

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #1

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OFFICE OF PUBLIC AFFAIRS
STATE OF WEST VIRGINIA

NOTICE OF PUBLIC HEARING ON A PROPOSED RULE

AGENCY: Real Estate Commission TITLE NUMBER: 174

RULE TYPE: Legislative; CITE AUTHORITY WV Code 47-12-3 & 19

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: I

TITLE OF RULE BEING AMENDED: Requirements in licensing real estate
brokers and salesmen and the conduct of brokerage business

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

DATE OF PUBLIC HEARING: August 25, 1992 TIME: 9:00

LOCATION OF PUBLIC HEARING: West Virginia Real Estate Commission
1033 Quarrier Street, Suite 400
Charleston, WV 25301

COMMENTS LIMITED TO: ORAL , WRITTEN , BOTH

COMMENTS MAY ALSO BE MAILED TO THE FOLLOWING ADDRESS: WV Real Estate Commission
1033 Quarrier St, Suite 400
Charleston, WV 25301

The Department requests that persons wishing to make comments at the hearing make an effort to submit written comments in order to facilitate the review of these comments.

The issues to be heard shall be limited to the proposed rule.

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

Richard E. Strader
Richard E. Strader
Executive Director

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State of West Virginia
West Virginia Real Estate Commission

1033 Quarrier Street, Suite 400
Charleston, West Virginia 25301-2315
(304) 558-3555
FAX (304) 558-6442

RICHARD E. STRADER, CPA
EXECUTIVE DIRECTOR

COMMISSIONERS

VAUGHN L. KIGER, CHAIRMAN
MORGANTOWN

ROBERT P. McLEAN, SECRETARY
BECKLEY

SUMMARY OF PROPOSED LEGISLATIVE RULE

AGENCY: REAL ESTATE COMMISSION

RULE: 174-1

STATUTORY AUTHORITY: WV CODE 47-12-3 & 19

SUMMARY

To amend an existing rule by deleting all of section 13.5, "Certification of Real Estate Schools", and creating a new section 30, "Real Estate Courses, Course Sponsors and Instructors". Also, included are technical changes to other sections of this rule.

REAL ESTATE COURSES, COURSE SPONSORS AND INSTRUCTORS (Section 30)

All courses, course sponsors and instructors must be approved by the Commission prior to offering any pre-license or continuing education course. The rule specifies subject areas, record retention requirements and general procedures to be followed in offering mandatory real estate education courses.

TITLE 174
LEGISLATIVE RULES
REAL ESTATE COMMISSION

FILED
JUL 21 PM 12:17
OFFICE OF THE CLERK
SECRETARY OF STATE

SERIES 1
REQUIREMENTS IN LICENSING REAL ESTATE BROKERS AND
SALESMEN AND THE CONDUCT OF BROKERAGE BUSINESS

§ 174-1-1. General.

1.1. Scope. -- These legislative rules establish general regulations for the filing of applications for real estate licenses and the requirements necessary to renew licenses and for the enforcement and administration of the provisions of article twelve, chapter forty-seven of the West Virginia Code, (1959).

1.2. Authority. -- WV Code § 47-12-3 and 19.

1.3. Filing Date. --

1.4. Effective Date. --

§ 174-1-2. Definitions.

2.1. Commission. -- The term "Commission" means the West Virginia Real Estate Commission as authorized by WV Code 47-12-3.

2.2. Licensee. -- The term "licensee" means a broker, an associate broker, and a salesman as defined in WV Code 47-12-2.

2.3. Applicant. -- The term "applicant" means any person, partnership, association or corporation who is making application to the Commission for a real estate license.

§ 174-1-3. License Fees.

3.1. License year. -- The license year begins on July 1 and ends June 30 of each fiscal year. Licenses are issued on an annual basis and fees are not prorated for fractional parts of a year.

3.2. Proper fee. -- Each application for a license shall be accompanied by a separate check or money order for the proper fee for that particular application.

When a salesman, who is duly licensed, desires to become a broker, his or her employing broker shall surrender his or her salesman's certificate to the Commission before a broker's certificate is issued. He or she shall pay the fee for the broker's license as set forth under WV Code 47-12-9. The Commission shall not give credit for the fee paid for the salesman's license.

§ 174-1-4. License Certificates.

4.1. License certificates. -- The Commission shall issue to each licensee a license in such form and size as shall be prescribed by the Commission. The license shall show the name and business address of the licensee and, in case of a real estate salesman's license, shall show the name and ~~business address~~ of the real estate broker by whom he or she is employed. Each license shall be imprinted with the seal of the Commission and, shall contain such information as the Commission prescribes. The Commission shall deliver or mail the license of each real estate salesman and associate broker to the real estate broker by whom the licensee is employed, and the broker shall keep it in his or her custody and control.

4.2. Officers of a corporation. -- If a person applying for a broker's license is a member of a partnership or association or an officer of a corporation, the Commission shall issue the broker's license certificate in the name of the firm. All other members, officers or employees of the partnership, association or corporation who engage in any of the acts defined in WV Code 47-12-2 must become licensed as an associate broker or salesman.

§ 174-1-5. Branch Offices.

5.1. Register of branch office. -- Every licensed broker who desires to conduct brokerage transactions at any location other than the principal office must register the branch office information annually and pay the required fee in order to receive a license certificate for each branch office. A mere temporary shelter on a subdivision being sold by the broker, for the convenience and protection of licensees and customers, and at which transactions are not closed and licensees are not permanently assigned is not considered to be a branch office. The permanence, use, and character of activities conducted at the office or shelter shall determine whether it must be registered.

5.2. Manager of branch office. -- A licensed broker shall not employ, as manager of his branch office, a real estate salesman with less than two (2) years actual experience as a licensed real estate salesman.

§ 174-1-6. Cancellations And Transfers.

6.1. Custody of license certificates. -- The broker shall keep the license certificates of each salesman and associate broker in his or her custody at all times.

Upon the termination of employment, the broker shall immediately return the license certificate to the Commission for cancellation.

6.2. Transfer of salesman's or associate broker's license. -- In the event a salesman or associate broker wishes to transfer his or her real estate license, to a broker other than the broker under which he or she is presently employed, he or she must first notify his or her present employer and must submit a properly executed application to the Commission on a form provided by the Commission for this purpose and pay the required fee.

6.3. Sworn statement by broker. -- In the event a real estate salesman or associate broker makes application for transfer of his or her license to the employ of another broker, the transfer application shall include a sworn statement by the broker in whose employ the applicant desires to enter certifying that the applicant is to be employed by him or her.

§ 174-1-7. Qualifications For Real Estate Broker's License.

7.1. Experience requirement. -- WV Code 47-12-4 among other required qualifications, provides that "every applicant for a license as real estate broker... shall have served a bona fide apprenticeship as a licensed real estate salesman for two (2) years or shall produce to the Real Estate Commission satisfactory evidence of real estate experience."

7.2. Apprenticeship. -- The Commission defines the word "apprenticeship," as used in WV Code 47-12-4 to mean a broker-salesman relationship wherein the salesman apprentice is taught the methods, techniques and terminology of the real estate business under the guidance and direction of a licensed broker. In order to satisfy the apprenticeship requirement, the applicant shall submit to the Commission, written documentation outlining the applicant's experience in the real estate business. The documentation must demonstrate that the applicant has gained experience in all aspects of the real estate business equal to that which would be gained by a person engaged in the real estate business on a full time basis during a minimum two year period of time.

7.3. Affidavit of broker. -- Each and every broker, with whom a real estate salesman has been employed, shall furnish the Commission with an affidavit attesting to the applicant's experience and qualifications. The broker shall submit the affidavit on a form prepared by the Commission.

§ 174-1-8. Office Signs.

8.1. Sign requirement. -- All registered real estate brokers, holding an active certificate, shall erect, and maintain a sign on or about the entrance of their principal office and all branch offices, which shall be easily observed and read by persons about to enter any of the offices. Every sign shall contain the name of the broker, together with his trade name, if any, beneath which shall be the word "Broker," all in letters not less

than 1 inch in height. If the broker so desires, the names of the salesmen or associate brokers may be placed below the name of the broker.

§ 174-1-9. Advertising.

9.1. Broker advertising real estate. -- A broker shall not advertise by linear advertisement or otherwise, sell, buy, exchange, rent, lease or mortgage property in a manner indicating that the offer to sell, buy, exchange, rent, lease or mortgage such property is being made by a private party, not engaged in the real estate business. A broker shall not insert an advertisement in any publication where only a post-office box number, telephone number or street number appears. Every broker when advertising real estate, either through linear advertisement or otherwise, shall state in the advertisement either the individual name or firm name under which the broker operates and the term "Broker" or "Realtor" as the case may be. However, a broker whose firm name is that of a deceased person or that of a person not licensed with the firm, shall place his or her name in the ad and the term "Broker" or "Realtor" as the case may be: Provided, that if the broker, is the owner of the property which he or she is advertising, the broker has all the rights of a nonbroker owner.

9.2. Salesmen and associate brokers prohibited. -- Salesmen and associate brokers may not advertise to purchase any property or offer to sell, rent, or lease any property under their own names: Provided, that if a salesman or associate broker is the owner of the property which he or she is advertising, the salesman or associate broker has all the rights of an owner. All advertising of property listed by a broker, must be under the direct supervision and in the name of the employing broker.

§ 174-1-10. Trade And Fictitious Names.

10.1. Use of trade name. -- An individual broker may use a trade name. Any broker who wishes to use a trade name must disclose the trade name in an application for license and upon approval by the Commission, the trade name will be placed upon the broker's license certificate. The trade name shall not be the same as that currently being used by another broker in the same locality. A broker shall not use any trade name not registered with the Commission.

10.2. Change of trade name. -- Each person, partnership, association or corporation, shall notify the Commission in writing of any change of trade name. The notice shall be made on a form supplied by the Commission and accompanied by the original license certificate and proper fee. The Commission shall issue a new certificate with the new trade name ef for the unexpired period.

§ 174-1-11. Offer Of Trade Stamps And Gifts.

11.1. Trade stamps prohibited. -- No real estate broker shall offer in exchange for the sale or listing of any real estate, trade stamps of the nature that may be redeemed for merchandise.

11.2. Offering of gifts prohibited. -- A real estate broker or real estate salesman shall not offer door prizes, gifts, or anything of value, in exchange for the sale or listing of any real estate or while engaging in any other activity specified in WV Code 47-12-2.

§ 174-1-12. Location Of Office.

12.1. Beer sales. -- A broker shall not maintain an office or display a sign, where beer or other alcoholic beverages are sold. If a real estate office is located adjoining to or in the same building where beer or other alcoholic beverages are dispensed, the office shall have a private entrance.

The Commission shall determine if the location of a real estate office is in keeping with the standards of the real estate trade.

§ 174-1-13. Renewal Of License.

13.1. Duty to renew. -- All licenses expire June 30 of each year regardless of the date the license was issued. It is the duty of all licensees to register annually with the Commission and to renew their license by paying the annual renewal fee for license as set forth under WV Code 47-12-9.

13.2. Operating without license. -- Any licensee who does not register as required by this section, but continues to operate when a license is required, is in violation of WV Code 47-12.

13.3. Examination required. -- Any licensee who does not renew his or her license within ninety (90) days after the effective renewal date is required to undergo and successfully pass the written examination before being issued a license. Any licensee who renews his or her license within ninety (90) days from the effective renewal date is not required to take the examination.

13.4. Continuing education. -- Each licensee applying for the renewal of his or her license shall furnish proof with their renewal application showing they have completed, in the fiscal year preceding the license renewal date, seven (7) hours of instruction in an approved real estate course. It is the responsibility of the broker to see that all licensees in his or her employ comply with this requirement prior to renewing their licenses.

This requirement does not apply to any licensee who held a license on the first day of July, one thousand nine hundred sixty-nine and continuously thereafter. ~~This requirement does not apply to any licensee who is on inactive status.~~

During the time a licensee is on inactive status, the licensee does not need to comply with the continuing education requirements. When a licensee on inactive status reverts to active status he or she shall obtain seven (7) hours of continuing education prior to being placed on active status.

This requirement does not apply to any licensee who qualified to obtain an original license in the fiscal year preceding the annual renewal date.

A non-resident licensee shall have complied with the continuing education requirements of this state if their state or district has a comparable continuing education requirement and accords the same privilege to West Virginia residents.

~~13.5. Certification of real estate schools.~~

~~a. All real estate courses, course sponsors (schools) and instructors must be certified by the Commission prior to the conducting of a course of education in real estate subjects in compliance with the continuing education requirement as defined in WV Code 47-12-7a.~~

~~b. Degree granting institutions, colleges and universities accredited by the West Virginia Board of Education are approved schools. The Commission shall accept real estate courses satisfactorily completed at these institutions to the extent of number of classroom hours involved in real estate subjects. Continuing legal education courses approved by the West Virginia State Bar are also approved by the Commission.~~

~~e. The Commission will approve courses only if the course deals with the following subjects: real estate ethics, appraisal, civil rights, equal opportunity, anti-trust, real estate law, contract law, real estate finance, principal and agent relationship or other real estate related subject. Courses in real estate offered by the institutes, councils and societies of a national or state professional association are also approved by the Commission.~~

~~d. The length of a continuing education course is defined as seven (7) hours with each hour equaling fifty (50) minutes of instruction. The Commission will determine the amount of continuing education credit to be awarded for completion of a correspondence course. When approved audio or video tapes are used, a certified instructor shall be present at all times while class is in session. Licensees shall obtain continuing education hours in the fiscal year preceding the date required to renew their license.~~

~~e. Each instructor shall apply for and be issued a letter of certification if he or she:~~

~~1. Is an instructor or professor of a college or university approved by the State Board of Education and who teaches in subjects dealing with real estate; or~~

~~2. Is an attorney at law with a minimum of five (5) years of active practice in the area of study he or she proposes to teach; or~~

- ~~3. Holds a degree in real estate from an accredited college or university; or~~
- ~~4. Is a licensed real estate broker with a minimum of five (5) years experience in the areas of study he or she proposes to teach; or~~
- ~~5. Holds a degree from an accredited college and has at least two (2) years of teaching experience and possesses a minimum of two hundred classroom hours in the area of study he or she proposes to teach; or~~
- ~~6. Has a minimum of three (3) years of professional or educational experience as a teacher in the area of study he or she proposes to teach.~~
- ~~f. Non resident. — A non resident licensee shall have complied with the continuing education requirements of this state if their state or district has a comparable continuing education requirement and accords the same privilege to West Virginia residents.~~
- ~~g. Registering school and course. — Each school or institution shall apply to the Real Estate Commission in writing, outlining the real estate course content. Upon approval, the Commission will issue a Letter of Certification. Each school or institution shall furnish to each student that completes the required course, a certificate stating the name of the student, the name of the course and the date the course was completed.~~
- ~~h. Inactive status. — During the time a licensee is on inactive status, the licensee does not need to comply with the continuing education requirements. When a licensee on inactive status reverts to active status he or she shall obtain seven (7) hours of continuing education prior to being placed on active status.~~
- ~~i. Original license. — Continuing education is not required to renew a license that was obtained in the fiscal year preceding the renewal date.~~

§ 174-1-14. Time For Taking Examinations.

14.1. Appear for examination. -- An applicant who is required to take an examination shall appear for and be administered an examination on or before the expiration of one (1) month from the date of the notice that the Commission has approved the application or the application will be cancelled and the applicant must reapply.

§ 174-1-15. Qualifications For Real Estate Salesman's License.

15.1. Age. -- Every applicant for a license as a real estate salesman shall be eighteen (18) years of age or over.

15.2. Recommendation. -- The application for salesman's license shall be accompanied by the recommendation of at least two (2) citizens who are property owners at the time of signing the application and who have been property owners for at least twelve (12) months preceding application. The citizens must have known the applicant

for two (2) years and may not be related to the applicant. They must certify that the applicant bears a good reputation for honesty and trustworthiness, and recommend that a license be granted to the applicant.

§ 174-1-16. Complaints.

16.1. Filing of complaint. -- The Commission will consider complaints of alleged violations of WV Code 47-12 only when they are submitted in writing on forms supplied by the Commission and set forth all details of the transaction, giving full names of all persons having knowledge of such transactions, together with specific addresses, dates, amounts involved and other pertinent information. Only in this way can the Commission handle such matters expediently and satisfactorily.

16.2. Filing of deposits. -- When a hearing is scheduled, the Commission may require the complainant to deposit the amount of fifty dollars (\$50.00), payable to the hearing shorthand reporter. The purpose of the deposit is to defray the minimum cost of the proceedings if the complainant fails or refuses to attend the hearing. If the complainant is present at the hearing, the deposit shall be immediately returned to the complainant.

§ 174-1-17. Trust Funds.

17.1. Maintain records. -- Every broker shall maintain in his or her name or firm name, a separate trust account in a recognized financial institution in which the broker shall deposit all funds not his or her own left in his or her possession, including funds in which the broker may have some future interest or claim and including but not limited to earnest money deposits. In conjunction with the account, the broker shall maintain at the broker's usual place of business, for a minimum of five (5) years, books, records, contracts, closing statements, bank records, and other necessary documents so that the Commission may determine the adequacy of the account. The accounts and other records shall be open to inspection by the Commission and its duly authorized agents at all times during regular business hours at the broker's usual place of business.

The Commission will consider material discrepancies in the accounts and records a violation of WV Code 47-12 by the broker.

17.2. Salesman and associate broker with trust funds. -- Every real estate salesman and associate broker who receives any trust funds shall immediately, or at the first opportunity, pay over or deliver the trust funds to the broker, under whom he or she is registered as a salesman or associate broker.

§ 174-1-18. Broker's Place Of Business.

18.1. Usual place of business. -- Usual place of business is defined as the space from which a broker carries on his or her business and which the broker holds forth to the

public as his or her usual place of business. The broker may maintain this space in the broker's residence, but the space must be sufficient to maintain the records and accounts required in Section 17 of this rule and of sufficient space within which to carry on inspection of the accounts and records without interference by other users of the property.

§ 174-1-19. Closing Statements.

19.1. Deliver to seller and buyer. -- Every broker shall deliver to the seller in every real estate transaction wherein he or she acts as a real estate broker, at the time such transaction is consummated, a complete, detailed closing statement showing all of the receipts and disbursements handled by the broker. The broker shall also deliver to the buyer a complete statement showing all moneys received in the transaction from the buyer and how and for what the moneys were disbursed. The broker shall retain true copies of the statements in his or her files for at least five (5) years.

§ 174-1-20. Commingling Defined.

20.1. Commingling. -- Commingling within the meaning of WV Code 47-12-11 is defined as failure to deposit or place trust funds received in: (1) a neutral escrow depository or (2) the hands of principals or (3) a trust fund account in accordance with WV Code 47-12-18 by the next business day following their receipt. However, it is not commingling to hold an uncashed check until acceptance of an offer when directed to do so by the buyer or purchaser, and it is not commingling to hold an uncashed check after acceptance of an offer when directed to do so by the seller or purchaser. The broker must specifically disclose the fact that a check is being held in an uncashed form to the seller or purchaser before he or she accepts the offer.

§ 174-1-21. Handling Of Trust Money By Salesman And Associate Broker.

21.1. Collection of money. -- No real estate salesman or associate broker shall collect any money in connection with any real estate brokerage transaction, whether as a commission, deposit, payment, rental, or otherwise, except in the name of and with the consent of the licensed real estate broker under whom he or she is licensed. Upon receipt of any trust money, the salesman or associate broker shall immediately turn it over to his or her employing broker.

The Commission will consider the failure of a salesman or an associate broker to comply with this rule to be a violation of WV Code 47-12-11.

§ 174-1-22. Signature Of Property Owners.

22.1. Application of broker, associate broker and salesman. -- The Commission shall reserve the right to refuse an application for either a broker, associate broker or salesman's license wherein the person signing the application as a property owner is that

of an employer, a partner, an associate or anyone affiliated in any manner with the individual or the partnership, association or corporation where the applicant will be employed.

§ 174-1-23. Falsifying Contracts.

23.1. Misrepresentation. -- No licensee shall represent to a lender or any other interested party, either verbally or through the preparation of a false sales contract, an amount in excess of the true and actual selling price. Such practice constitutes a gross misrepresentation. The Commission will consider such practice a violation of WV Code 47-12-11.

§ 174-1-24. Procedure.

24.1. Procedure. -- The Commission will observe the provisions of WV Code 29a-5 during the course of any hearing on denial of an application for a license or the suspension or revocation of a license.

The Commission shall not hear any case except in the presence of at least two (2) Commissioners. Any Commissioner not present shall have a reasonable time before any decision is rendered, to review the record and thereafter participate in the decision of the Commissioners. Should the absent Commissioner be unable for any reason to review the records of any hearing within a reasonable time, then the other Commissioners may render their decision without the participation of the absent Commissioner.

§ 174-1-25. Examination.

25.1. Rules. -- The following examination rules will prevail and violation of any rule is grounds for disqualification of the applicant:

- a. Examinees may not refer to any notes, books or memoranda.
- b. The examinee must show all computations on the blank pages of the examination paper.
- c. The copying of questions or the making of notes is prohibited.
- d. Examinees may not talk or ask questions of another examinee during the course of the examination.

25.2. Reexamination. -- The Commission will give a notice of failure to an applicant who fails to attain a passing grade on the first examination. The Commission will schedule a second examination and will give the applicant written notice of when and where to appear.

25.3. Review of examination. -- An applicant for real estate license who fails the examination after two (2) attempts may review the examination papers by making written request to the Commission.

25.4. Payment of license fee. -- An applicant for a real estate license, upon successfully passing the examination, must pay the required license fee within ninety (90) days from the date of sitting for the examination. The Commission will cancel the application of any applicant who does not pay the required license fee within ninety (90) days. The Commission will require the applicant to reapply and successfully pass the examination in the event the applicant wishes to obtain a real estate license.

§ 174-1-26. Requirements Of Broker.

26.1. Brokers becoming licensed salesmen. -- The holder of a broker's license may, during the term of that license, request inactivation of the broker's license, and upon filing the appropriate application and fee be issued a salesman's license. Under this procedure he or she need not qualify in the salesman's examination. The resulting salesman may reinstate the broker's license at any future date upon filing the appropriate application and fee. A broker's examination is not required under this procedure if the broker applicant is the holder of a current salesman's license.

26.2. Brokers employed by other brokers as salesmen. -- Brokers who, by written or oral agreement, are salesmen employees of another broker or brokers, and who do not engage in any real estate transactions independent of their employer, are still considered a broker by the Commission in respect to all the requirements and responsibilities set forth in the WV Code 47-12 et seq.

26.3. Brokers who rents desk space in a real estate office. -- A broker who rents desk space within a real estate office and whose business is conducted separately and apart from that of the broker from whom the desk space is rented, shall maintain a sign on the main entrance door or on a wall or window immediately adjacent to the door.

26.4. Broker to refund deposit money. -- When for any reason the owner fails, refuses, neglects or is unable to consummate the deal as provided for in the contract and through no fault or neglect of the purchaser, the real estate transaction cannot be completed, the broker has no right to any portion of the deposit money which was deposited by the purchaser, even though the commission is earned, and the broker shall return the deposit to the purchaser at once and the broker should look to the owner for his compensation. The Commission will consider a violation of this rule to be a violation of WV Code 47-12-11.

§ 174-1-27. Court Action.

27.1. Licensee to inform Commission of court action. -- When any licensee is a party to any suit or proceeding, either civil or criminal, arising out of any transaction involving real property, and when he or she is involved in such transaction in his or her

~~capacity as a licensed agent~~, it is the duty of the licensee to supply the Commission with a copy of the complaint, indictment, information, and the answer filed, if any, and to advise the Commission of the disposition of the case and the nature and amount of any judgment, verdict, finding or sentence which may be made, entered or imposed.

§ 174-1-28. Bad Checks.

28.1. Bad checks. -- Checks issued by any licensee which are returned marked NSF (Insufficient Funds) or are not honored for any cause, are considered prima-facie evidence of untrustworthiness or incompetency in such a manner to endanger the interest of the public. If issued in payment for a license or license renewal, and a license is issued on the basis of the payment, the Commission will immediately cancel or revoke the license. Where a check or checks are incorrectly returned by a bank or other depository because of the bank's or depository's error, a statement to that effect from the institution is required before the Commission will reissue a license.

§ 174-1-29. Agency Disclosure.

29.1. Each licensee shall provide a written notice disclosing which party the licensee is representing as agent to all parties to a real estate transaction. The required written notice shall be signed by all parties, and the real estate broker shall maintain a copy of the notice in his or her transaction files. The licensee shall execute this written notice prior to any party signing any offer to purchase, to sell, or to exchange real estate for which a broker's license is required by WV Code 47-12.

29.2. Any licensee acting as agent of a buyer, shall disclose his or her agency relationship to the seller, or the broker representing the seller, prior to any showing of the property or the initiation of negotiations which ever occurs first. Provided, that if the seller has given prior written permission for the property to be shown by an agent representing the buyer, the licensee is not required to provide further notification prior to showing the property.

29.3. A real estate broker shall provide written notice to all parties prior to paying a fee, commission or other valuable consideration to a broker representing another party to the transaction.

29.4. A licensee may not be the agent for both the buyer and the seller without obtaining the written consent of both the buyer and the seller.

29.5. If change in a licensee's agency status makes an earlier disclosure inaccurate, incomplete or misleading, the licensee shall prepare a revised disclosure form and immediately present it to all parties to the transaction. The revised disclosure must be dated and must be acknowledged in writing by all parties.

29.6. In any circumstance in which the seller or buyer refuses to sign an acknowledgement of receipt of notice of agency disclosure, the licensee shall sign and date a written declaration setting forth the facts of the refusal.

§ 174-1-30. Real Estate Courses, Course Sponsors and Instructors.

30.1. Certification of Commission. -- All real estate courses, course sponsors and instructors must be certified by the Commission prior to offering or conducting a course of education in compliance with the pre-license education requirement as defined in WV Code §47-12-4(3),(4) or the continuing education requirement as defined in WV Code §47-12-7a. Post-Secondary Education Institutions accredited by an accrediting agency officially recognized by the United States Department of Education are approved schools.

30.2. Pre-License Education.

a. The ninety hour (six credit hour) course prescribed for applicants for a salesperson's license shall consist of:

30 clock hours - Real Estate Principles and Practice
20 clock hours - Real Estate Law
20 clock hours - Real Estate Finance
20 clock hours - Real Estate Appraisal

b. The additional ninety hour (six credit hour) course prescribed for applicants for a broker's license shall also consist of the same hours in each subject area but shall consist of more in-depth coverage in each subject area.

c. The grading scale for all schools offering mandatory pre-license real estate education shall be:

<u>A = 95%-100%</u>	<u>D = 71%-74%</u>
<u>B = 86%- 94%</u>	<u>F = 00%-70%</u>
<u>C = 75%- 85%</u>	

In order to sit for the real estate examination, the students must earn a grade of A, B or C in each subject area.

d. After a student has successfully completed an approved pre-license education course, the approved school shall supply the student with a certificate of course completion, which certifies the student's name, address, the course completion date, the number of hours in each subject area and the letter grade earned.

e. All approved schools shall maintain records indicating the students who have registered for each course, the completion date of the course and the final results of their attendance. These records must be maintained for a minimum period of five (5) years and shall be subject to inspection by the Commission or its authorized representative. On December 31 of each year, every approved school shall compile a list of the students attending each class covering the previous calendar year and submit the information to the Real Estate Commission prior to January 31 of the succeeding year. Provided, that Post-Secondary Education Institutions approved under Section 30.1 of this rule are exempt from this requirement.

f. Pre-license education courses approved by the Real Estate Regulatory Agency of any other licensing jurisdiction will be accepted in meeting West Virginia pre-license education requirements if the jurisdiction offers the same privilege to West Virginia licensees, but only to the extent of the number of classroom hours earned.

30.3. Continuing Education

a. Guidelines

1. All continuing education courses should contribute directly to the professional competence of the individual.

2. Materials used in programs should be developed by qualified individuals for use with specified teaching methods.

3. Program content must be current.

b. All course materials must be submitted to the Commission at the time approval is requested. All continuing education course approvals will expire on December 31 of each year. All course sponsors shall be required to make application to the Commission for approval of every continuing education course on forms supplied by the Commission. The application shall be accompanied by a copy of all course materials proposed to be used in the course, a copy of any proposed advertisement and any other information that may be required by the Commission.

c. The minimum length of a continuing education course will be three (3) hours with each hour equalling fifty (50) minutes of instruction. The Commission shall determine the amount of credit to be awarded in each course.

d. The Commission will approve courses that deal with real estate related subjects including but not limited to law, ethics, civil rights, equal opportunity, appraisal, contract law, finance, and principal/agent relationships. Courses in real estate offered by the institutes, councils and societies of a state or national professional association are approved courses.

e. When approved audio or video tapes are used, a certified instructor must be present at all times while class is in session.

f. Instructors of continuing education courses may obtain credit toward the continuing education requirement in the same amount as the number of hours awarded to the students but only for the first time the course is taught. No credit shall be given for subsequent teaching of the same course.

g. Each school approved to offer continuing education courses shall maintain records indicating the student's name and address, the completion date of the course, the course title, and the amount of hours awarded. These records shall be open to inspection by the Commission or its authorized representative. Each approved school shall annually supply the Commission with a comprehensive list of all students who have completed a course in continuing education at their institution covering the fiscal year July 1 through June 30 no later than July 15 of the succeeding fiscal year. Provided, that Post-Secondary

Education Institutions approved under Section 30.1 of this rule, are exempt from this requirement.

h. Correspondence Courses.

1. The Commission will not approve any correspondence course that is not structured and cannot be monitored.

2. Each correspondence course must, at a minimum, contain a comprehensive final examination consisting of both objective and subjective types of questions in sufficient quantity to assure the student has a thorough knowledge of the course material. The course material or the final examination must not be structured in any manner that would allow the student to obtain the answers without a thorough study of the material contained in the course. The minimum passing score on the final examination shall be 75%. No credit shall be awarded for the time spent completing the final examination. In conjunction with submission of the final comprehensive examination to the course sponsor for grading, the student must execute a statement under the penalties of perjury stating they are the individual that completed the final examination, that they received no assistance while completing the examination and that they actively studied the material in the course for at least the number of hours specified to be awarded for completion of the course.

3. No certificate of course completion shall be issued to any student prior to successful completion of the final comprehensive examination.

30.4. Instructors

a. Each instructor shall apply for and be approved prior to instructing any real estate course. Provided, that this requirement shall not apply to any guest speaker or to any instructor or professor of a Post-Secondary Educational Institution that is accredited by an accrediting agency officially recognized by the United States Department of Education.

b. An instructor will be approved by the Commission only if he or she:

1. Is an attorney at law with a minimum of five (5) years of active practice in the area of study he or she proposes to teach; or

2. Holds a degree in real estate from an accredited college or university; or

3. Is a licensed real estate broker with a minimum of five (5) years experience in the area of study he or she proposes to teach; or

4. Holds a degree from an accredited college or university and has at least (2) years of teaching experience and possesses a minimum of two hundred (200) classroom hours in the area of study he or she proposes to teach; or

5. Has a minimum of three (3) years of professional or educational experience as a teacher in the area of study he or she proposes to teach.

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Requirements in licensing brokers and salesmen and the conduct of brokerage business.

Type of Rule: X Legislative Interpretive Procedural

Agency Real Estate Commission Address
1033 Quarrier Street, Suite 400, Charleston, WV 25301

1. Effect of Proposed Rule	ANNUAL		FISCAL YEAR		
	Increase	Decrease	Current	Next	Thereafter
Estimated Total Cost	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Personal Services					
Current Expense					
Repairs and Alterations					
Equipment					
Other					

2. Explanation of above estimates:

No increased costs will be incurred by the Agency as a result of implementation of this rule.

3. Objectives of these rules:

To enumerate the duties and responsibilities of all schools and instructors offering real estate education in compliance with WV Code 47-12-4 (pre-license education) and 47-12-7a (continuing education).

4. Explanation of Overall Economic Impact of Proposed Rule.

A. Economic Impact on State Government.

None

B. Economic Impact on Political Subdivisions; Specific Industries;
Specific groups of citizens.

None

C. Economic Impact on Citizens/Public at Large.

None

Date: July 21, 1992

Signature of Agency Head or Authorized Representative

Richard E. Shadwin