State of New Jersey
Department of Banking and Insurance
Real Estate Commission
P.O. BOX 328
TRENTON, NJ 08625-0328
PHONE: (609) 292-7272  FAX: (609) 292-0944
Main Website: www.dobi.nj.gov

Mandatory Continuing Education (MCE)
COURSE
“APPLICATION GUIDE”

IMPORTANT NOTE: Completion of this form is required by N.J.A.C. 11:5-12. The submission of false information will result in a denial of the application and may subject you to sanctions by the New Jersey Real Estate Commission. See N.J.S.A. 45:15-16.2g and N.J.A.C. 11:5-12:15.

PLEASE NOTE: All course applicants must review N.J.A.C. 11:5-12.4, 11:5-12.11 thru 14 for instructor requirements & responsibilities.

GENERAL INSTRUCTIONS
I.) AN EFFECTIVE WRITTEN CURRICULUM:
   • Describes how learning is to be organized
   • Documents specific plans for teaching

II.) TO DEVELOP AN EFFECTIVE CURRICULUM:
   • Provide a timed outline of what will be taught (both content and skills)
   • Formulate action learning objectives for the course (e.g.- “at the end of the course, participant will be able to...”

CURRICULUM PLANS MAY CONTAIN THE FOLLOWING FIVE (5) COMPONENTS

1. LEARNING OBJECTIVES:
   • Develop clear, measurable objectives to guide participant learning
   • Communicate objectives to participants at the beginning of class so expectations are understood

2. MATERIALS AND RESOURCES:
   • Provide a list of materials and any supplement resources

3. ACTIVITIES:
   • Use an introductory activity to engage participants in the topic
   • Create activities that are clear, engaging and relate to the participant’s business life
   • Determine the steps of the activities and the timing for each

4. ASSESSMENT:
   • A variety of assessment methods may be used to capture learning

5. SURVEY FOR PARTICIPANTS:
   • Devise a way for participants to capture the course high points
   • Build in discussion time and ask participants to summarize what they learned

6. For all Continuing Education (CE) related questions, contact the New Jersey Real Estate Commission (NJREC), Education section at 609-292-7272 or by e-mail at realestate@doi.state.nj.us

MAIL ALL REQUESTED FORMS & FEES IN ONE SINGLE PACKAGE (NOT INDIVIDUALLY) TO:

NEW JERSEY REAL ESTATE COMMISSION
20 West State Street
P.O. Box 328
Trenton, New Jersey 08625-0328
Attn: NJREC Education section, 7th floor

NOTE: Make all fees payable to the “State Treasurer of NJ”. (No personal checks or cash.)