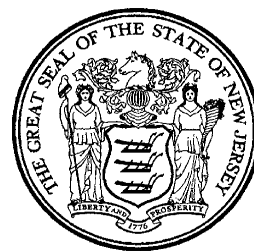




State of New Jersey
Department of Banking and Insurance
Real Estate Commission
 P.O. BOX 328
 TRENTON, NJ 08625-0328
 PHONE: (609) 292-7272 FAX: (609) 292-0944
 Main Website: www.dobi.nj.gov



Mandatory Continuing Education (MCE)

COURSE "APPLICATION GUIDE"

IMPORTANT NOTE: Completion of this form is required by N.J.A.C. 11:5-12. The submission of false information will result in a denial of the application and may subject you to sanctions by the New Jersey Real Estate Commission. See N.J.S.A. 45:15-16.2g and N.J.A.C. 11:5-12:15.

PLEASE NOTE: All course applicants must review N.J.A.C. 11:5-12.4, 11:5-12.11 thru 14 for instructor requirements & responsibilities.

GENERAL INSTRUCTIONS

I.) AN EFFECTIVE WRITTEN CURRICULUM:

- Describes how learning is to be organized
- Documents specific plans for teaching

II.) TO DEVELOP AN EFFECTIVE CURRICULUM:

- Provide a timed outline of what will be taught (both content and skills)
- Formulate action learning objectives for the course (e.g.- "at the end of the course, participant will be able to...")

CURRICULUM PLANS MAY CONTAIN THE FOLLOWING FIVE (5) COMPONENTS

1. LEARNING OBJECTIVES:

- Develop clear, measurable objectives to guide participant learning
- Communicate objectives to participants at the beginning of class so expectations are understood

2. MATERIALS AND RESOURCES:

- Provide a list of materials and any supplement resources

3. ACTIVITIES:

- Use an introductory activity to engage participants in the topic
- Create activities that are clear, engaging and relate to the participant's business life
- Determine the steps of the activities and the timing for each

4. ASSESSMENT:

- A variety of assessment methods may be used to capture learning

5. SURVEY FOR PARTICIPANTS:

- Devise a way for participants to capture the course high points
- Build in discussion time and ask participants to summarize what they learned

- 6.** For all Continuing Education (CE) related questions, contact the New Jersey Real Estate Commission (NJREC), Education section at **609-292-7272** or by e-mail at **realestate@dobi.state.nj.us**

MAIL ALL REQUESTED FORMS & FEES IN ONE SINGLE PACKAGE (NOT INDIVIDUALLY) TO:

NEW JERSEY REAL ESTATE COMMISSION
20 West State Street
P.O. Box 328
Trenton, New Jersey 08625-0328
Attn: NJREC Education section, 7th floor

NOTE: Make all fees payable to the "State Treasurer of NJ". (No personal checks or cash.)