



Montana Board of Realty Regulation

301 S. Park Ave., 4th Floor

PO Box 200513

Helena, MT 59620-0513

PHONE: 406-841-2204 ~ FAX: 406-841-2323

E-MAIL: dlibsdrre@mt.gov ~ WEBSITE: www.realestate.mt.gov

TO: Real Estate Licensees
FROM: Board of Realty Regulation
RE: Request for Individual Continuing Education Credit

The following is a checklist of items that you must provide to the Board of Realty Regulation for each continuing education course you wish to have reviewed for credit.

1. An individual continuing education credit application must be completed for each course to be reviewed.
2. Applications must include:
 - A timed outline, brochure, or other documents thoroughly describing course content and time spent on each topic.
 - Background information on the instructor(s).
 - If offered online, proof that the course is ARELLO approved (www.arello.org).
3. If you have already taken the course, a course completion certificate signed by the course provider.

Send a complete application packet and all fees to: Board of Realty Regulation, PO Box 200513, Helena, MT 59620-0513. Make check or money orders payable to the Board of Realty Regulation. DO NOT SEND CASH.



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REQUEST FOR INDIVIDUAL CONTINUING EDUCATION CREDIT

Submit a completed form for each course to be evaluated along with the required materials and the \$45.00 application fee.

LICENSEE INFORMATION:

Licensee Name: _____ License# _____

E-mail Address: _____

COURSE INFORMATION:

Course Title: _____

Location (City/State): _____ Course Date: _____

Instructor(s): _____

Total Continuing Education Hours Requested: _____

Course Provider: _____

Provider Address: _____ Phone# _____

AFFADAVIT OF UNDERSTANDING

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

- Course must be taken within the current Montana licensing year (November 1-October 31).
- A separate application must be submitted for each course.
- The education must meet one of the currently approved Montana topics for continuing education (www.realestate.mt.gov: CE: Approved Topics and Education Requirements).
- Education specific to other states (i.e. North Dakota agency, Wyoming state law update etc.) will not be approved for Montana continuing education.

Applicant's signature: _____ DATE: _____