

Procedures for Continuing and Qualifying Education Credit

Procedures for Real Estate Instructors:

1. Please take attendance each class period (Instructor may use form provided by center for real estate or use his/her own form). You can collect attendance by circulating an attendance sheet during each class or doing a formal roll call during class. Failure to take attendance may result in student not receiving credit hours for the course.
2. Announce at the beginning of class that students interested in receiving qualifying or continuing education credits for brokers or appraisers' licenses must contact Julie Staker via email (stakerj@pdx.edu) by the first week of class.
3. At the end of the term, submit the attendance record to Julie Staker (via fax 503-725-8770, email, or deliver to office USP 370-b). We are required to maintain attendance records for 5 years. This will allow students to claim license credit for class attendance should they later decide to go for a license.

Procedures for non-Real Estate Instructors:

1. A student in your class would like to claim credit for your course so that he can achieve a professional license as a real estate broker or real estate appraiser. We have provided him a form to collect your signature during each class period. Failure to take attendance may result in student not receiving credit hours for the course. Depending upon the agency and license, the student may be required to have 90% or 100% attendance to receive credit.
2. It's the student's responsibility to present this form to you at the beginning or end of each class period to collect your signature. You may request to hold onto this form yourself or have the student keep the form. After the last class period, the form should be submitted to Julie Staker (via fax 503-725-8770, email, or deliver to office USP 370-b). We will then be able to handle all correspondence with the license agency.