

## 61J2-17.012, School Records; Class Rosters

**SUMMARY** (inserted for descriptive purposes. The summary is not part of the amended rule.)

The Commission determined that it is no longer necessary for education providers to include the social security numbers of students on class rosters in certain situations. In addition, correspondence courses are now referred to as distance education consistent with Rule 61J2-3.009, F.A.C.

### CODED TEXT

61J2-17.012 School Records; Class Rosters, effective October 15, 2000.

(1) No change.

(2) Each school ~~permitholder~~ permit holder of a proprietary real estate school, chief administrative person of an institution or course sponsor shall deliver to the Education Section of the Division of Real Estate a copy of the classroom course roster of courses that require satisfactory completion of an examination no later than 30 days beyond the course completion date, or distance education ~~correspondence~~ course roster no later than 30 days beyond the end of the calendar month in which the course was completed.

(3) The course roster shall consist of the institution or school name and permit number (if applicable), the instructor's name and permit number (if applicable), course title, beginning and ending dates of the course, number of course hours, course location (if applicable), student's full name, license number (if applicable), ~~social security number (only for FREC Course I and Course II)~~, student's mailing address and the numerical grade the student achieved. The course roster shall also include the signature of the school permit holder, chief administrative person or course sponsor.

Specific Authority 455.2123, 475.05 FS. Law Implemented 455.2123, 475.04, 475.17, 475.175, 475.451, 475.5015 FS. History—New 2-25-93, Formerly 21V-17.012, Amended 11-24-97, \_\_\_\_\_.

### FINAL VERSION

61J2-17.012 School Records; Class Rosters.

(1) Each person, school, or institution permitted pursuant to s. 475.451, Florida Statutes, is required to keep registration records, course rosters, attendance records, a file copy of each examination and progress test and all student answer sheets for a period of at least 3 years subsequent to the beginning of each course and make them available to BPR for inspection and copying upon request.

(2) Each school permitholder of a proprietary real estate school, chief administrative person of an institution or course sponsor shall deliver to the Education Section of the Division of Real Estate a copy of the classroom course roster of courses that require satisfactory completion of an examination no later than 30 days beyond the course completion date, or distance education course

roster no later than 30 days beyond the end of the calendar month in which the course was completed.

(3) The course roster shall consist of the institution or school name and permit number (if applicable), the instructor's name and permit number (if applicable), course title, beginning and ending dates of the course, number of course hours, course location (if applicable), student's full name, license number (if applicable), student's mailing address and the numerical grade the student achieved. The course roster shall also include the signature of the school permit holder, chief administrative person or course sponsor.