

R162-2f-206b. Certification Prelicensing Course.

- (1) To certify a prelicensing course for traditional education, a person shall, no later than 30 days prior to the date on which the course is proposed to begin, provide the following to the division:
 - (a) comprehensive course outline including:
 - (i) description of the course, including a statement of whether the course is designed for:
 - (A) sales agents; or
 - (B) brokers;
 - (ii) number of class periods spent on each subject area;
 - (iii) minimum of three to five learning objectives for every three hours of class time; and
 - (iv) reference to the course outline approved by the commission for each topic;
 - (b) number of quizzes and examinations;
 - (c) grading system, including methods of testing and standards of grading;
 - (d)
 - (i) a copy of at least two final examinations to be used in the course;
 - (ii) the answer key(s) used to determine if a student has passed the exam; and
 - (iii) an explanation of procedure if the student fails the final examination and thereby fails the course; and
 - (e) a list of the titles, authors and publishers of all required textbooks.
- (2) To certify a prelicensing course for distance education, a person shall, no later than 60 days prior to the date on which the course is proposed to begin, provide the following to the division:
 - (a) all items listed in this Subsection (1);
 - (b) description of each method of course delivery;
 - (c) description of any media to be used;
 - (d) course access for the division using the same delivery methods and media that will be provided to the students;
 - (e) description of specific and regularly scheduled interactive events included in the course and appropriate to the delivery method that will contribute to the students' achievement of the stated learning objectives;
 - (f) description of how the students' achievement of the stated learning objectives will be measured at regular intervals;
 - (g) description of how and when certified prelicensing instructors will be available to answer student questions;
 - (h) attestation from the school director of the availability and adequacy of the equipment, software, and other technologies needed to achieve the course's instructional claims; and
 - (i) a description of the complaint process to resolve student grievances.
- (3) Minimum standards. A prelicensing course shall:
 - (a) address each topic required by the course outline as approved by the commission;
 - (b) meet the minimum hourly requirement as established by Subsection 61-2f-203(1)(d)(i) and these rules;
 - (c) limit the credit that students may earn to no more than eight credit hours per day;
 - (d) be taught in an appropriate classroom facility unless approved for distance education;
 - (e) allow a maximum of 10% of the required class time for testing, including:

- (i) practice tests; and
 - (ii) a final examination;
 - (f) use only texts, workbooks, and supplemental materials that are appropriate and current in their application to the required course outline; and
 - (g) reflect the current statutes and rules of the division.
- (4) A prelicensing course certification expires at the same time as the school certification and is renewed automatically when the school certification is renewed.