



Steve Bullock, Governor  
Pam Bucy, Commissioner

Board of Realty Regulation

October 26, 2017

DAVID MODICA  
programs@atyourpaceonline.com

RE: Course Approval Numbers (17RR0251,17RR0252, 17RR0253 & 17RR0254)

The following continuing education courses have been reviewed and approved. This approval is valid for 2017 & 2018 and will expire December 31, 2018. All instructor and course approvals may be changed or revoked by the Board for cause.

Course #	Course Name	Course Hours
17RR0251	Montana 12 Hour General Real Estate Concepts	12
17RR0252	Montana 3 Hour Real Estate Safety	3
17RR0253	Montana 3 Hour Real Estate Ethics	3
17RR0254	Montana 2 Hour Contact Law	2

**USER ID: swytche02**  
**PASSWORD: 878219**

On February 16, 2006, the Board of Realty Regulation adopted rules requiring all continuing education instructors or their designee to report licensee attendance at approved continuing education offerings to the board within 20 days of the course offering. Instructors or their designee must report all education attendance (using the licensee's license number) in a format approved and provided by the board. The approved format is a web-based reporting program located on the Internet at [www.ContinuingEd.mt.gov](http://www.ContinuingEd.mt.gov). **The instructor or their designee must enter the course event dates in the web-based reporting program. This will allow licensees to view course offerings online. The course dates must also be entered before roster information can be entered.**

Please note you are still required to provide a certificate of completion to each licensee who is in attendance. You must use the above reference number and include the date of the course when issuing certificates.

There is an online demonstration at [www.ContinuingEd.mt.gov](http://www.ContinuingEd.mt.gov) that provides instructions on using the web-based reporting program. The instructor or their designee can post the course on our website at [www.ContinuingEd.mt.gov](http://www.ContinuingEd.mt.gov) immediately using their username and password located in their instructor's approval letter. If you are not the instructor but will be responsible for inputting the roster, please contact the instructor. Remember that the course must be taught by a board-approved instructor.

**For additional information on reporting and administering courses in compliance with Board of Realty Regulation approved procedures, please read the Instructor Newsletter, which can be found online at [www.realestate.mt.gov](http://www.realestate.mt.gov) : Educ : Forms.**

Please copy this letter for your records.

Sincerely,

Audit Unit  
406-444-5696  
[audit@mt.gov](mailto:audit@mt.gov)