



# COAR Course Application Form

We are always looking to expand the continuing education opportunities for members. If you are interested in providing a class for our members, please fill out the form below.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Class Title/Subject: \_\_\_\_\_

Description: \_\_\_\_\_

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Has this instructor taught at COAR before? If so, when? \_\_\_\_\_

What state approved subject(s) does the course fulfill? (see attached for list)

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Which state requirement does the instructor meet? (see attached list)

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What is the fee to hold the class? \_\_\_\_\_

Would COAR be responsible for instructor travel? If so, please detail:

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Please return to [kim@coar.com](mailto:kim@coar.com) or fax to 541-383-3020.

## **Courses and Instructors must meet State of Oregon requirements**

### **Courses subjects available for continuing education credit in the state of Oregon:**

1. Principal broker or property manager record-keeping.
2. Principal real estate broker supervision responsibilities.
3. Principal broker or property manager clients' trust accounts.
4. Agency relationships and responsibilities for brokers, principal brokers, or property managers.
5. Misrepresentation in real estate transactions.
6. Property management.
7. Advertising regulations.
8. Real estate disclosure requirements.
9. Real estate consumer protection.
10. Anti-trust issues in real estate transactions.
11. Commercial real estate.
12. Real estate contracts.
13. Real estate taxation.
14. Real estate property evaluation, appraisal, or valuation.
15. Fair Housing laws or policy.
16. Managing a real estate brokerage.
17. Business ethics.
18. Risk management.
19. Dispute resolution.
20. Real estate finance.
21. Real estate title.
22. Real estate escrows.
23. Real estate development.
24. Condominiums.
25. Subdivisions.
26. Unit owner or home owner associations.
27. Timeshares.
28. Water rights.
29. Environmental protection issues in real estate.
30. Land use planning, zoning, or other public limitations on use.
31. Real estate economics.
32. Real estate law or regulation.
33. Negotiation.

### **Subjects not available for credit:**

- Real estate broker or property manager pre-licensing courses.
- Examination preparation classes.
- Sales meetings.
- Motivational classes or seminars.
- Time management classes or seminars.
- Sales and marketing classes or seminars.
- Psychology classes or seminars.
- Trade association orientation courses.
- Courses in standardized computer software programs not specifically related to the topics listed in section (4) of this rule.
- Courses with content that is specific to another state or jurisdiction.
- Most software classes.

### **Educator Requirements**

- Has not had a professional or occupational license related to the topic of the course revoked for disciplinary reasons;
- Has not had a professional or occupational license related to the topic of the course that is currently suspended for disciplinary reasons; and
- Has not been determined by a state court, an administrative law judge, or a final agency order to have violated any statute, rule, regulation, or order pertaining to real estate activity in this or any other state in the preceding five years.
- Meets one of the following qualifications:
  - a. A bachelor's degree and two years of experience working in a field related to the course topic;
  - b. Six years of experience working in a field related to the topic of the course;
  - c. A total of six years of any combination of college-level coursework and experience working in a field related to the topic of the course;
  - d. A designation by a professional real estate organization (a group of individuals with a formal membership whose membership includes real estate licensees or licensed escrow agents) and two years of college-level coursework;
  - e. A designation as a Distinguished Real Estate Instructor by the Real Estate Educators' Association;
  - f. Successful completion of an instructor training course approved by the State Board and two years of experience working in a field related to the topic of the course; or
  - g. Certification or approval in good standing as a real estate instructor for the same or a similar course topic in any other state or jurisdiction.