**Section 1450.1105 Application for Pre-License and Post-License Courses**

a) A licensed education provider seeking to provide pre-license courses shall submit for each course:

1) A signed and completed pre-license course application in a format provided by the Division;

2) The fee required by Section 1450.130; and

3) A course description, comprehensive timed outline, and, when applicable, final examination, answer key for each course, final exam proctor policy, and any other information required by the Division. Each outline shall make reference to the textbook used and other material related to the course or subject matter and shall conform to the standardized curriculum provided by the Division. The applicant shall make any education material referenced in the outline available to the Division, upon request.

b) An education provider offering pre-license courses must provide the following pre-license broker courses as recommended by the Board and approved by the Division:

1) A 60 credit hour course including, but not limited to, the following topics: Introduction to License Law, Real Property, Current State and Federal Law, Real Estate Transactions, and Real Estate Career Paths.

2) A 15 credit hour Applied Real Estate Principles course, presented in the classroom, by interactive webinar, or by online distance education.

c) An education provider offering pre-license courses must provide the following 45-hour post-license broker courses:

1) A 15 credit hour course on Applied Brokerage Principles, recommended by the Board and approved by the Division, and presented in the classroom, by interactive webinar, or by online distance education.

2) A 15 credit hour course on Risk Management/Discipline, recommended by the Board and approved by the Division, and presented in the classroom, by interactive webinar, or by online distance education.

3) A 15 credit hour course on Transactional Issues, recommended by the Board and approved by the Division, and presented in the classroom, by interactive webinar, or by online distance education.

4) Each 15 credit hour post-license course must be followed by a 50 question examination administered by the education provider, for which the minimum passing score shall be no less than 75%. Education providers offering classroom-based courses may administer the exam online or in an electronic format.

d) An education provider offering pre-license courses must provide the following pre-license managing broker courses, recommended by the Board and approved by the Division:

1) A 30 credit hour course including, but not limited to, Brokerage Administration and Management, Licensing, Escrow and Residential Leasing Agent Management.

2) A 15 credit hour Applied Management and Supervision course, presented in the classroom, by interactive webinar, or by online distance education.

e) Only those education providers that provide courses enumerated in subsections (b), (c) and (d) may provide CE core classes.

f) A licensed real estate education provider may provide a 15 credit hour course as set forth in Section 5-10(a)(5) of the Act for pre-license residential leasing agents.

g) A licensed real estate education provider may provide a 30 credit hour real estate auction certification course as set forth in Section 5-32(b) of the Act for real estate auctioneers.

h) Examinations. Each correspondence or home study pre-license course shall require a mandatory proctored final examination (see Section 30-15(i)(6) of the Act) prepared and provided by the licensed education provider and consisting of at least 25 questions for every 15 credit hours. The minimum passing score shall be no less than 75%. The proctored final examination shall be provided by the education provider at the completion of every 15 credit hours or the conclusion of the course. The education provider's registration material shall inform the student in writing whether the proctored final examination will be administered in electronic format, paper format, or both. Credit hours exclude any time devoted to taking the proctored final examination.

i) A licensed education provider must verify attendance for courses presented in a classroom, by interactive webinar, or by online distance education.

j) The Division may approve courses that incorporate additional real estate topics.

(Source: Amended at 45 Ill. Reg. 2851, effective February 23, 2021)