



**Montana Board of Realty Regulation**  
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**PO Box 200513**  
**Helena, MT 59620-0513**

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TO: Real Estate Salesperson and Broker Prelicensing Course Applicants  
FROM: Board of Realty Regulation Education Committee  
RE: Prelicensing Application Requirements

The following is a checklist of items that you must provide to the Board of Realty Regulation. Incomplete applications will not be reviewed. **Refunds will not be issued for incomplete or denied applications.**

1. Each complete course application and fee must be submitted at least 60 days prior to the first intended course date. Please note, courses requiring additional review or needing additional information may take in excess of 90 days for review.
2. Each complete course application and fee must be received **at least 15 business days prior to a board meeting**. Board meeting dates may be found at the Board's website at [www.realestate.mt.gov](http://www.realestate.mt.gov): Board Info.: Board Meetings.
3. Submit a complete timed outline or syllabus, along with a copy of the instructor manual (if applicable). As the applicant, it is your responsibility to provide adequate information for approval. Please include a detailed timed course outline and note the class instruction hours for each topic.
4. The course must be taught by an approved prelicensing instructor. If the instructor has not yet been approved, you must include a prelicensing instructor application and fee. Instructors are not automatically approved.
5. Courses must consist of 60 hours in order to be considered and must fulfill the Board's current requirements for prelicensing education.
6. In order for distance education courses to be approved in Montana, they must first be certified by the Association of Real Estate License Law Officials (ARELLO) and then submitted to the Board of Realty Regulation for content review.
7. Copies of all handouts and course materials (including textbooks) that will be distributed during class must be included with the course application, even if it is an application for a previously approved course.

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Send a complete application packet and all fees to Department of Labor & Industry, Board of Realty Regulation, P.O. Box 200513, Helena, MT 59620-0513.  
DO NOT SEND CASH. Make check or money orders payable to the Board of Realty Regulation. **DO NOT e-mail or fax application as original signature is required.**



## **AFFADAVIT OF UNDERSTANDING**

**The applicant verifies that s/he has read and understands the following requirements:**

The applicant's information and supporting materials are true and correct and course information is compliant with both current Montana laws and rules and current Federal laws.

Prelicensing courses are approved for three years from the date of approval; failure to keep current with Montana and Federal laws regarding the course subject matter may result in course revocation.

Each complete course application and fee must be received at **least 15 business days prior to a board meeting**. Board meeting dates may be found at the Board's website at [www.realestate.mt.gov](http://www.realestate.mt.gov): Board Info.: Board Meetings.

Course approval applications should be submitted at least 60 days before the first course offering.

A separate application should be submitted for each course.

The course must be administered according to current Montana Board of Realty Regulation Rules ([www.realestate.mt.gov](http://www.realestate.mt.gov): Regs: Administrative Rules) regarding salesperson and broker prelicensing courses. See attached rule 24.210.660.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_