

R162-2f-401d. School and Provider Conduct.

- (1) Affirmative duties. A school's owner(s) and director(s) shall:
 - (a) within 15 days after the occurrence of any material change in the information provided to the division under Subsection R162-2f-206a(2)(a), give the division written notice of that change;
 - (b)
 - (i) provide instructors of prelicensing courses with the state-approved course outline; and
 - (ii) ensure that any prelicensing course adheres to the topics mandated in the state-approved course outline;
 - (c) ensure that all instructors comply with Section R162-2f-401e.
 - (d) prior to accepting payment from a prospective student for a prelicensing education course:
 - (i) provide the criminal history disclosure statement described in Subsection R162-2f-206a(3)(d);
 - (ii) obtain the student's signature on the criminal history disclosure; and
 - (iii) have the enrollee verify that an education waiver has not been obtained from the division;
 - (e)
 - (i) retain signed criminal history disclosures for a minimum of three years from the date of course completion; and
 - (ii) make the signed criminal history disclosures available for inspection by the division upon request;
 - (f) maintain for a minimum of three years after enrollment:
 - (i) the registration record of each student;
 - (ii) the attendance record of each student; and
 - (iii) any other prescribed information regarding the offering, including exam results, if any;
 - (g) ensure that course topics are taught only by:
 - (i) certified instructors; or
 - (ii) guest lecturers;
 - (h)
 - (i) limit the use of approved guest lecturers to a total of 20% of the instructional hours per approved course; and
 - (ii) prior to using a guest lecturer to teach a portion of a course, document for the division the professional qualifications of the guest lecturer;
 - (i) furnish to the division an updated roster of the school's approved instructors and guest lecturers each time there is a change;
 - (j) within ten days of teaching a course, upload course completion information for any student who:
 - (i) successfully completes the course; and
 - (ii) provides an accurate name or license number within seven business days of attending the course;
 - (k) substantiate, upon request by the division, any claims made in advertising; and
 - (l) include in all advertising materials the continuing education course certification number issued by the division.
- (2) Prohibited conduct. A school may not:
 - (a) award continuing education credit for a course that has not been certified by the division

- prior to its being taught;
- (b) award continuing education credit to any student who fails to:
 - (i) attend a minimum of 90% of the required class time; or
 - (ii) pass a prelicense course final examination;
 - (c) accept a student for a reduced number of hours without first having a written statement from the division defining the exact number of hours the student must complete;
 - (d) allow a student to challenge by examination any course or part of a course in lieu of attendance;
 - (e) allow a course approved for traditional education to be:
 - (i) taught in a private residence; or
 - (ii) completed through home study;
 - (f) make a misrepresentation in advertising about any course of instruction;
 - (g) disseminate advertisements or public notices that disparage the dignity and integrity of the real estate profession;
 - (h) make disparaging remarks about a competitor's services or methods of operation;
 - (i) attempt by any means to obtain or use the questions on the prelicensing examinations unless the questions have been dropped from the current exam bank;
 - (j) give valuable consideration to a real estate brokerage or licensee for referring students to the school;
 - (k) accept valuable consideration from a real estate brokerage or licensee for referring students to the brokerage;
 - (l) allow real estate brokerages to solicit for agents at the school during class time, including the student break time;
 - (m) obligate or require students to attend any event in which a brokerage solicits for agents;
 - (n) award more than eight credit hours per day per student;
 - (o) award credit for an online course to a student who fails to complete the course within one year of the registration date;
 - (p) advertise or market a continuing education course that has not been:
 - (i) approved by the division; and
 - (ii) issued a current continuing education course certification number; or
 - (q) advertise, market, or promote a continuing education course with language indicating that division certification is pending or otherwise forthcoming.