



State of Utah  
Department of Commerce  
Division of Real Estate

GARY R HERBERT  
Governor

FRANCINE GIANI  
Executive Director

JONATHAN STEWART  
Real Estate Division Director

October 3, 2017

1 ATTEMPT (AT YOUR PACE ONLINE)  
TIM BELL  
531 NE F STREET  
GRANTS PASS OR 97526

Dear Tim Bell:

The following courses have been certified for real estate continuing education credit. These numbers should be used on all forms of correspondence with the Division.

**Course No.:** RC170918

**Course Title:** 9 HOUR REAL ESTATE CORE: E & O, ETHICS & INTEGRATED MORTGAGES (CORE)

**CE Hrs:** 9

The expiration date for these courses is September 30, 2019. Unless your certification is discontinued for violation of the continuing statutes and rules, you will be sent a renewal notice for the courses about six weeks before the expiration date. You may apply for recertification of your courses at that time.

Enclosed are the master certificates for these courses. Please keep the original certificates in a safe place. In order to discourage forgery counterfeit certification, please sign the certificates in blue ink, you may use a signature stamp for large classes.

You may create your own certificates for your course. However, if you elect to do this, your own certificates must contain ALL of the information that is required and included on the Division created certificate enclosed.

The course provider is also responsible for the following critical aspects of the law, the violation of which could result in decertification of your course:

1. A certificate of attendance should be issued only to those students who attend a minimum of 90 percent of the required class time. You must start and end your classes promptly in order to substantiate what constitutes the 90 percent period. Unannounced monitors will randomly be auditing your classes to observe compliance with this and other rules. As an approved provider, you agree to use either our master certificate, or one developed on your own based on the guidelines outlined above.
2. Within ten days of the conclusion of the course, the CE credit must be "banked" with PearsonVue for each student. **Failure to bank credit within the ten days will result in a fine to the responsible provider.** If you are a new provider or have not registered with PearsonVue you will need to call the