

61J2-3.015, Notice of Satisfactory Course Completion

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

Rule 61J2-3.015, Notice of Satisfactory Course Completion, was amended effective October 15, 2000. The rule was amended to delete paragraph 5 of the rule.

CODED TEXT

61J2-3.015 Notice of Satisfactory Course Completion, effective October 15, 2000.

(1) through (4) No change.

~~(5) Salesperson prelicensing courses completed through video tape instruction and continuing education courses completed by distance education correspondence study must be noted on the grade report.~~

(6) through (7) renumbered (5) through (6) No change.

Specific Authority 455.2123, 475.05 FS. Law Implemented 455.2123, 475.04, 475.17, 475.182, 475.183, 475.451 FS. History—New 1-1-80, Amended 8-24-80, 9-16-84, Formerly 21V-3.15, Amended 10-13-88, 12-29-91, 6-7-92, 6-28-93, Formerly 21V-3.015, Amended 9-11-94, 12-30-97, 1-18-00, _____.

FINAL VERSION

61J2-3.015 Notice of Satisfactory Course Completion.

(1) Applicants for initial licensure as a broker or salesperson must provide the course completion report with the application or at the individuals scheduled examination as proof that they have satisfactorily completed the applicable Commission prescribed course.

(2) An application for renewal or reactivation of an existing status as a broker, broker-salesperson, salesperson or instructor shall contain an affirmation by the individual of having satisfactorily completed the applicable Commission prescribed, conducted or approved course(s). The BPR shall perform random audits of up to 25% of the licensees and instructor permitholders to verify compliance with continuing education or post-license education requirements. Each licensee and instructor permitholder shall retain the course completion report as proof of successful completion of continuing education or post-license education requirements for at least 2 years following the end of the renewal period for which the education is claimed. Failing to provide evidence of compliance with continuing education or post-license education requirements or the furnishing of false or misleading information regarding compliance with said requirements shall be grounds for disciplinary action against the licensee or instructor.

(3) Commission approved equivalent courses offered by accredited Florida universities, colleges, community colleges and area technical centers shall provide students with the applicable course completion report (notice) described

below. The course completion report for these equivalent courses must contain the college equivalent course identifying number.

(4) All requests for equivalency for credit courses taken at universities, colleges and community colleges outside of Florida must be accompanied by an official transcript. An official transcript contains the seal of the institution and the signature of the registrar.

(5) The course completion report must be typed or printed in ink and must be completely filled out by the institution, school or sponsor certifying successful course completion.

(6) The course completion reports shall contain the following information for the type of course being completed.

(a) Pre-licensing Course for Salesperson

Name of School
Address of School
Course Title: Course I
Start Date
Finish Date
Exam Date
Social Security Number
Student Name
Student Address
Authorized Signature for the School

(b) Pre-licensing Course for Broker

Name of School
Address of School
Course Title: Course II
Start Date
Finish Date
Exam Date
Salesperson License Number
Social Security Number
Student Name
Student Address
Authorized Signature for the School

(c) Broker and Salesperson Continuing Education and Reactivation Education

Name of School
Address of School
Course Title
Course Hours
Start Date
Finish Date
License Number
Student Name
Student Address

Authorized Signature for the School

(d) Post-licensing Education for Broker and Salesperson

Name of School
Address of School
Course Title
Course Hours
Start Date
Finish Date
License Number
Student Name
Student Address
Authorized Signature for the School

(e) Instructor Continuing Education

Name of School
Address of School
Course Title
Course Hours
Start Date
Finish Date
Permit Number
Student Name
Student Address
Authorized Signature for the School

(f) Each course completion report shall contain the following information:
The student named in this report has completed the referenced course in accordance with the requirements of the Florida Real Estate Commission. The original course completion report is to be given to the student and a copy retained by the school.