



State of Louisiana  
LOUISIANA REAL ESTATE COMMISSION

JOHN BEL EDWARDS  
GOVERNOR

January 23, 2018

Mr. Timmothy Bell  
AT YOUR PACE ONLINE, LLC  
531 NE F Street  
Grants Pass, OR 97526

Dear Timmothy:

The Commission has approved AT YOUR PACE ONLINE, LLC, vendor #9047, to offer an online four-hour 2018 mandatory course titled, **2018 Mandatory – Real Estate Best Practices**, under the following conditions:

- The course shall cover all content included in the LREC outline provided.
- It shall be the responsibility of the vendor to verify eligibility of the instructor. Eligibility includes, knowledge of subject matter, teaching experience, and attendance at the LREC sponsored Instructor Development Workshop. Instructors shall be approved by the LREC prior to course offering. **(NO Exceptions)**
- Certificates of completion shall be titled, **2018 Mandatory – Real Estate Best Practices**.
- The course must be presented in a classroom setting unless otherwise certified for distance education by the LREC and ARELLO.
- Course sponsors, vendors, and/or instructors shall not use approved class instruction time to promote/market their company, solicit or gain any type of business advantage, hold drawings or collect business cards. Time devoted to breakfasts, luncheons, dinners, or other refreshments shall not be counted as class instruction time.

Your tracking code for this course is **#0006**. Tracking numbers **must** be included on all course reporting forms and certificates of completion.

If you have any questions regarding course reporting procedures, please contact the Education Division at (225) 925-1923 or 1-800-821-4529 (in state only).

Best Regards,

Debbie DeFrates  
Education Program Manager

DD/dme

