

Frequently Asked Questions

District of Columbia Real Estate Continuing Education Program – Provider-Related

Question Topics

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Item	Category / Question	Answer
1.1	<p><u>Provider Approval</u></p> <p>How can I become a CE course provider in the District of Columbia?</p>	<p>You will find the provider data, course application, and instructor application forms on the Pearson VUE website. You should download the ones you need, complete them and send them, along with appropriate fees and course materials, to the DC Real Estate Board.</p> <p>If you currently have courses that are approved in the District, a provider data form is not necessary when submitting a new course unless you wish to update sponsor data (change of address, change of contact person, for example.)</p>
1.2	How long does it take to become an approved CE provider?	You become an approved provider when your first course is approved.
1.3	Is there a fee to become a provider?	There is no separate provider fee, only the fees charged for course review.
1.4	What are the main responsibilities of an approved CE provider?	Providers are responsible for obtaining course approvals, offering courses, keeping attendance records, issuing certificates of completion, transmitting accurate completed course data to Promissor, and submitting course renewal applications.
1.5	How long does a provider remain approved?	A provider remains approved with an "Active" status as long as there is an active approved course associated with that provider.
2.1	<p><u>Course Approval</u></p> <p>What is the course review fee?</p>	When submitting a course for review the cost is \$50.00 per course. When approved the course is valid until 8/31/ of the next odd-numbered year. It may be offered as many times as desired until the 8/31 date.
2.2	Where should I mail course review applications?	<p>Standard mail is sent to:</p> <p style="padding-left: 40px;">Schanolia Barnes, Education Coordinator DC Real Estate Board/OPLA PO Box 37200 Washington, DC 20013-7200</p> <p>Courier (overnight) mail is sent to:</p> <p style="padding-left: 40px;">Schanolia Barnes, Education Coordinator DC Real Estate Board/OPLA 941 North Capitol St., NE Suite 7200 Washington, DC 2002</p>
2.3	How long does it take to get a course approved?	You must allow 60 days for the approval and notification process to be completed.

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2.4	How long does a course remain approved?	Courses expire on August 31 of odd-numbered years.
3.1	<u>Instructor Approval</u>	Only approved instructors may teach DC-approved courses. An instructor application must be included with all course approval applications.
4.1	<u>Registered Courses</u>	If you are a Maryland provider and you teach non-mandatory courses to DC students that are accepted for DC credit you must register these courses with the DC Real Estate Commission and you must submit rosters to Pearson VUE via EasyBank. Course completion certificates submitted by individual licensees will not be accepted for credit.
5.1	<u>Roster Submission Process</u> What are the requirements for submitting completed course information?	Rosters for completed courses are submitted to Pearson VUE, using the EasyBank diskette submission procedures furnished by Pearson VUE. Rosters should be submitted within 10 days of the end of the course. A paper roster that is produced by the EasyBank program must accompany the diskette. Roster materials are to be sent to: Pearson VUE Attn: DC-CE 3 Bala Plaza West, #300 Bala Cynwyd, PA 19004-3481
5.2	Is there a technical support hotline for Easy Bank installation and	The Infinity Software Development company can be reached toll-free at (888) 204-6219 for technical assistance. This number is for technical help only. It should not be used for general questions regarding submission policies or CE policies and procedures.
6.1	<u>Error Reporting</u> What can a provider do if missing, incomplete or erroneous data is realized?	Pearson VUE's system cannot accept bad data given for a licensee. Therefore, the provider must contact Pearson VUE or wait for Pearson VUE's monthly mailing that reports all successful and erroneous entries received. Included in the monthly mailing is the Error Report that allows for corrections to be made. Pearson VUE's monthly mailing to providers is sent during the first week of each month, and it gives the status of each record reported by providers during the previous month.
6.2	How much time does a provider have to make Error Report corrections?	Pearson VUE expects providers to return corrected Error Reports within a week after receipt of the reports.
7.1	<u>Toll Free Provider Support</u> Is there a Pearson VUE toll-free telephone number that provider's can use to address concerns and resolve issues?	Course approval questions should be directed to the DC Real Estate Commission at (202) 442-4344. Roster questions should be directed to Pearson VUE at (877) 224-0233.