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STATE OF DELAWARE
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DIVISION OF PROFESSIONAL REGULATION
REAL ESTATE COMMISSION
REAL ESTATE EDUCATION COMMITTEE

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Real Estate Continuing Education

Module Course Contents

During each licensure renewal period, licensees must complete 21 hours of continuing education (CE) in seven required modules. Each module must be at least three hours in length.

This document summarizes **suggested** course content for each required module. The suggested subject matter on these outlines may be covered by the instructor who is permitted flexibility in regard to how much time he or she needs to cover a topic. **Module 1 must cover agency and fair housing.** Each course must include a mandatory question and answer and/or course review.

Before teaching any course, the course provider must submit course outlines to the Education Committee and Commission for review and approval using the [Application for Approval of Real Estate Educational Course](#). The Education Committee will use these guidelines to evaluate courses submitted for review and approval.

For more information, see Section 6.0 of the [Education Guidelines](#) and Section 13.0 of the Commission's [Rules and Regulations](#).

Core Module 1 – Agency and Fair Housing – 3 hours

Agency

Pre-House Bill 122 – Yesterday

House Bill 122 – Today

Definitions

Ministerial Task

Statutory Agency

Brokerage Organization CIS

Presentation Requirements

Confidentiality

Dual Agency

Common Law Agency

Obligations/Required Duties

Imputed Knowledge

Vicarious Liability (Broker Remains Vicariously Liable for Their Agents)

Notice

Actions Permitted

Duties of Cooperation

Record Keeping

Commencement and Termination of Agency

Question and Answer

Course Review

Revised 12/2012

Fair Housing

Civil Rights Act of 1866
Fair Housing Act of 1968
Federal Protected Classes
Delaware Protected Classes
Americans with Disabilities Act
Steering
Blockbusting
Redlining
Megan's Law
Complaint Process
Staying Out of Trouble
Case Histories
Advertising
 Posters
 No Preference
 Discouraged Wording Exemptions
Assistance Animals
HOPA (Housing for Older Persons Act)
Question and Answer
Course Review

Core Module 2 – Professional Standards – 3 hours

Ethical Real Estate Practices
Professional Standard Issues
Case Studies
Complaint Process
Sanctions or Monetary Awards
Arbitration
Procuring cause
Mediation
Question and Answer
Course Review

Core Module 3 – Real Estate Documents – 3 hours

Sales/Lease Contracts

- Elements of a Contract
- Explanation of Paragraphs
- Breach of Contract
- Remedies of Law for Buyers/Tenants
- Remedies of Law for Sellers/Landlords
- Photocopy of Check
- Ratification
- Unauthorized Practice of Law Listing/Employment Agreements
- Elements of Agreement
- Explanation of Paragraphs
- Multiple Offers Permission
- Valuation & Blogging Permission
- Termination of Listing
- Question and Answer
- Course Review

Core Module 4 – Office Management – 3 hours

Definition and Responsibilities of Broker

- Section 2977
- Definition of Broker of Record
- Escrow Accounts
- Office Set Up
- Signage & Advertising
- Maintenance of Records
- Overseeing of Agents
- Overseeing of Contracts (Listing and Sales)
- Multiple Offers
- Key Policy
- Teams/Agent Assistants
- Risk Reduction for the Broker
- Do Not Call List
- Do Not Fax Rules
- Anti-Trust Compliance
- MLS Compliance
- Fair Housing Compliance
- Ethics Compliance

DREC Compliance (Rules and Regulations)

Agency & CIS Compliance

Procuring Cause

RESPA Compliance

Controlled Business Arrangements

Social Media Liability

Internet Advertising

Forms & Other Issues

State Required Forms

Independent Contractor Agreements

Continuing Education Requirements

Policy & Procedure Manuals

License Renewal Requirements

Question and Answer

Course Review

Core Module 5 – Legislative Issues – 3 hours

Federal, State, and Local Legislative Issues – Each course in this module must meet the following criteria:

Identification of Issues

Review of Impact on Real Estate Professionals

Requirements for Compliance

Question and Answer

Course Review

Core Module 6 – Practices of Real Estate – 3 hours

Commercial

Sales

Leasing

Risk Management

Land Use Issues

Tax Issues

Ordinances and Statutes

Property Management

Residential Rental CIS

Long Term Rentals

Short Term Rentals

Landlord Tenant Code

Ordinances and Statutes

Valuation

CMA/BPO

Appraisals

Methodology

Question and Answer

Course Review

Module 7 – Electives – 3 hours

Elective courses may address topics from the other modules, contemporary issues, or other real estate-related matters.

Question and Answer

Course Review