

Louisiana Real Estate Commission
State of Louisiana
Office of the Governor

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**Louisiana Real Estate Commission
Continuing Education Course Approval Guidelines**

This booklet contains specific recommendations for course development and approval; however, it does not contain all rules, requirements, and information affecting course submission and approval. It is not, nor is it intended to be, a replacement or substitute for the Commission's Rules & Regulations. All Education Vendors are responsible for reading the complete Rules (Chapter 55) thoroughly before attempting to use the information in this booklet.

This guideline is provided to supplement the Commission's rules concerning course subject matter and criteria for course approval. The subject matter guidelines (Part 1) are intended to assist Vendors or prospective course sponsors in determining whether the content of a particular course (or proposed course) is likely to be found acceptable by the Commission. The course development guidelines (Part 2) contain suggestions on developing acceptable courses.

PART 1: CE COURSE SUBJECT MATTER GUIDELINES

The basic requirements for Course Subject Matter in real estate continuing education are as follows:

1. **Real Estate Focus:** Courses must directly relate to real estate or real estate-related topics, addressing issues and skills that contribute to the effectiveness of real estate professionals.
2. **Competency Development:** The course content must help licensees develop the knowledge and skills necessary to operate within the real estate industry. This ensures that they can serve the public interest effectively and competently.
3. **Public Interest Protection:** The primary goal is to assure that licensees possess the competency to protect the public interest. This includes understanding and applying real estate practices in a way that prioritizes consumer protection and ethical behavior.
4. **Relevant to Real Estate Practice:** The subject matter taught in the course must be relevant to real estate practice. It must help real estate professionals better serve clients, protect consumers, and apply practical real estate concepts.

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5. **Louisiana Laws and Practices:** Any course that covers a real estate topic within Louisiana must include and address specific local laws, rules, and customary practices. These may include state-specific regulations and norms that affect real estate transactions and practices.
6. **Time and Content Appropriateness:** The substantive content should align with the continuing education objectives, and the time dedicated to each topic must be appropriate for the complexity and depth of the subject matter being covered.

By adhering to these standards, real estate continuing education programs ensure that licensees stay informed and effective in their practice, ultimately enhancing the quality of service they provide to the public.

PART 2: CE COURSE DEVELOPMENT GUIDELINES

UNDERSTAND WHAT IS REQUIRED

Development of a course for continuing education is knowing exactly what is required for approval by the Louisiana Real Estate Commission. In addition to the subject matter guidelines contained in Part 1, read Commission Rule **Chapter 55 thoroughly** for complete details regarding course approval. As far as actual materials are concerned, in developing a proposed CE course, a course provider must produce an **Instructor Guide**.

Instructor Guide MUST include:

1. **Detailed course outline**
2. **Time allotment for each major topic and breaks**
3. **Detailed learning objectives for each major topic**
4. Instructional methods/aids are **optional** to provide with initial submission, however, be advised material may be requested when items 1-3 are insufficient to make a determination.

REQUIREMENTS FOR LEARNING OBJECTIVES

Learning objectives are required for each major topic. A single instructional objective for the entire course is not sufficient.

Learning objectives are formulated by defining the key points of the course and identifying specific concepts that students should focus on and understand.

Specific course objectives must be stated in performance terms. What is the student expected to learn at the end of each chapter or lesson?

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Learning objectives should be specific to the course material. Simply having a learning objective stating, “the student will be a better real estate agent” is insufficient. Courses submitted with generic learning objectives will not be approved.

Unclear learning objective:

The student will understand Louisiana Rules and Regulations.

Sufficient Learning Objective:

The student will be able to identify the three types of escrow accounts and explain the purpose and function of each account, as well as acceptable procedures in utilizing each.

DEVELOP DETAILED COURSE OUTLINE

The content of the proposed course can be outlined in many ways: sequentially, topically, simple to complex, etc. Regardless of the organizational method employed in constructing your outline, it is essential that it be as detailed as possible.

A brief topic outline is not sufficient. The outline must be detailed! A sentence outline is strongly preferred.

At this point, once the detailed outline is complete, it should be apparent if the topic is too basic, broad, general, or otherwise inappropriate. Contact the LREC Education Department with any questions or concerns regarding the suitability of a topic or proposed subject matter.

DETERMINE PROPOSED TIME ALLOTMENT & INSTRUCTIONAL METHODS

After the detailed outline is complete, the next step in course development involves working the additional Instructor Guide requirements into that outline. Specifically, this step includes determining time allotments for each major topic, deciding when to break, and selecting the appropriate instructional delivery method(s) and/or instructional aid(s) to use.

Courses must be a minimum of two (2) classroom hours of instruction on acceptable subject matter. Furthermore, a classroom hour is defined as 50 minutes of instruction and 10 minutes of break time. In determining time allotments and breaks, consider the difficulty of the material. The proposed time allotments must be appropriate for the proposed subject matter to be taught.

Regarding instructional methods/aids, unless the applicant can demonstrate that straight lecture is the most effective instructional method for the course, *instructional methods and instructional aids are intended to enhance student participation, attentiveness, and learning*. Examples of instructional methods and instructional aids that may be appropriate include, but are not limited to, class discussion, role-playing, in-class work assignments, overhead transparencies and/or PowerPoint presentations, and video recordings.

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PROOFREAD MATERIALS

The course reviewer's duty is to evaluate the content in each continuing education course. The reviewer's responsibilities do not include proofreading and editing course materials. It is incumbent upon the vendor and instructor to proofread and edit course materials before submission. Rough drafts of courses will not be accepted.

If the reviewer notices continuous errors (spelling, grammar, editing, etc) the course will be returned to the vendor for correction before a final determination is made.

NAME THAT COURSE

Select a title for the course that accurately reflects the course content. Titles that are too broad will not be accepted by the commission.