronic notetaking in the classroom. The policy must adhere to the following minimum guidelines:*

(a) A student shall direct his/her attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction, such as texting, checking email, surfing the internet, completing contracts or other work.

(b) A student shall refrain from engaging in activities which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class including distracting noise.

Providers are expected to take appropriate steps to ensure that all students comply with their participation policy. The provider shall require the instructor to make an announcement at the beginning of the course and at the beginning of each subsequent day that electronic devices shall only be used for course related activities and notetaking purposes.

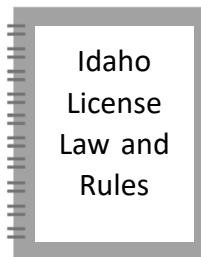
Part 6.2: Course Credit Policy –

A. Licensee Course Credit - Idaho Code 54-2023(2) through (4) outlines a few situations in which licensees may not receive credit for a course they attend.

1. Credits used to activate a license are considered spent and may not be reused.
2. Licensees cannot receive credit for attending a Core course more than once, regardless of which licensing period the Core course falls under.
3. For elective courses, the licensee cannot receive credit for taking the course more than once in the current licensing period.
4. Classroom hours apply to the licensing period in which they are taken and cannot be rolled forward or back to a different licensing period.

Licensees are expected to keep track of their own continuing education hours and understand the requirements, this is not a provider responsibility. Licensees with questions about their specific education record should be directed to the Commission.

B. CE Credit for Certified Instructors Teaching a Course (Idaho Code 54-2023(6)(e)) -



e. If a certified course instructor, teaches a live course for which continuing education credit may be obtained. Credits shall be granted for the number of classroom hours taught.



“Certified course instructor” means an instructor certified by the Commission to teach a prelicense, post license, or Idaho Core course pursuant to Idaho Code 54-2032. A certified course instructor must submit an Instructor’s Request for CE Credit form (REE-151) to obtain continuing education credit under this section.

Instructors must not be added to the course completion list when they teach a course and wish to receive credit under this policy. The provider director must instead to complete the pertinent section of the REE-151 form.

Part 6.3: Course Exams – Final exams are not required for live CE classes; however, they are required for live Commission-developed prelicense courses and online continuing education courses.

A. Prelicense courses – The minimum passing score for the prelicense final course exam is 70%, per Idaho Code 54-2036(2)(f).



The Commission-approved course exams shall be used in their entirety and may not be revised or altered without the Commission's advance permission. Providers are responsible to preserve the validity and security of course exams. Students shall not be allowed to retain exams or copy any exam questions, answers or distracters. A student who fails a final course exam shall be given a different version of the exam and must pass the entire retake exam with a minimum score of 70% in order to receive credit for the course. Students completing make-up work are still expected to take the exam at the end of the course, as scheduled, with the rest of the class. If the student has missed enough of the course time that taking the exam will jeopardize their ability to pass the exam, the provider should consider asking them to attend a subsequent offering of the missed portion in lieu of assigning make-up work.

B. Online Continuing Education Courses



Online courses are considered "distance learning" courses. Distance learning final exams must include a minimum of 5 questions per hour of instruction, with a maximum of 50 questions required. For courses taught through a blended delivery method, the online portion of the course is considered distance learning therefore must be ARELLO® certified.

C. Exam Retake Policy- Idaho Code 54-2036(h)



Each course provider may, at its option, allow students who complete a course and then fail the course exam one (1) opportunity to retake the approved course exam within the following time periods:

- i. Prelicense course exam retakes must occur within one (1) month of the original course exam;
- ii. Continuing education course exam retakes must occur within that course's certification period;
- iii. If the student fails the retake exam for any prelicense or continuing education course, the student must repeat the entire course and pass the final exam to receive credit.

Part 6.4 - Interactive Video Conferencing and Remote Delivery



Courses taught through IVC must meet all Commission standards established for live courses and the Commission's Minimum Standards for Alternative Delivery Methods.



MINIMUM STANDARDS FOR ALTERNATIVE DELIVERY METHODS

Hybrid delivery is live education where some students attend in person in a classroom while others simultaneously attend virtually via remote delivery.

(1) The setup and technology at each location must be pre-approved by the Commission. A provider who has previously been approved by the Commission to offer a course via Interactive Video Conferencing (IVC), remote, or hybrid delivery must work with the Commission to receive approval for each new location or technology that is added. Any changes to the setup or technology used at existing locations must also be pre-approved by the Commission.

(2) Any instructor teaching a course offered through an alternative delivery method must hold a current Certified Distance Education Instructor (CDEI) Certification. Guest speakers are not required to have this certification; however, they must be directly supervised by a CDEI certified instructor during all portions of the course session they guest instruct.

(3) Supervision and remote site support. For every IVC class or session connecting two or more sites remotely for a video conferencing distance education experience, a minimum of one moderator shall be present at each site at all times. For remote and hybrid delivery, one moderator is required for up to 25 students present and two for 26 or more students. The moderator is responsible for:

- (a) Ensuring compliance with the Commission's Attendance policy;*
- (b) Providing technical support;*
- (c) Ensuring the faces of all students and the instructor are in camera view;*
- (d) Promptly addressing any unprofessional behavior or distractions;*
- (e) Assisting students in using the microphones (if applicable);*
- (f) Ensuring that there is continuous audio and video feed from all students and instructors;*
- (g) Timely reporting student attendance and class participation to the instructor and provider daily.*

(4) A student enrolled in the class cannot be appointed to represent the provider for this purpose.

(5) The instructor may not serve as a moderator for a remote or hybrid delivery class while also acting as the instructor.

(6) All moderators must have attended a commission-approved training within the two years immediately preceding use as a moderator. The provider is required to maintain proof that the moderator(s) they use have attended this training.

(7) All students must have full view of at least one monitor at each class location. Additional monitors should be placed, as required, to ensure a clear view of the screen and its contents by all of the audience.



- (8) *The instructor must be able to see and hear all students.*
- (9) *The instructor must have a screen(s) sufficiently large to allow them to have a full and clear view of all students faces. Cell phones, personal tablets and laptop screens do not have screens of a sufficient size to meet this requirement.*
- (10) *Due to the brief time delay in transmitting audio, students and the instructor should allow others to finish speaking before responding.*
- (11) *All students must be able to hear the question and response when*
- (12) *All instructors must read or publish the required Student Remote Delivery Engagement Terms and IREC Attendance Policy at the beginning of each class.*
- (13) *All individuals instructing a course through remote or hybrid delivery must file an Instructor Remote Delivery Agreement with the Commission prior to instructing any course through remote or hybrid delivery.*
- (14) *Individuals who are found to be out of compliance with one or more of the Minimum Standards are not eligible to instruct or participate in a class offered via an alternative method until they have demonstrated full compliance with all of the Minimum Standards.*

Important to Note: For courses offered through Remote Delivery, in addition to the requirements listed here, the *Remote Delivery Methods* and *Student Remote Delivery Engagement Terms* available on the IREC website must also be followed.

Part 6.5 – Approved Textbook List - IREC has developed an Approved Textbook List for the Commission-developed courses. This textbook list indicates any required textbooks and provides the most recent revision date of the course outline and exam. The most current version of the approved textbook is available on the Commission website at <https://irec.idaho.gov/wp-content/uploads/sites/103/publics/approved-textbooks.pdf>. Providers and instructors are expected to review the Approved Textbook List prior to offering any Commission-developed course to ensure that the correct materials are being used in the course.



If an instructor requires the purchase of a textbook(s) for a course, then the use of that textbook must be incorporated into the curriculum and utilized by students. For Commission-developed courses utilizing a textbook, each student is required to have the textbook and it must be used in the course.



As the owner of the Commission-developed courses, the Commission retains complete control over dissemination of all Commission-developed course materials. Individuals may not distribute these materials to others without written permission from the Commission. Any inquiries about obtaining such materials should be referred to the Commission.

Part 6.6 – Recruitment Activity and Product and Service Promotion Policy - Class time cannot be used to promote a product or service or to recruit associates. It is permissible to promote or recruit only before and after class and on lunch breaks as outlined in the Recruitment Activities and Product and Service Promotion Policy.



Recruitment Activities and Product and Service Promotion Policy

Purposes:

- 1. To ensure education classes remain instructional and professional*
- 2. To prohibit use of instructional time for recruitment*
- 3. To prohibit use of instructional time to product and service promotion*
AND
- 4. To address students' desire for information about employment opportunities.*

Recruitment Activities Policy: *No instructor, school director or provider employee shall use class time to encourage, induce or promote student employment, affiliation or membership with any particular real estate licensee, real estate organization, franchise or network. "Promote" includes the making introductory remarks about a licensee, organization, franchise or the naming of such in examples (unless a reported court case).*

Permissible Promotion and Recruitment Activities:

- 1. Must clearly be designated as "recruitment" and student attendance must clearly be optional*
- 2. Must be clear that IREC does not favor or embrace one brokerage over any other AND*
- 3. Must be conducted outside of instructional hour (e.g., not during classroom or "credited" time).*

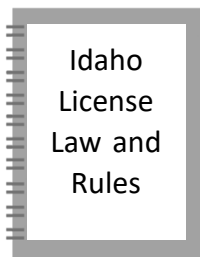
If conducted during the instructional day, permissible promotion and recruitment activities must occur before or after class, or during the lunch break. If during a lunch break, it must be clear that students are free to leave. Schools may organize a "recruitment session" outside of the regularly-scheduled class. Student attendance at such session must be optional.



Classroom time must not be devoted to the discussion or promotion of marketing materials. Firm brochures and material must not be included within any IREC approved instructional materials and course outlines. (This restriction does not apply to a brokerage firm's "in house" educational activities, except to the extent that credited classroom time may not be used to promote the firm.)

Product and Service Promotion Policy: *Sponsors, providers and instructors may make available for purchase materials and services that belong to the sponsor, instructor, or some other party on a limited basis. Sponsors and instructors shall not present a course for the main purpose of selling products and services and shall limit the announcement of products and services during the course. It is the Commission's intent that product and service promotion does not interfere with the presentation of the approved course material and the course is presented completely as it was approved.*

Part 6.7 – Approved Topics



Rule 402. APPROVED TOPICS FOR CONTINUING EDUCATION.

Continuing education is to assure that licensees possess the knowledge, skills, and competency necessary to function in a manner that protects and serves the public interest, or that promotes the professionalism and business proficiency of the licensee. The knowledge or skills taught in an elective course will enable licensees to better serve real estate consumers.

01. Topics Approved by the Commission. Topic areas for continuing education, as provided for in Sections 54-2023 and 54-2036, Idaho Code, will be approved by the Commission as they pertain to real estate brokerage practice and actual real estate knowledge.

02. Topics Not Eligible for Continuing Education Credits. Topics which are specifically exam preparation in nature or not directly related to real estate brokerage practice will not be eligible for approval.



Pursuant to Idaho Code 54-2036(3) and Rule 402, the specific, approved topic areas for continuing education course content are:

- a. Real estate ethics*
- b. Legislative issues that influence real estate practice*
- c. Real estate law, contract law, agency, real estate licensing law and administrative rules*
- d. Fair housing, affirmative marketing, Americans with Disabilities Act*
- e. Real estate financing, including mortgages and other financing techniques*
- f. Real estate market measurement and evaluation*
- g. Land use planning and zoning, land development, construction, energy conservation in building*
- h. Real estate investment*
- i. Accounting and taxation as applied to real property*
- j. Real estate appraising*
- k. Real estate marketing procedures*
- l. Real estate inspections*
- m. Property management*
- n. Timeshares, condominiums, and cooperatives*
- o. Real estate environmental issues and hazards, including lead-based paint, underground storage tanks, radon, etc.*
- p. Water rights*
- q. Brokerage office management and supervision*
- r. Use of technology*
- s. Licensee safety*
- t. Negotiation skills*
- u. Business success*

Part 6.8: Designation Courses –

Courses taken that are required to earn certain professional designations may be accepted for CE credit. **Online courses must be ARELLO certified.** Courses taught through remote or hybrid delivery must be offered using delivery standards that are substantially similar to Idaho’s requirements for remote or hybrid delivery. For a full list of approved designations, visit www.irec.idaho.gov. Providers may offer designations for CE credit if they obtain permission from the designation owner.

If a provider wishes to offer a designation course under one of the designations from the website that has not been assigned a number, or a course for a designation that is not included on the list, they must contact the Commission.

Part 6.9 – Special Consideration Policy - Applicants for instructor and provider certification are entitled to request special consideration to waive or modify certification requirements. All applicants who want to request special consideration must submit a written request detailing the reason and “good cause” for the request, including all appropriate supporting documentation, to the department indicated before his/her request can be placed on a Commission or Council agenda.

The current Special Consideration Policy and the Procedure for applying for a waiver through the Special Consideration Policy can be found at <https://irec.idaho.gov/wp-content/uploads/sites/103/policies/specialconsiderationpolicy.pdf>.

SECTION 7: FORMS

The following forms can be found on the IREC website: www.irec.idaho.gov

- A. [Initial Instructor Certification Application](#), REE-06 – This form is used by instructors who are seeking certification to teach their first Commission-developed course.
- B. [Instructor Certification Application](#), REE-007 – This form is used by certified instructors who are seeking certification to teach additional Commission-developed courses.
- C. [Initial Provider Remote Delivery Application](#), REE-12 – This form is used by providers who are seeking certification to offer courses through Remote Delivery for the first time.
- D. [Course and Instructor Evaluation Form](#), REE-013 – This form is used for all live Commission-developed and continuing education courses, unless the Commission has approved the use of a different evaluation form.
- E. [Onsite Provider Representative Form](#), REE-024 – This form is used when the provider will not be physically present during a course offering and is kept in the provider’s files.
- F. [Idaho CE Instructor Qualification Form](#), REE-025 – This form is used to document an instructor’s credentials and qualification to teach elective courses and is kept in the provider’s files.

- G. [Notice of Provider Change Form](#), REE-036 – This form is used to make a change in provider ownership, provider company name, or name of director (individual in charge).
- H. [Provider Certification Application](#), REE-037 – This form is used when a provider is seeking certification for the first time, or if there is a change in company type.
- I. [Continuing Education Elective Course Application](#), REE-039 – This form is used to submit continuing education elective courses for approval, to make a change to the number of hours a course is offered, or when there is a significant (greater than 10%) change to course content.
- J. [Materials Order Form](#), REE-094 – This form is used to order License Law & Rules Booklets. Exam bubble sheets can be ordered free of charge through an email to coursecompletionlist@irec.idaho.gov.
- K. [Instructor Request for CE Credit](#), REE-151 – This form is used by certified instructors to request CE credit for a course they have taught.
- L. [Additional Forms](#) - For copies of the Course Renewal application (REE-031) or the Online Core Certification Application (REE-009), please contact Commission staff.

SECTION 8: ONLINE SERVICES

Part 8.1: Registering to Use the IREC Online Services – Once a provider application has been approved, the provider director will be able to begin using the Online Services. Providers must register to use the Online Services. The Online Services are used to add course schedules, to maintain course schedules, to submit course completion lists, and to manage your school's company information. The system is set up to allow one username and password for the named director. The following screenshots represent how this is accomplished.

STEP ONE: To register a user name and password, go to the IREC website at irec.idaho.gov. Click “Register a User Name”.

IDAHO REAL ESTATE COMMISSION

About Online Services Education Enforcement Licensing Library FAQs Forms Calendar A-Z Directory Contact Consumer Information

Welcome

The Real Estate Commission is open to the public Monday-Friday 8 a.m. to 5 p.m. Mountain Time

To keep everyone safe when visiting the office:

- Please wear a mask
- Practice social distancing – follow the markings on the floor

Education Lookup

License Lookup

Log In

Register a User Name

Quick Links

- o Agency Profile
- o Education Policies
- o Fees
- o Fingerprints
- o Guidance Documents

STEP TWO: Fill out the required information in the fields. Click “Register”. Within a few minutes, you will receive an e-mail from “licensing@irec.idaho.gov” containing your password.

Register a user name

All fields are required for registration, including:

Password requirement

- be at least 6 characters long
- contain one number from [0-9]
- contain one lowercase letter [a-z]
- contain one uppercase letter [A-Z]
- contain one of these special symbols: ! @ \$ % & * () + = ? #

First name

Last Name

Valid E-Mail Address

Confirm E-Mail Address

Password

Confirm password

Select a Password Retrieval Question

Password Retrieval Answer

8 BN (for verification only)

Example: (012345678)

Reset **Register**

STEP THREE: Once you have received your password, go back to the home page of IREC’s website and click “Log In”.

The screenshot shows the Idaho Real Estate Commission website. The header includes the logo and navigation links: About, Online Services, Education, Enforcement, Licensing, Library, FAQs, Forms, Calendar, A-Z Directory, Contact, and Consumer Information. The main content area features a 'Welcome' message, a notice about office hours (Monday-Friday 8 a.m. to 5 p.m. Mountain Time), and a safety advisory: 'To keep everyone safe when visiting the office: Please wear a mask, Practice social distancing – follow the markings on the floor'. On the right side, there are buttons for 'Education Lookup', 'License Lookup', 'Log In' (circled in red), and 'Register a User Name'. Below these are 'Quick Links' for Agency Profile, Education Policies, Fees, Fingerprints, and Guidance Documents.

Part 8.2: Managing Your Provider Information - You must make changes to your contact information by logging in to the IREC Online Services.

The screenshot shows a login form titled 'Please Log In'. It contains a text input field for a password, a checkbox for 'Remember me', a blue 'Log in' button, and two links: 'Need help?' and 'Register'.

Changes made under “My Information” do not automatically update on your Provider profile. You will need update your provider information separately.

STEP ONE: Log in to the Online Services. Your business and home contact information will display on the screen.

STEP TWO: Select “Provider Information” and then “Provider Profile.”

STEP THREE: Select “Edit My Profile” and edit your information, as necessary.

STEP FOUR: Verify all information is correct and click on “Save Changes”.

Part 8.3: Offering a Course that is Already Certified - Certified providers may offer any of the Commission-developed courses as long as the course is taught by a certified instructor, or any certified elective course if you have permission from the course developer. A list of courses certified by IREC is available on the website. Below are steps to search for certified courses.



Continuing Education Elective Courses: A certified provider may offer a continuing education elective course without obtaining Commission approval or certification for the instructor as provided in Idaho Code 54-2027(6). However, the course must be certified by the Commission.

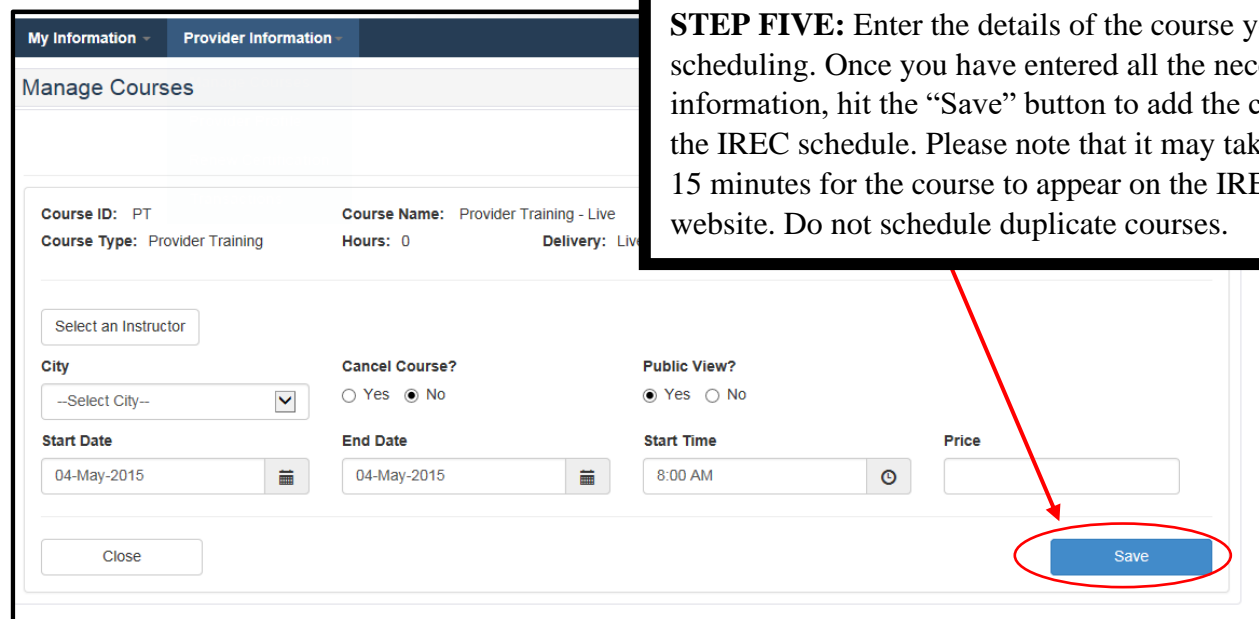
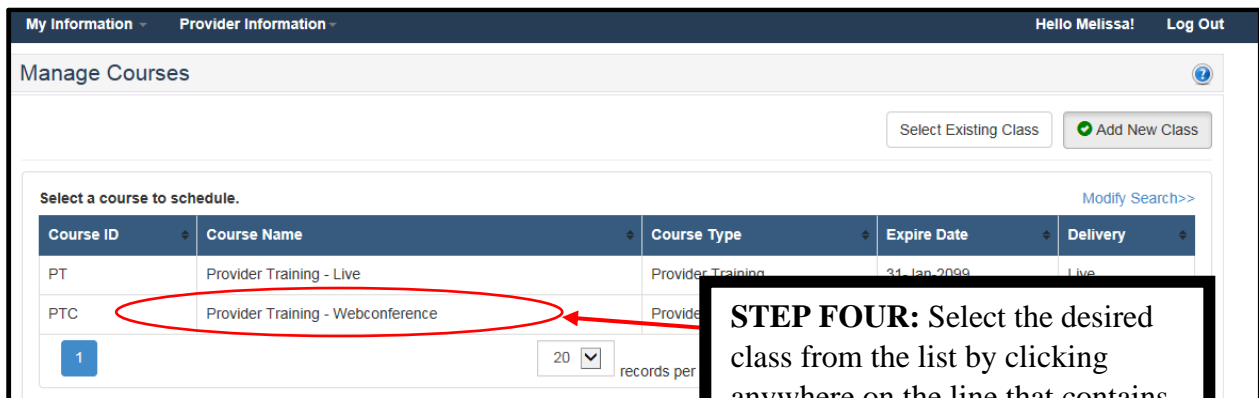
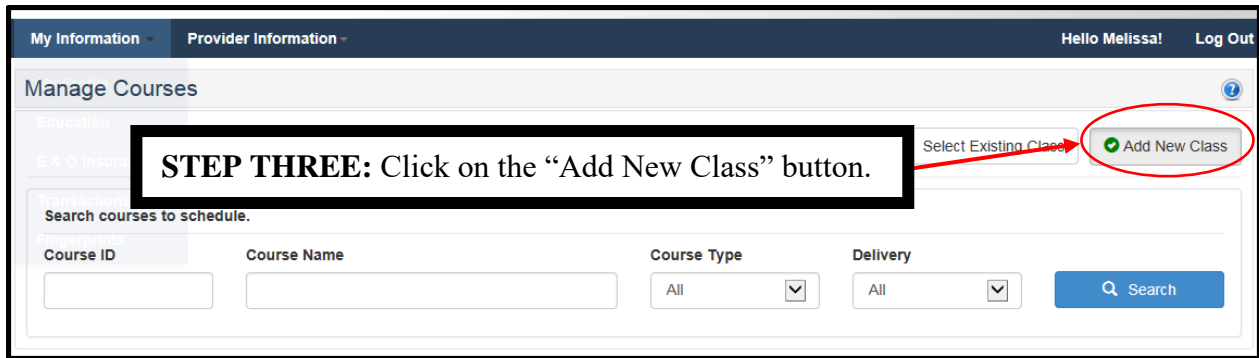
A. Searching for Courses – You can find courses under the Education Lookup or through the Online Services.

Go to irec.idaho.gov. Click “Education Lookup” and then enter the information for the course type and delivery method you would like to search for. Once you have made your selections, you can hit the “Search” button. If you choose to export the list, you can click on “Download Results to MS Excel”.

B. Scheduling a Course -

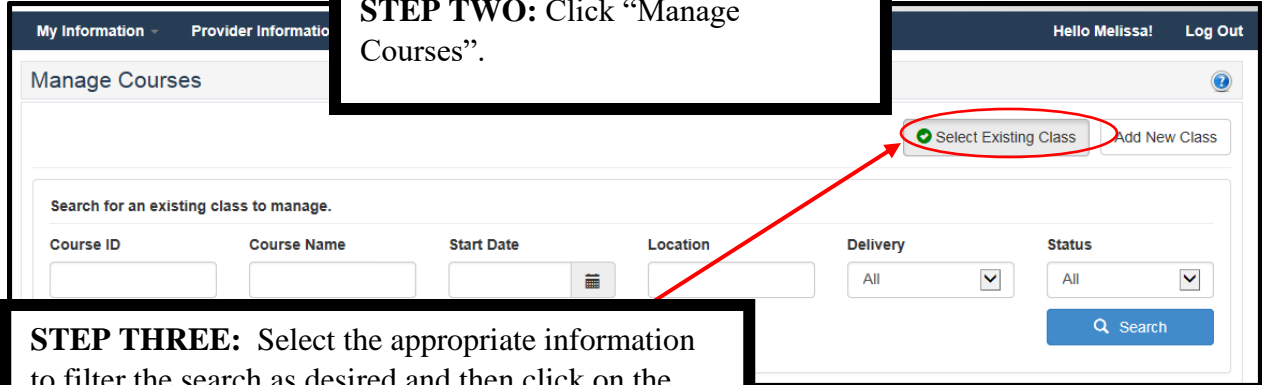
STEP ONE: Log in to the IREC Online Services.

STEP TWO: Click on the “Provider Information” tab and then select the “Manage Courses” option.



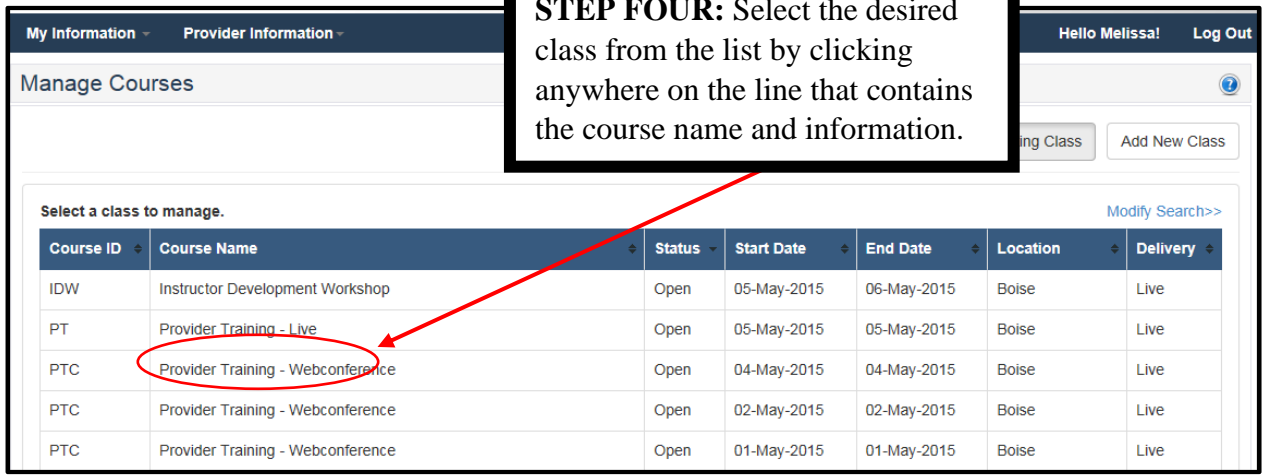
C. Making Changes to Course Schedules - If the course is already scheduled, you can make changes to the course by logging into your account and going “Manage Courses”.

STEP ONE: Log in to your account.
STEP TWO: Click “Manage Courses”.



STEP THREE: Select the appropriate information to filter the search as desired and then click on the “Search button” tab and then select the “Select Existing Class” button.

STEP FOUR: Select the desired class from the list by clicking anywhere on the line that contains the course name and information.



STEP FIVE: Update the details of the course with any necessary information and then hit the “Save” button to add the changes to the IREC schedule. Please note that it may take a few minutes for the changes to appear on the IREC website.

Important to Note: Extreme care should be taken when entering students into the system. Students with misspelled names or mis-entered social security numbers will need to register for Online Services using the name and social security number entered by the provider, even if it is incorrect. Mis-entering the name or social security number may cause a duplicate record to be created. An error made by a provider CANNOT be corrected until the student applies for a license without causing systemic issues within the IREC licensing system.

Part 8.4: Creating a Course Roster Through the Online Services – To create a course roster, first log into the Online Services and go to the course you would like to manage. Then follow the steps depicted below.

STEP ONE: Click on the “Add/Delete Students” tab under the Manage Courses option.

STEP TWO: Click on the “Add Student” option.

Search for a Student to add to the class. ✕

License No.	Last Name	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Search](#)

STEP THREE: Enter the license number (integers only) for a licensed student and click “Search”.

Search for a Student to add to the class. ✕

Student Name: Broker, Interim (Test) **Company Name:**

License No.: DB1

[Cancel](#) [Add this Student](#)

STEP FOUR: Once you have located the correct student, click on “Add this Student”.

My Information - Provider Information - Hello Melissa! Log Out

Manage Courses

[Select Existing Class](#) [Add New Class](#)

[Class Information](#) [Add/Delete Students](#) [Submit/Review CCL](#)

Course ID: PTC **Course Name:** Provider Training - Webconference
Course Type: Provider Training **Hours:** 0 **Delivery:** Live **Class Dates:** 01-May-2015 to 01-May-2015

[Add Student](#)

Students in this Class (Click on Delete icon to remove student from this class.)

[Print Class Roster](#)

Student	License No.	License Status	Remove
Forouzan, Melissa			

STEP FIVE: Click “Print Class Roster” if you want to use this list as your sign-in sheet.

The class roster will pop up in a separate window as a PDF document and you will be able to print the sign-in sheet.

Part 8.5: Adding an Unlicensed Student to a Scheduled Prelicense Course – Unlicensed students may only be added to prelicense courses and Business Conduct and Office Operations (BCOO). You must have the student’s full social security number and correct spelling of their full legal name to add them as an unlicensed student.

The screenshot shows a web interface for course management. At the top, there are three tabs: 'Class Information', 'Add/Delete Students', and 'Submit/Review CCL'. Below the tabs, course details are displayed: Course ID: PR001, Course Name: Sales Prelicense Module 1, Course Type: Prelicense, Hours: 45, Delivery: Live, and Class Dates: 05-May-2015 to 05-May-2015. In the center, there is a button labeled 'Add Unlicensed Student' which is circled in red. To its right is a blue button labeled 'Add Student'. Below these buttons, there is a section titled 'Students in this Class (Click on Delete icon to remove student from this class.)' which contains a table with columns for 'Student', 'License No.', 'License Status', and 'Remove'. A callout box with a black border and white background points to the 'Add Unlicensed Student' button with the text: 'Click on the “Add Unlicensed Student” button.'

Part 8.6: Submitting a CCL - To submit a CCL through the Online Services, you will need to follow these steps:

STEP ONE: Log in to your account. Click “Manage Courses” and select the course for which you want to submit a CCL.

NOTE: The course must have been scheduled in advance of the start date, or it will not appear on the list and you will not be able to submit the CCL for it. Providers are required to add all courses to the schedule at least 24 hours prior to the course offering.

STEP TWO: If you have not already done so, add the students to the class. Be sure to verify that you are adding the correct student to the roster. Many licensees have similar names and the license number should be used as a second method of verification. Misrepresenting student completion is a serious issue.

My Information Provider Information Hello Melissa! Log Out

Manage Courses

Select Existing Class Add New Class

Class Information Add/Delete Students **Submit/Review CCL**

Course ID: PTC Course Name: Provider Training - Webconference
 Course Type: Provider Training Hours: 0 Delivery: Live Class Dates: 01-May-2015 to 01-May-2015

Students in this Class (Click on Delete icon to remove student from this class.) Add Student Print Class Roster

Student	License No.	Remove
Ferguson, Melissa		

STEP THREE: Click on "Submit/Review CCL".

My Information Provider Information Hello Melissa! Log Out

Manage Courses

Select Existing Class Add New Class

Class Information Add/Delete Students Submit/Review CCL

Course ID: PTC Course Name: Provider Training - Webconference
 Course Type: Provider Training Hours: 0 Delivery: Live Class Dates: 01-May-2015 to 01-May-2015

Completion Date: 01-May-2015

Student Name	License No	Class Status
Ferguson, Melissa		<input type="radio"/> Pass <input type="radio"/> Fail

Show Class

STEP FOUR: Mark if the student passed or failed and click "Save".

Verify the data. ✕

Please verify course completion date and student information. Once submitted, this record cannot be changed.

Cancel Submit

STEP FIVE: You will be asked to verify the data you have entered. If everything looks good, click "Submit".

Important to Note: When clicking the submit button, the provider director is certifying that the student met the completion requirements for the course and should receive course credit. Providers are expected to have appropriate policies and controls in place to ensure the accuracy, timeliness, and completeness of the CCLs they submit.

Providers can manually submit a CCL via the Commission’s Excel spreadsheet if a student has been missed. Please contact the Commission for instructions on how to do this. This should be an infrequent occurrence.

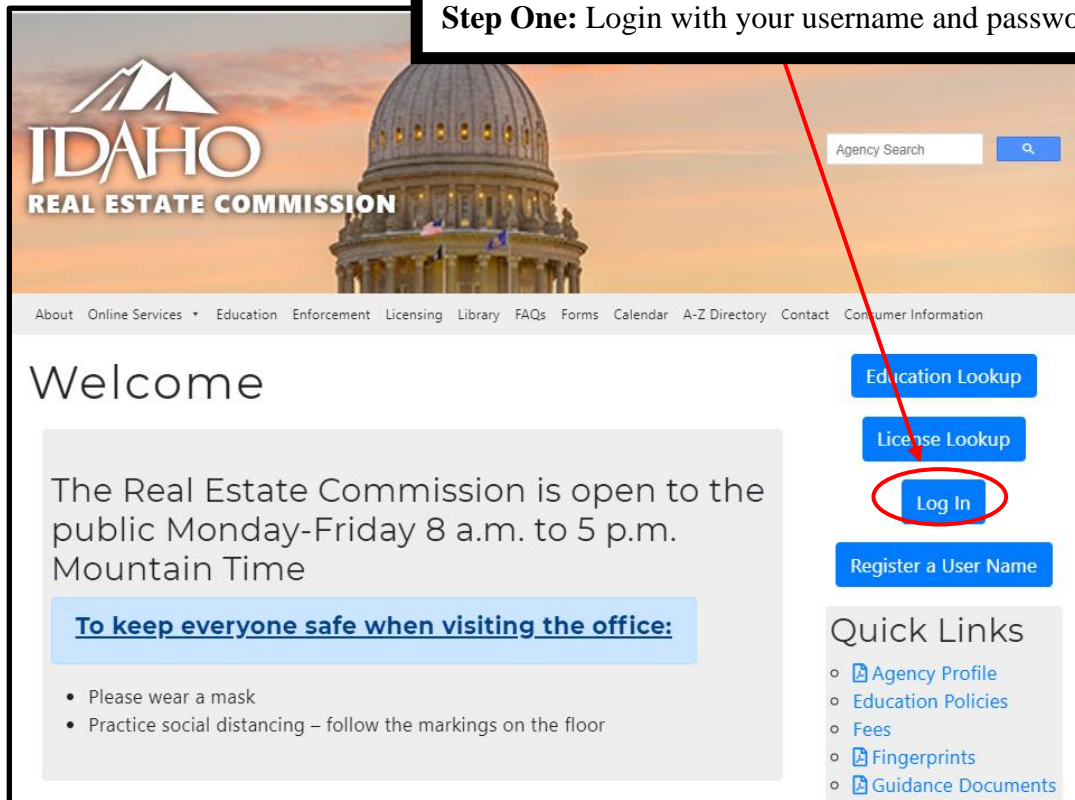
Important to Note: Submission of accurate CCLs is one of the 9 mandatory provider duties.

Part 8.7: Renewing a Provider Certification –



Renewal of provider certification must be completed online through IREC’s Online Services.

Step One: Login with your username and password.



The screenshot shows the homepage of the Idaho Real Estate Commission. The header includes the logo and a search bar. The main content area features a 'Welcome' message and a 'Log In' button, which is circled in red. A red arrow points from the 'Step One' instruction box to the 'Log In' button. The 'Quick Links' section includes links for Agency Profile, Education Policies, Fees, Fingerprints, and Guidance Documents.

IDAHO

My Information - Provider Information - Instructor Information - Hello Melissa! Log Out

Renew Certification

Provider Name: Idaho Real Estate Commission

As the director or "individual in charge", have you had a real estate or other professional or occupational license suspended or revoked for disciplinary reasons or been refused a renewal of a license issued by any state or jurisdiction?

Yes
 No

Next

Step Two: Answer the question and hit "Next".

IDAHO Idaho Real Estate Commission

My Information - Provider Information - Instructor Information - Hello Melissa! Log Out

Renew Certification

Provider Name: Idaho Real Estate Commission

As the director or "individual in charge", have you ever been convicted, issued any fine, placed on probation, received a withheld judgment, or completed any sentence of confinement for or on account of any felony or a misdemeanor involving fraud, misrepresentation, or dishonest or dishonorable dealing in a court of proper jurisdiction? ("Convicted" means a plea of nolo contendere or guilty, a jury verdict of guilty, or a court decision of guilt, whether or not a judgment or sentence has been imposed, withheld, or suspended.) What must I report?

Yes
 No

Previous Next

Step Three: Answer the question and hit "Next".

IDAHO Official Idaho **Step Four: Pay the \$50.00 renewal fee.**

My Information - Provider Information - Instructor Information - Hello Melissa! Log Out

Renew Certification

Provider Name: Idaho Real Estate Commission

Your answer about having a license suspended or revoked was: **NO**

Your answer about having any convictions was: **NO**

The cost to renew your provider certification is: **\$50.00**

Once renewed, your provider certification will expire: **30-June-2022**

There is a \$20 fee assessed for each check returned to IREC for insufficient funds.

Cancel Previous **Pay Fee**

Important to Note: Once you are directed to the payment portal, **do not hit the back button** at any point during the process as it will cause the transaction to time out.



*An **expired certification** may be renewed up to 30 days after the certification expiration date. After 30 days, the certification may not be renewed.*

Students may not receive CE credit for attending an expired course.