

**Chapter 308-124H WAC**  
**REAL ESTATE—COURSE, SCHOOL, AND INSTRUCTOR APPROVAL**

Last Update: 7/6/22

WAC

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**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

308-124H-010 Approval of real estate courses to satisfy clock hour requirements. [Statutory Authority: RCW 18.85.040, [18.85].085, [18.85].090 and [18.85].095. WSR 91-07-029, § 308-124H-010, filed 3/14/91, effective 4/14/91. Statutory Authority: RCW 18.85.040. WSR 90-01-047, § 308-124H-010, filed 12/14/89, effective 1/14/90; WSR 87-20-091 (Order PM 683), § 308-124H-010, filed 10/7/87; WSR 85-21-035 (Order 136R), § 308-124H-010, filed 10/11/85; WSR 78-11-052 (Order RE 125), § 308-124H-010, filed 10/23/78; Order RE 116, § 308-124H-010, filed 4/30/76.] Repealed by WSR 91-23-006, filed 11/7/91, effective 12/8/91. Statutory Authority: RCW 18.85.040.

308-124H-011 Course approval required. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-011, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040 and SB 6284. WSR 95-03-012, § 308-124H-011, filed 1/5/95, effective 7/1/95. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-011, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-012 Course titles reserved for prescribed curriculum courses. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-012, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-013 Application process for previously approved courses. [Statutory Authority: RCW 18.85.040 (1) and (4). WSR 07-20-001, § 308-124H-013, filed 9/20/07, effective 10/21/07. Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-013, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-014 Establishing time frame for approval of core curriculum. [Statutory Authority: RCW 18.85.040(1), 43.24.086. WSR 02-03-055, § 308-124H-014, filed 1/10/02, effective 2/10/02.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-020 Administration. [Statutory Authority: RCW 18.85.040. WSR 85-21-035 (Order 136R), § 308-124H-020, filed 10/11/85; WSR 82-17-039 (Order 130), § 308-124H-020, filed 8/13/82; WSR 81-05-015 (Order RE 129), § 308-124H-020, filed 2/10/81; Order RE 116, § 308-124H-020, filed 4/30/76.] Repealed by WSR 90-10-010, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040.

- 308-124H-021 Approval of courses. [Statutory Authority: RCW 18.85.040. WSR 90-23-039, § 308-124H-021, filed 11/15/90, effective 12/16/90; WSR 90-10-010, § 308-124H-021, filed 4/20/90, effective 8/1/90.] Repealed by WSR 00-08-035, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. and The Governor's Order on Regulatory Improvement 97-02.
- 308-124H-025 General requirements for course approval. [Statutory Authority: RCW 18.85.040 (1) and (4). WSR 07-20-002, § 308-124H-025, filed 9/20/07, effective 10/21/07. Statutory Authority: RCW 18.85.040(1). WSR 03-02-001, § 308-124H-025, filed 12/19/02, effective 1/19/03. Statutory Authority: RCW 18.85.040(1), 43.24.086. WSR 02-03-055, § 308-124H-025, filed 1/10/02, effective 2/10/02. Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-025, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040 and chapter 18.86 RCW. WSR 97-01-027, § 308-124H-025, filed 12/10/96, effective 1/10/97. Statutory Authority: RCW 18.85.040 and SB 6284. WSR 95-03-012, § 308-124H-025, filed 1/5/95, effective 7/1/95. Statutory Authority: RCW 18.85.040. WSR 91-23-006, § 308-124H-025, filed 11/7/91, effective 12/8/91. Statutory Authority: RCW 18.85.040, [18.85].085, [18.85].090 and [18.85].095. WSR 91-07-029, § 308-124H-025, filed 3/14/91, effective 4/14/91. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-025, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-026 Secondary education provider course content approval application. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-026, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-027 Distance education delivery methods—Defined. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-027, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-028 Interactive—Defined. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-028, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-029 Distance education delivery method approval required. [Statutory Authority: RCW 18.85.040(1). WSR 03-14-020, § 308-124H-029, filed 6/20/03, effective 7/21/03; WSR 03-02-001, § 308-124H-029, filed 12/19/02, effective 1/19/03. Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-029, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-030 Filing of courses. [Statutory Authority: RCW 18.85.040. WSR 89-11-032 (Order PM 844), § 308-124H-030, filed 5/12/89; WSR 88-24-059 (Order PM 811), § 308-124H-030, filed 12/7/88; WSR 87-20-091 (Order PM 683), § 308-124H-030, filed 10/7/87; WSR 85-21-035 (Order 136R), § 308-124H-030, filed 10/11/85; WSR 82-17-039 (Order 130), § 308-124H-030, filed 8/13/82; WSR 81-05-015 (Order RE 129), § 308-124H-030, filed 2/10/81; WSR 78-11-052 (Order RE 125), § 308-124H-030, filed 10/23/78; Order RE 116, § 308-124H-030, filed 4/30/76.] Repealed by WSR 90-10-010, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040.
- 308-124H-031 Distance education delivery methods certified by the Association of Real Estate License Law Officials (ARELLO). [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-031, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-032 Course eligibility. [Statutory Authority: RCW 18.85.040. WSR 79-07-063 (Order RE 127), § 308-124H-032, filed 6/27/79.] Repealed by WSR 85-21-035 (Order 136R), filed 10/11/85. Statutory Authority: RCW 18.85.040.
- 308-124H-033 Updating of course materials in the event of a statute or rule change. [Statutory Authority: RCW 18.85.040. WSR 88-24-059 (Order PM 811), § 308-124H-033, filed 12/7/88.] Repealed by WSR 90-10-010, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040.
- 308-124H-034 Courses completed in other jurisdictions. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-034, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-035 Real estate fundamentals course content. [Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-035, filed 4/20/90, effective 8/1/90; WSR 88-24-059 (Order PM 811), § 308-124H-035, filed 12/7/88; WSR 86-11-011 (Order PM 595), § 308-124H-035, filed 5/12/86, effective 10/1/86.] Repealed by WSR 95-03-012, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040 and SB 6284.
- 308-124H-036 Real estate brokerage management course content. [Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-036, filed 4/20/90, effective 8/1/90; WSR 86-11-011 (Order PM 595), § 308-124H-036, filed 5/12/86, effective 10/1/86.] Repealed by WSR 95-03-012, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040 and SB 6284.
- 308-124H-037 Real estate law course content. [Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-037, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040. WSR 86-16-055 (Order PM 606), § 308-124H-037, filed 8/1/86, effective 10/1/86.] Repealed by WSR 95-03-012, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040 and SB 6284.
- 308-124H-038 Course titles. [Statutory Authority: RCW 18.85.040. WSR 87-20-091 (Order PM 683), § 308-124H-038, filed 10/7/87.] Repealed by WSR 90-10-010, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040.
- 308-124H-039 Changes and updates in approved courses. [Statutory Authority: RCW 18.85.040 (1) and (4). WSR 07-20-003, § 308-124H-039, filed 9/20/07, effective 10/21/07. Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, §

308-124H-039, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-040 Approval of classes. [Statutory Authority: RCW 18.85.040. WSR 87-20-091 (Order PM 683), § 308-124H-040, filed 10/7/87; WSR 87-01-085 (Order PM 631), § 308-124H-040, filed 12/22/86; WSR 86-11-011 (Order PM 595), § 308-124H-040, filed 5/12/86, effective 10/1/86; WSR 86-06-011 (Order 138R), § 308-124H-040, filed 2/21/86; WSR 85-21-035 (Order 136R), § 308-124H-040, filed 10/11/85; WSR 81-05-015 (Order RE 129), § 308-124H-040, filed 2/10/81; WSR 79-07-063 (Order RE 127), § 308-124H-040, filed 6/27/79; WSR 78-11-052 (Order RE 125), § 308-124H-040, filed 10/23/78; Order RE 116, § 308-124H-040, filed 4/30/76.] Repealed by WSR 90-10-010, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040.

308-124H-041 Certificate of course completion. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-041, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040 and SB 6284. WSR 95-03-012, § 308-124H-041, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-041, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-042 Courses offered in a symposium or conference format. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-042, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-043 Temporary approval of instructors. [Statutory Authority: RCW 18.85.040. WSR 86-06-011 (Order 138R), § 308-124H-043, filed 2/21/86.] Repealed by WSR 90-10-010, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040.

308-124H-045 Recordkeeping. [Statutory Authority: RCW 18.85.040. WSR 86-06-011 (Order 138R), § 308-124H-045, filed 2/21/86; WSR 85-21-035 (Order 136R), § 308-124H-045, filed 10/11/85; WSR 81-05-015 (Order RE 129), § 308-124H-045, filed 2/10/81; WSR 78-11-052 (Order RE 125), § 308-124H-045, filed 10/23/78.] Repealed by WSR 90-10-010, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040.

308-124H-050 Review applications. [Statutory Authority: RCW 18.85.040. WSR 81-05-015 (Order RE 129), § 308-124H-050, filed 2/10/81; WSR 78-11-052 (Order RE 125), § 308-124H-050, filed 10/23/78; Order RE 116, § 308-124H-050, filed 4/30/76.] Repealed by WSR 90-10-010, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040.

308-124H-051 Disciplinary action—Procedures—Investigation. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-051, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-051, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-055 Broker real estate education requirements. [Statutory Authority: RCW 18.85.040. WSR 78-11-052 (Order RE 125), § 308-124H-055, filed 10/23/78.] Repealed by WSR 90-10-010, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040.

308-124H-060 Teachers and/or instructors. [Statutory Authority: RCW 18.85.040. WSR 85-21-035 (Order 136R), § 308-124H-060, filed 10/11/85; WSR 82-17-039 (Order 130), § 308-124H-060, filed 8/13/82; WSR 81-05-015 (Order RE 129), § 308-124H-060, filed 2/10/81; WSR 78-11-052 (Order RE 125), § 308-124H-060, filed 10/23/78; Order RE 118, § 308-124H-060, filed 7/6/76; Order RE 116, § 308-124H-060, filed 4/30/76.] Repealed by WSR 90-10-010, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040.

308-124H-061 Grounds for denial or withdrawal of course approval. [Statutory Authority: RCW 18.85.040(1). WSR 03-14-020, § 308-124H-061, filed 6/20/03, effective 7/21/03; WSR 02-03-056, § 308-124H-061, filed 1/10/02, effective 2/10/02. Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-061, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040 and SB 6284. WSR 95-03-012, § 308-124H-061, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-061, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-062 Hearing procedure. [Statutory Authority: RCW 18.85.040(1). WSR 02-03-056, § 308-124H-062, filed 1/10/02, effective 2/10/02. Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-062, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-062, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-065 Inspection of records. [Statutory Authority: RCW 18.85.040. WSR 85-21-035 (Order 136R), § 308-124H-065, filed 10/11/85.] Repealed by WSR 90-10-010, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040.

308-124H-070 Completion of courses. [Statutory Authority: RCW 18.85.040. WSR 87-20-091 (Order PM 683), § 308-124H-070, filed 10/7/87; WSR 78-11-052 (Order RE 125), § 308-124H-070, filed 10/23/78; Order RE 116, § 308-124H-070, filed 4/30/76.] Repealed by WSR 90-10-010, filed 4/20/90, effective 8/1/90. Statutory Authority: RCW 18.85.040.

308-124H-080 Courses for license activation. [Statutory Authority: RCW 18.85.040. WSR 85-21-035 (Order 136R), § 308-124H-080, filed 10/11/85.] Repealed by WSR 95-03-012, filed 1/5/95, effective 7/1/95. Statutory Authority: RCW 18.85.040 and SB 6284.

308-124H-210 School and school administrator approval required. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-210, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-210, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-220 Approval of schools. [Statutory Authority: RCW 18.85.040. WSR 90-23-039, § 308-124H-220, filed 11/15/90, effective 12/16/90; WSR 90-10-010, § 308-124H-220, filed 4/20/90, effective 8/1/90.] Repealed by WSR 00-08-035, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. and The Governor's Order on Regulatory Improvement 97-02.

308-124H-221 Application process for previously approved schools. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-221, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-230 Application for school approval. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-230, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-230, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-240 Administrator qualifications. [Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-240, filed 4/20/90, effective 8/1/90.] Repealed by WSR 00-08-035, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. and The Governor's Order on Regulatory Improvement 97-02.

308-124H-245 Administrator responsibilities. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-245, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-246 Affiliated representative of an approved school—Defined—Tasks and duties described. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-246, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-250 Notice of actions by governmental entities or accrediting commissions. [Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-250, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-260 Required publication. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-260, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. WSR 90-23-039, § 308-124H-260, filed 11/15/90, effective 12/16/90; WSR 90-10-010, § 308-124H-260, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-270 Course description. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-270, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. WSR 91-23-006, § 308-124H-270, filed 11/7/91, effective 12/8/91; WSR 90-10-010, § 308-124H-270, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-280 Certificate of school approval. [Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-280, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-290 Change of ownership or circumstances. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-290, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-290, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-300 Disciplinary action—Procedures—Investigation. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-300, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-300, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-310 Grounds for denial or withdrawal of school or school administrator approval. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-310, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040 and SB 6284. WSR 95-03-012, § 308-124H-310, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-310, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-320 Hearing procedure. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-320, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-320, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-330 Record retention. [Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-330, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-340 School closing/change of status. [Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-340, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-510 Instructor approval required. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-510, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-510, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.

308-124H-520 Approval of instructors. [Statutory Authority: RCW 18.85.040. WSR 91-12-013, § 308-124H-520, filed 5/30/91, effective 6/30/91; WSR 90-23-039, § 308-124H-520, filed 11/15/90, effective 12/16/90; WSR 90-10-010, § 308-124H-520, filed 4/20/90, effective 8/1/90.] Repealed by WSR 00-08-035, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. and The Governor's Order on Regulatory Improvement 97-02.

- 308-124H-525 Application process for previously approved instructors. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-525, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-530 Certificate of instructor approval. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-530, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-530, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-540 Qualifications of instructors. [Statutory Authority: RCW 18.85.040 and SB 6284. WSR 95-03-012, § 308-124H-540, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040, [18.85].085, [18.85].090 and [18.85].095. WSR 91-07-029, § 308-124H-540, filed 3/14/91, effective 4/14/91. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-540, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-550 Changes in instructors. [Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-550, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-551 Guest lecture(s) [lecturer(s)]—Defined. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-551, filed 3/29/00, effective 7/1/00.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-560 Disciplinary action—Procedures—Investigation. [Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-560, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-570 Grounds for denial or withdrawal of instructor approval. [Statutory Authority: RCW 18.85.040 and SB 6284. WSR 95-03-012, § 308-124H-570, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-570, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-580 Hearing procedure. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-580, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040. WSR 90-10-010, § 308-124H-580, filed 4/20/90, effective 8/1/90.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-800 Real estate course, school, and instructor approval fees. [Statutory Authority: RCW 18.85.040 and The Governor's Order on Regulatory Improvement 97-02. WSR 00-08-035, § 308-124H-800, filed 3/29/00, effective 7/1/00. Statutory Authority: RCW 18.85.040 and SB 6284. WSR 95-03-012, § 308-124H-800, filed 1/5/95, effective 2/5/95. Statutory Authority: RCW 18.85.040. WSR 91-12-012, § 308-124H-800, filed 5/30/91, effective 6/30/91.] Repealed by WSR 10-06-078, filed 3/1/10, effective 7/1/10. Statutory Authority: RCW 18.85.040 and 18.85.041.
- 308-124H-815 Application process for previously approved courses. [Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-815, filed 3/1/10, effective 7/1/10.] Repealed by WSR 14-16-054, filed 7/29/14, effective 8/29/14. Statutory Authority: RCW 18.85.041.

## EDUCATION

**WAC 308-124H-805 Course approval required.** (1) Any education provider or course developer may submit a course to the department for approval.

(2) Course approval by the department is required prior to the date on which the course is offered for clock hour credit.

(3) The course provider must submit a completed course approval application, using the method defined by the department.

(4) The director or designee shall approve, disapprove, or conditionally approve applications based upon criteria established by the commission.

(5) Upon approval, disapproval or conditional approval, the applicant will be so advised in writing by the department. Notification of disapproval shall include the reasons therefor.

(6) Approval shall expire four years after the effective date of approval, except for the core course which shall expire after two years.

[Statutory Authority: RCW 18.85.041. WSR 15-16-091, § 308-124H-805, filed 8/3/15, effective 9/3/15; WSR 14-16-054, § 308-124H-805, filed 7/29/14, effective 8/29/14. Statutory Authority: RCW 18.85.040 and

18.85.041. WSR 10-06-078, § 308-124H-805, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-810 Course titles reserved for prescribed curriculum courses.** Any approved school seeking to offer mandated real estate training must have "real estate" included in the course title (except business management), must utilize the most recent course curriculum prescribed by the department, must submit the course for approval of clock hours, and cannot use the following prescribed core curricula phrases in other course titles:

- (1) Real estate fundamentals;
- (2) Real estate brokerage management;
- (3) Real estate law;
- (4) Advanced real estate law;
- (5) Business management;
- (6) Real estate practices;
- (7) Advanced real estate practices; and
- (8) Washington real estate fair housing.

[Statutory Authority: RCW 18.85.041. WSR 22-15-003, § 308-124H-810, filed 7/6/22, effective 8/6/22; WSR 14-16-054, § 308-124H-810, filed 7/29/14, effective 8/29/14. Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-810, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-820 General requirements for course approval.** Courses shall meet the following requirements:

- (1) Be offered by a private entity approved by the director to operate as a school;
- (2) Be offered by a tax-supported, public technical or community college or other institution of higher learning that certifies clock hours as indicated in RCW 18.85.011(5), consistent with the approval standards prescribed by the director and this chapter;
- (3) Be offered by the Washington real estate commission;
- (4) Have a minimum of three hours of course work or instruction for the student. A clock hour is a period of 50 minutes of actual instruction;
- (5) Provide practical information related to the practice of real estate in any of the following real estate topic areas:
  - (a) Department prescribed curricula:
    - (i) Fundamentals;
    - (ii) Practices;
      - (A) Residential;
      - (B) Commercial;
    - (iii) Advanced practices;
      - (A) Residential;
      - (B) Commercial;
    - (iv) Real estate law;
    - (v) Advanced real estate law;
    - (vi) Brokerage management;
    - (vii) Business management;
    - (viii) Core curriculum;
      - (A) Residential;
      - (B) Commercial;
      - (C) Property management;

- (b) Open curricula:
  - (i) Legal aspects;
  - (ii) Taxation;
  - (iii) Appraisal;
  - (iv) Evaluating real estate and business opportunities;
  - (v) Property management and leasing;
  - (vi) Construction and land development;
  - (vii) Ethics and standards of practice;
  - (viii) Washington real estate fair housing;
  - (ix) Real estate closing practices;
  - (x) Current trends and issues;
  - (xi) Principles/essentials;
  - (xii) Finance;
  - (xiii) Hazardous waste and other environmental issues;
  - (xiv) Commercial;
  - (xv) Real estate sales and marketing;
  - (xvi) Instructor development;
  - (xvii) Consumer protection;
  - (xviii) Cross cultural communication;
  - (xix) Advanced management practices;
  - (xx) Use of computers and/or other technologies as applied to the practice of real estate;
- (6) Be under the supervision of an instructor approved to teach the topic area, who must, at a minimum, be available to respond to specific questions from students on an immediate or reasonably delayed basis;
- (7) The following types of courses shall not be approved for clock hours:
  - (a) Mechanical office and business skills, such as, keyboarding, speed-reading, memory improvement, grammar, and report writing;
  - (b) Standardized software programs such as word processing, email, spreadsheets or databases; an example: A course using spreadsheet program to demonstrate investment analysis would be acceptable, but a course teaching how to use a spreadsheet would not be acceptable;
  - (c) Orientation courses for licensees, such as those offered by trade associations;
  - (d) Personal and sales motivation courses or sales meetings held in conjunction with a licensee's general business;
  - (e) Courses that are designed or developed to serve other professions, unless each component of the curriculum and content specifically shows how a real estate licensee can utilize the information in the practice of real estate;
  - (f) Personal finance, etiquette, or motivational type courses;
  - (g) Courses that are designed to promote or offer to sell specific products or services to real estate licensees such as warranty programs, client/customer database systems, software programs or other devices. Services or products can be offered during nonclock hour time, such as breaks or lunchtime. Letterhead, logos, company names or other similar markings by itself, on course material are not considered promotional;
  - (h) Clock hours shall not be awarded for any course time devoted to meals or transportation;
- (8) Courses of 30 clock hours or more which are submitted for approval must include a comprehensive examination(s) and answer key(s) of no fewer than three questions per clock hour with a minimum of 90 questions, and a requirement of passing course grade of at least 70

percent; essay question examination keys must identify the material to be tested and the points assigned for each question;

(9) Include textbook or instructional materials approved by the director, which must be kept accurate and current;

(10) Not have a title which misleads the public as to the subject matter of the course;

(11) The provider's course application must identify learning objectives and demonstrate how these are related to the practice of real estate;

(12) Courses offering the prescribed core curriculum must meet the requirements of WAC 308-124A-800 and those offering the prescribed Washington real estate fair housing curriculum must meet the requirements of WAC 308-124A-802;

(13) Only primary providers shall be approved to teach the prescribed core curriculum and Washington real estate fair housing; and

(14) Course providers offering core curriculum within a course exceeding three clock hours must clearly indicate in the application for approval where the core curriculum elements are met in the course.

[Statutory Authority: RCW 18.85.041. WSR 22-15-003, § 308-124H-820, filed 7/6/22, effective 8/6/22. Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-820, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-825 Secondary education provider course content approval application.**

(1) An approved school (applicant) may offer courses, except for the mandated courses, that are currently approved for another secondary education school after:

(a) The applicant provides the department with written authorization by the secondary education school permitting the use of the course content by the applicant; and

(b) The department issues a certificate of course approval to the secondary education school.

(2) The applicant must use the course approval number issued by the department on all certificates of course completion.

(3) Course approval is valid only for the dates of the originally approved course.

(4) The applicant may not apply for secondary school approval for the following courses: Real estate fundamentals, real estate brokerage management, real estate law, advanced real estate law, business management, real estate practices, advanced real estate practices, Washington real estate fair housing, or core course.

[Statutory Authority: RCW 18.85.041. WSR 22-15-003, § 308-124H-825, filed 7/6/22, effective 8/6/22; WSR 14-16-054, § 308-124H-825, filed 7/29/14, effective 8/29/14. Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-825, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-830 Distance education delivery methods—Defined.**

As used in this chapter, a distance education delivery method is one in which instruction takes place in other than a live classroom setting, the instructor and the student are in physically separate locations, and interactive instructional methods such as video-based in-



struction, computer conferencing, video conferencing, interactive audio, interactive computer software, web cast, webinar, or internet-based instruction are used.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-830, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-835 Interactive defined.** (1) As used in this chapter, interactive means the course structure and technologies promote active student involvement with the course content, including the ability to:

- (a) Access or bypass optional content, if applicable;
- (b) Submit questions or answer test items, and receive direct feedback; and
- (c) Communicate with the instructor and/or other students on an immediate or reasonably delayed basis.

(2) Interactive instruction specifically excludes courses that only provide passive delivery of instructional content.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-835, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-840 Distance education delivery method approval required.** Applicants are required to submit an application for each separate distance education delivery method for which they propose to offer approved courses for clock hours. When submitting a distance education delivery method application, the following minimum criteria must be provided by the applicant:

(1) Specify the course learning objectives for each learning unit and clearly demonstrate that the learning objectives cover the subject matter and how these relate to the practice of real estate. Objectives must be specific to ensure that all content is covered adequately to ensure mastery;

(2) Demonstrate how mastery of the material is provided by:

(a) Dividing the material into major learning units, each of which divides the material into modules of instruction;

(b) Specifying learning objectives for each learning unit or module of instruction. Learning objectives must be comprehensive enough to ensure that if all the objectives are met, the entire content of the course will be mastered;

(c) Specifying an objective, quantitative criterion for mastery used for each learning objective and provide a structured learning method designed to enable students to attain each objective;

(3) Demonstrate that the course includes the same or reasonably similar informational content as a course that would otherwise qualify for the requisite number of clock hours of classroom-based instruction and how the provider will know that the student completed the required number of clock hours;

(4) Describe consistent and regular interactive events appropriate to the delivery method. The interactive elements must be designed to promote student involvement in the learning process, and must directly support the student's achievement of the course learning objectives. The application must identify the interactive events included in the course and specify how the interactive events contribute to achievement of the stated learning objectives;

(5) Demonstrate how the course provides a mechanism of individual remediation to correct any deficiencies identified during the instruction and assessment process;

(6) Measure, at regular intervals, the student's progress toward completion of the mastery requirement for each learning unit or module. In the case of computer-based instruction, the course software must include automatic shutdown after a period of inactivity;

(7) Demonstrate that approved instructors are available to answer questions regarding course content at reasonable times and by reasonable means, including in-person contact, individual and conference telephone calls, email and fax;

(8) Demonstrate how reasonable security will be provided to ensure that the student who receives credit for the course is the student who enrolled in and completed the course. Both the approved school and the student must certify in writing that the student has completed the course, and the required number of clock hours;

(9) Provide a complete description of any hardware, software, or other technology to be used by the provider and needed by the student to effectively engage in the delivery and completion of the course material and an assessment of the availability and adequacy of the equipment, software, or other technologies to the achievement of the course's instructional claims;

(10) Provide an orientation session with the instructor or an affiliated representative of an approved school. Mechanisms must be clearly in place which allow students an early orientation to discuss course specifics;

(11) Demonstrate how the provider determined the number of clock hours requested in the distance education delivery method approval application; and

(12) Provide with each distance education delivery method approval application a copy of a course evaluation form. The provider must provide each student with the mandatory evaluation form and retain the completed form in the school records as required under WAC 308-124H-895(4).

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-840, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-845 Distance education delivery methods certified by the Association of Real Estate License Law Officials (ARELLO).** An applicant who provides evidence of certification of the distance education delivery method for his or her course by the Association of Real Estate License Law Officials (ARELLO) need not submit an application for approval of the same distance education delivery method when delivering the same course within the state of Washington provided a clock hour enforcement mechanism is in place.

[Statutory Authority: RCW 18.85.041. WSR 13-14-077, § 308-124H-845, filed 7/1/13, effective 8/1/13. Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-845, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-850 Changes and updates in approved courses.** (1) Course materials shall be updated no later than thirty days after the effective date of a change in federal, state, or local statutes or

rules. Course materials shall also be updated no later than thirty days after changes in procedures or other revisions to the practice of real estate which affect the validity or accuracy of the course material or instruction.

(2) Changes in course instructors may be made only if the substitute instructors are currently approved to teach the topic area pursuant to chapter 308-124H WAC.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-850, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-855 Certificate of course completion.** Each approved school shall issue a certificate of course completion to students who have satisfactorily completed the course requirements. The certificate shall include the following information:

- (1) Student's name;
- (2) School's name and identification number issued by the department;
- (3) The course commencement date and completion date;
- (4) Course title;
- (5) Clock hours for the course;
- (6) School administrator's signature;
- (7) Course identification number issued by the department;
- (8) Instructor name and number; and
- (9) Completion of a required examination, if applicable.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-855, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-860 Courses offered in a symposium or conference format.** (1) Approved schools offering courses in a symposium or conference format with two or more modules of independent instruction may issue certificates of course completion for fewer clock hours than approved by the department on their original course approval application; and

(2) Students must complete a minimum of three clock hours of instruction to receive clock hour credit.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-860, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-865 Disciplinary action—Procedures—Investigation.** (1) The department shall have the authority on its own motion or upon complaint made to it to investigate or audit any course to determine compliance with chapter 18.85 RCW and with the rules and regulations of this chapter.

(2) Complaints concerning approved courses should be made in writing to the department and contain the following information when appropriate:

- (a) The complainant's name, address, and telephone number;
- (b) School name, address, and telephone number;
- (c) Instructor(s) name;

(d) Nature of complaint and facts detailing dates of attendance, termination date, date of occurrence, names, addresses and positions of school officials contacted, and any other pertinent information;

(e) An explanation of what efforts if any, have been taken to resolve the problem with the school; and

(f) Copies of pertinent documents, publications, and advertisements.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-865, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-870 Grounds for denial or withdrawal of course approval.** Course approval may be denied or withdrawn if the instructor or any owner, administrator or affiliated representative of a school, or a course provider or developer:

(1) Submits a false or incomplete course application or any other information required to be submitted to the department;

(2) Includes in its title the phrase "real estate fundamentals," "real estate brokerage management," "real estate law," "advanced real estate law," "business management," "real estate practice," and "advanced real estate practice," if the course was not submitted for approval of clock hours pursuant to WAC 308-124H-810;

(3) If the title of the course misleads the public and/or licensees as to the subject matter of the course;

(4) If course materials are not updated within thirty days of the effective date of a change in the statute or rules;

(5) If course content or material changes are not submitted to the department for approval prior to the date of using the changed course content;

(6) Failed to meet the requirements under WAC 308-124H-820, 308-124H-825, and 308-124H-840;

(7) If a course or prescribed core curriculum was approved through the mistake or inadvertence of the director.

[Statutory Authority: RCW 18.85.041. WSR 14-16-054, § 308-124H-870, filed 7/29/14, effective 8/29/14. Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-870, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-875 Hearing procedure.** Upon notice of course denial or disapproval or withdrawal of course approval, a person is entitled to a hearing conducted in accordance with the Administrative Procedure Act, chapter 34.05 RCW, and the provisions of WAC 308-124-305, 308-124-310 and 308-124-315. To exercise the right to a hearing under this section, a person must request a hearing within twenty days after receipt of the notice of denial, disapproval, or withdrawal of course approval. Any person aggrieved by a final decision of the director or authorized representative of the director is entitled to judicial review under the provisions of the Administrative Procedure Act, chapter 34.05 RCW.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-875, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-880 School and school administrator approval required.** (1) School and school administrator approval by the department is required prior to the date on which courses are offered for clock hour credit.

(2) Each application for approval of a school or school administrator shall be submitted to the department on the appropriate application form provided by the department. The most recent application form shall be obtained from the department prior to submission.

(3) The director or designee shall approve or disapprove applications based upon criteria established by the commission. The director or designee shall approve only complete applications which meet the requirements of this chapter.

(4) Upon approval or disapproval the applicant will be so advised in writing by the department. Notification of disapproval shall include the reasons therefor.

(5) No school for which approval is required shall promote a course for clock hour credit prior to approval of the school.

(6) No school shall allow an instructor for whom approval is required to supervise a course for clock hour credit prior to approval of the instructor.

(7) No school shall issue to a student certification for completion of an approved course unless the course had been approved prior to the first day of instruction.

(8) Approval shall expire two years after the effective date of approval.

(9) School names submitted that are similar to those currently approved shall not be granted approval.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-880, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-885 Application process for previously approved schools.** (1) If there are no changes in the original school or school administrator approval application for a previously approved school or school administrator, the school or school administrator will be approved upon receipt of a school or school administrator renewal application and payment of the required fee.

(2) If there are changes in the original school or school administrator approval application for previously approved schools or school administrators, the application will not be processed as a renewal, and will require completion of a school or school administrator approval application and payment of required fees.

(3) If a school or school administrator renewal application or a school or school administrator approval application is submitted at least thirty days prior to the current school expiration date, the previous school or school administrator approval shall remain in effect until action to approve or disapprove the application is taken by the director.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-885, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-890 Application for school approval.** An application for school approval shall include the following information at-

tested to by the school's administrator, who shall be responsible for administration of the school:

(1) The complete legal name of the school, current telephone number, current mailing address, the school's administrative office address, and date of establishment;

(2) The form of ownership of the school, whether sole proprietorship, partnership, limited partnership, or corporation, limited liability company or limited liability partnership;

(3) If the school is a corporation or a subsidiary of another corporation, current evidence of registration with the Washington secretary of state's office and the name, address, and telephone number of the corporation's registered agent;

(4) The administrator's name, and evidence of previous experience in administration of educational institutions, courses or programs, previous experience in the administration of business activities related to real estate, or administrative experience in the field of real estate;

(5) The publication required under WAC 308-124H-907 and the course description required under WAC 308-124H-910.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-890, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-895 Administrator responsibilities.** Each school administrator shall be responsible for performing the following:

(1) Ensure that the school, course(s), and instructor(s) are all currently approved before offering clock hour courses;

(2) Ensure that all instructors are approved to teach in the appropriate topic area(s);

(3) Sign and verify all course completion certificates;

(4) Maintain all required records for five years, including attendance records, required publications, and course evaluations;

(5) Safeguard comprehensive examinations;

(6) Ensure the supervision and demonstrate responsibility for the conduct of employees and individuals affiliated with the school;

(7) Periodically review courses and advise department of content currency as required;

(8) Ensure each student is provided a course curriculum; and

(9) Ensure each student is provided a course evaluation form.

(10) Ensure that all broker candidates' completion dates are entered into the testing center's database promptly.

[Statutory Authority: RCW 18.85.041. WSR 13-14-077, § 308-124H-895, filed 7/1/13, effective 8/1/13. Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-895, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-900 Affiliated representative of an approved school—Defined—Tasks and duties described.** (1) An affiliated representative of an approved school is the natural person employed by or associated with an approved real estate school, and who is authorized by the school administrator to perform the following tasks and duties:

(a) Conduct student orientation sessions;

(b) Provide technical and/or procedural advice regarding course requirements and program operations;

(c) Perform routine or periodic audits of student progress; and

(d) Perform other tasks delegated by the approved school administrator, not requiring the interpretation of course content or subject matter expertise.

(2) Responsibility for an affiliated representative in the performance of the tasks and duties described above shall rest with the approved school administrator.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-900, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-905 Notice of actions by governmental entities or accrediting commissions.** School applicants and approved schools shall present the department with written details of any consent orders with the Federal Trade Commission or other jurisdictions and any final actions which have been taken against the school, its administrator, its owners, officers, or directors by any federal or state agencies, including courts or accrediting commissions, of which the school has knowledge and inform the department in writing of actions being taken to correct deficiencies cited. Directors, officers, and owners shall advise the administrator of any such actions taken against the directors, officers, or owners. School applicants and approved schools shall not purposely avoid gaining knowledge of such actions. Final actions shall not include traffic violations or traffic convictions.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-905, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-907 Required publication.** Each school shall have available to prospective and enrolled students a publication containing the following information:

(1) Date of publication;

(2) Name and address of school. The name of the administrator and telephone number(s) of the school's administrative offices;

(3) A list of courses, as outlined in WAC 308-124H-910;

(4) Description of all course prerequisites;

(5) The school's policy regarding:

(a) Admission procedure;

(b) Causes for dismissal and conditions for readmission;

(c) Attendance requirements, leave, absences, makeup work, and tardiness;

(d) Standards of progress required of the student, including a definition of the grading system of the school, the minimum grades considered satisfactory, and the conditions for reentrance for those students whose course of study is interrupted;

(e) Refund policy of registration or tuition fees, record retrieval fee, or any other charges, including procedures a student shall follow to cancel enrollment before or after instruction has begun.

(6) The statement that: "This school is approved under chapter 18.85 RCW; inquiries regarding this or any other real estate school may be made to the: Washington State Department of Licensing, Real Estate Program, P.O. Box 9015, Olympia, Washington 98507-9015";

(7) Dated supplements or errata sheets so as to maintain accuracy of the information in the publication, which shall clearly indicate that such information supersedes that which it contradicts and/or replaces elsewhere in the publication.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-907, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-910 Course description.** Each approved school shall have available for distribution to prospective and enrolled students a course description containing the following information:

- (1) Name of approved school;
- (2) Date(s) and location of the course;
- (3) The course title;
- (4) The educational objectives of the course;
- (5) The type of instruction (e.g., live classroom or distance education) in the course and the length of time required for completion;
- (6) The number of clock hours approved for the course, or, a statement that an application for approval is pending;
- (7) Name(s) of instructors when available;
- (8) Equipment and supplies which the student must provide;
- (9) Fees for the course;
- (10) The specific education requirements under chapter 18.85 RCW or chapter 308-124H WAC which will be met upon completion of the course students shall be informed, that for courses of thirty clock hours or more, a comprehensive examination is available and is mandatory to satisfy the requirements of RCW 18.85.101 and 18.85.111;
- (11) Cancellation policy; and
- (12) Tuition refund policy.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-910, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-915 Certificate of school approval.** Upon approval a school shall be issued a certificate of approval containing the school's name, address, identification number, date of approval, and name of administrator. No school shall adopt or make a change in its name of its administrative office prior to receipt of a new certificate from the department.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-915, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-920 Disciplinary action—Procedures—Investigation.**

(1) The department shall have the authority, on its own motion or upon complaint made to it, to investigate or audit any school to determine compliance with chapter 18.85 RCW and with the rules and regulations of this chapter.

(2) Complaints concerning approved schools should be made in writing to the department.

(3) All approved schools shall be subject to periodic visits by an official representative for the department who may observe classroom and distance education activities, evaluate course content, exams



and instructor proficiency to ensure that courses are being taught in accordance with the provisions of this chapter.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-920, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-925 Grounds for denial or withdrawal of school or school administrator approval.** Approval may be denied or withdrawn if the instructor or any owner, administrator, or affiliated representative of a school:

- (1) Has had any disciplinary action taken against his/her professional license in this or any other jurisdiction;
- (2) Falsified any student records or clock hour certificates;
- (3) Falsified any application or any other information required to be submitted to the department;
- (4) Attempted in any manner to discover, or to impart to any license candidate, the content of and/or answer to any real estate license examination question(s);
- (5) Violated any provision in chapter 18.85 RCW or the rules promulgated thereunder;
- (6) Failed to cooperate with the department in any investigation or hearing;
- (7) Has been convicted of a crime within the preceding ten years;
- (8) Violated any of the provisions of any local, state, or federal antidiscrimination law;
- (9) Continued to teach or offer any real estate subject matter whereby the interests of the public are endangered, after the director, by order in writing, stated objections thereto;
- (10) Offered, sold, or awarded any clock hours without requiring the student to successfully complete the clock hours for which the course was approved;
- (11) Accepted registration fees and not supplied the service and/or failed to refund the fees within thirty days of not supplying the service;
- (12) Represented in any manner that the school is associated with a "college" or "university" unless it meets the standards and qualifications of and has been approved by the state agency having jurisdiction;
- (13) Represented that a school is recommended or endorsed by the state of Washington or by the department, provided that a school authorized to offer clock hours under this chapter may state: "This school is approved under chapter 18.85 RCW";
- (14) Advertised, published, printed, or distributed false or misleading information;
- (15) Advertised the availability of clock hour credit for a course in any manner without affixing the name of the school as approved by the department;
- (16) Solicited, directly or indirectly, information from applicants for a real estate license following the administration of any real estate examination to discover the content of and/or answer to any examination question or questions;
- (17) Has failed to meet the requirements of this chapter;
- (18) Failed to teach a course consistent with the approved course content or curriculum;
- (19) Used a substitute instructor who has not been approved to teach the topic area(s) pursuant to chapter 308-124H WAC.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-925, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-930 Hearing procedure.** Upon notice of disapproval or issuance of charges, a person is entitled to a hearing conducted in accordance with the Administrative Procedure Act, chapter 34.05 RCW, and the provisions of WAC 308-124-305, 308-124-310 and 308-124-315. To exercise the right to a hearing under this section, a person must request a hearing within twenty days after receipt of the notice of disapproval or charges. Any person aggrieved by a final decision of the director is entitled to judicial review under the provisions of the Administrative Procedure Act, chapter 34.05 RCW.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-930, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-935 Record retention.** (1) Each school shall maintain for a minimum of five years each student's record and each edition of a required publication;

(2) A "student record" shall include:

- (a) The name, address, and telephone number of the school;
- (b) Full name, address, and telephone number of the student;
- (c) Beginning and ending dates of attendance and date of registration agreement if the refund policy relates to the registration date;
- (d) Clock hour courses completed and examination results;
- (e) Course evaluation form.

(3) Each school shall provide a copy of a student's record to the student upon request.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-935, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-940 School closing/change of status.** (1) A school shall make plans and take measures to protect the rights of present and former students if it goes out of business.

(2) Upon cessation of instruction or termination of approved status, a school shall immediately furnish to the department by certified mail or hand delivery:

- (a) Its certificate of approval;
- (b) Name, address, and telephone number of the person who will be responsible for closing arrangements;
- (c) The student's name, address and telephone number, the name of the course, the amount of class time remaining to complete the course, and the total amount of tuition and fees paid by the student for the course;
- (d) A copy of a written notice which shall be mailed to all enrolled students in clock hour courses who have not completed a current course because of cessation of instruction; the notice shall explain the procedures students must follow to secure refunds or to continue their education;

(e) Procedures for disbursement of refunds to enrolled students, in the full amount to which they are entitled, no later than thirty days from the last day of instruction.

(3) Upon closing, a school shall arrange for a person approved by the department to retain the records required under WAC 308-124H-935. If a school closes without arranging for record retention, the department may obtain the records to protect the former students.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-940, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-945 Instructor approval required.** (1) Instructor approval by the department is required prior to the date on which the course is offered for clock hour credit.

(2) Each application for approval of an instructor shall be submitted to the department on the appropriate application form provided by the department.

(3) The director or designee shall approve or disapprove instructor applications based upon criteria established by the commission.

(4) The director or designee shall approve only complete applications which meet the requirements of this chapter.

(5) Upon approval or disapproval the applicant will be so advised in writing by the department. Notification of disapproval shall include the reasons therefor.

(6) Approval shall expire two years after effective date of approval.

(7) Applicants shall identify on the application form the specific subject matter topic area or areas he or she proposes to teach.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-945, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-950 Application process for previously approved instructors.** (1) If there are no changes in the original instructor approval application for a previously approved instructor, the instructor will be approved upon receipt of an instructor renewal form and payment of the required fee.

(2) If there are changes in an original instructor approval application for a previously approved instructor, the application will not be processed as a renewal, and will require completion of an instructor approval application and payment of required fees.

(3) If an instructor renewal application or an instructor approval application is submitted at least thirty days prior to the current instructor expiration date, the previous instructor approval shall remain in effect until action to approve or disapprove the application is taken by the director.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-950, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-955 Certificate of instructor approval.** Upon approval an instructor shall be issued a certificate of approval containing the instructor's name, date of approval, department identifi-

cation number, and the subject matter topic areas that the instructor is approved to teach.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-955, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-960 Qualifications of instructors.** Each instructor shall demonstrate competency based on guidelines established by the commission in the subject matter/topic that they propose to teach and shall be qualified in techniques of instruction. Instructor qualifications in techniques of instruction shall be evidenced by one of the following:

(1) One hundred fifty classroom hours as an instructor within two years preceding application in courses acceptable to the director;

(2) Possession of the professional designation, DREI, from the Real Estate Educators Association (REEA);

(3) Successful completion of an instructor training course approved by the director upon recommendation of the commission and two years full-time experience in real estate or a related field within the five years immediately preceding the date of application;

(4) A bachelors or advanced degree in education and either two years teaching experience, or two years experience in real estate or a related field within the last five years;

(5) A current teaching certificate issued by an authorized governmental agency. The instruction must have been in a field allied to that which the instructor has applied to teach;

(6) At least ninety clock hours as an instructor in real estate within two years preceding the application;

(7) Ninety hours as an instructor at an institution of higher learning within two years preceding the application. The instruction must have been in a field allied to that which the instructor has applied to teach;

(8) Selection by a national or state association whose selection criteria have been approved by the director.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-960, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-965 Changes in instructors.** Changes in course instructors may be made only if the substitute instructors are currently approved to teach the course pursuant to WAC 308-124H-525.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-965, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-970 Guest lecturer(s)—Defined.** A topic area expert(s) may be utilized as a guest lecturer to assist an approved instructor to teach an approved course. The approved instructor is responsible for supervision of the approved course. Guest lecturer(s) shall not be utilized to circumvent the instructor approval requirements of this chapter. Guest lecturers shall be limited to no more than fifteen minutes per clock hour. Guest lecturers can only be used when the approved instructor is present.

[Statutory Authority: RCW 18.85.041. WSR 13-14-077, § 308-124H-970, filed 7/1/13, effective 8/1/13. Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-970, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-975 Disciplinary action—Procedures—Investigation.**

(1) The department shall have the authority, on its own motion or upon complaint made to it, to investigate or audit any instructor to determine compliance with chapter 18.85 RCW and with the rules and regulations of this chapter.

(2) Complaints concerning approved instructors should be made in writing to the department.

(3) All approved instructors shall be subject to periodic visits by an official representative of the department who shall observe classroom activities, evaluate course content and instructor proficiency to ensure that courses are being taught in accordance with the provisions set forth.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-975, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-980 Grounds for denial or withdrawal of instructor approval.** Approval may be denied or withdrawn if the instructor:

(1) Has had any disciplinary action taken against his/her professional license in this or any other jurisdiction;

(2) Falsified any student records or clock hour certificates;

(3) Falsified any application or any other information required to be submitted to the department;

(4) Attempted in any manner to discover, or to impart to any license candidate, the content of and/or answer to any real estate license examination question(s);

(5) Violated any provision in chapter 18.85 RCW or the rules promulgated thereunder;

(6) Failed to cooperate with the department in any investigation or hearing;

(7) Has been convicted of a crime;

(8) Violated any of the provisions of any local, state, or federal antidiscrimination law;

(9) Continued to teach or offer any real estate subject matter whereby the interests of the public are endangered, after the director, by order in writing, stated objections thereto;

(10) Offered, sold, or awarded any clock hours without requiring the student to successfully complete the clock hours which the course was approved;

(11) Accepted registration fees and not supplied the service or failed to refund the fees within thirty days of not supplying the service;

(12) Represented in any manner that the school is associated with a "college" or "university" unless it meets the standards and qualifications of and has been approved by the state agency having jurisdiction;

(13) Represented that a school is recommended or endorsed by the state of Washington or by the department, provided that a school au-

thorized to offer clock hours under this chapter may state: "This school is approved under chapter 18.85 RCW";

(14) Advertised, published, printed, or distributed false or misleading information;

(15) Solicited, directly or indirectly, information from applicants for a real estate license following the administration of any real estate examination to discover the content of and/or answer to any examination question or questions;

(16) Has failed to meet the requirements of this chapter;

(17) Failed to teach a course consistent with the approved course content or curriculum.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-980, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-985 Hearing procedure.** Upon notice of disapproval or issuance of charges, a person is entitled to a hearing conducted in accordance with the Administrative Procedure Act, chapter 34.05 RCW, and the provisions of WAC 308-124-305, 308-124-310, and 308-124-315. To exercise the right to a hearing under this section, a person must request a hearing within twenty days after receipt of the notice of disapproval or charges. Any person aggrieved by a final decision of the director is entitled to judicial review under the provisions of the Administrative Procedure Act, chapter 34.05 RCW.

[Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-985, filed 3/1/10, effective 7/1/10.]

**WAC 308-124H-990 Real estate course, school, and instructor approval fees.** (1) The following fees shall be charged for applications for approval of real estate courses, schools, and instructors. An application fee shall accompany each application. Approval for schools and instructors, if granted, shall be two years from the date of approval. Approval for courses, except for the core course, if granted, shall be four years from the date of approval. Applications submitted and disapproved may be resubmitted at no additional fee.

(2) Application for course content approval - A fee of seven dollars and sixty cents per clock hour credit being offered, with a minimum fee of seventy-six dollars per core course. A fee of fifteen dollars and twenty cents per clock hour credit being offered, with a minimum of one hundred fifty-two dollars per course other than the core course. Except, the application fee for approval of the sixty clock hour course in real estate fundamentals shall be four hundred fifty-six dollars.

(3) Application for school approval - A fee of three hundred eighty dollars.

(4) Application for instructor approvals:

(a) Approval to teach a specific course on one occasion - A fee of seventy-six dollars;

(b) Approval to teach as many subject areas as requested at time of initial application - A fee of one hundred fourteen dollars. Approval shall be for two years from the approval date;

(c) Approval to teach additional subject area(s) not requested at time of initial application or renewal - A fee of thirty-eight dollars for each application to teach additional subject area(s). Approval, if

granted, shall be for remainder of two year approval period. Applications submitted under (a), (b) and (c) of this section and disapproved may be resubmitted at no additional fee.

[Statutory Authority: RCW 43.24.086. WSR 21-16-080, § 308-124H-990, filed 8/2/21, effective 9/1/21. Statutory Authority: RCW 18.85.041. WSR 14-16-054, § 308-124H-990, filed 7/29/14, effective 8/29/14. Statutory Authority: RCW 18.85.040 and 18.85.041. WSR 10-06-078, § 308-124H-990, filed 3/1/10, effective 7/1/10.]