

EDUCATION MANUAL



Georgia Real Estate Commission Georgia Real Estate Appraisers Board

The Education Manual is provided for convenience and simplifies complex rule requirements. Always review the full text of the License Law and GREC Rules & Regulations on GREC's website for exact standards before submitting documentation, implementing or enforcing any practice or policy.

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<https://grec.state.ga.us>

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CHAPTER 1

Real Estate Schools

520-2-.02

Opening a real estate school in Georgia is both a privilege and a responsibility. The Georgia Real Estate Commission (GREC) carefully regulates who may provide professional education to future and current licensees. Before any school can offer prelicense, postlicense, or continuing education courses for credit, it must receive official approval from GREC.

This approval, governed by **Rule 520-2-.02, Standards for Real Estate Schools**, is designed to ensure that every school upholds the integrity of Georgia's real estate profession. The process confirms that each approved provider operates with qualified leadership, sound educational practices, and a clear commitment to preparing students for success in a regulated industry where public trust truly matters.

Becoming an approved real estate school starts long before the first class begins. The process requires thoughtful preparation, detailed documentation, and a clear understanding of what GREC expects from educational providers. From designating a qualified school director to submitting the official application, each step is intended to confirm that your school can deliver high-quality, compliant instruction. The following section outlines the key steps and standards involved in earning and maintaining approval as a Georgia real estate school.

Definition of an Approved Real Estate School

An approved real estate school may be any of the following:

- a real estate brokerage or company.
- a professional association.
- a college, university, or technical school.
- a business offering real estate-related services (e.g., home inspection, pest control, energy audits).
- an individual educator or trainer.

Regardless of type, the entity must submit a formal application and receive GREC approval before offering any course that counts toward licensure or continuing education.

Application Process

To apply for school approval:

- submit a completed application to GREC, including all required documentation.
- pay the application fee in a form acceptable to GREC.
- GREC will process applications within 60 days.
- if revisions or additional information are requested, the applicant must respond within 120 days or the application will be considered abandoned.

Once approved, the school receives a unique school code, which must be used on all student records, renewal forms, and communications with GREC.

Approval is valid for four years. Schools must renew by December 31 of the fourth year following approval. For example, a school approved in 2025 must renew by December 31, 2029.

Application to Open a Real Estate School

SECTION I:

Applicant / Organization Information

520-2-.02(2)(a)

The application must include:

- school name.
- physical location.
- mailing address.
- phone number.
- email address.
- website (if applicable).

This information must be kept current. Any changes must be reported to GREC immediately per 520-2-.02(6).

SECTION II:

Fees

520-1-.04

Each application to establish a real estate school must be accompanied by the required fee as indicated on the official application form. The fee must be submitted by cashier's check or money order made payable to the Georgia Real Estate Commission. Applications received without the proper fee or submitted with a company or personal check will be returned unprocessed.

SECTION III:

School Director and School Coordinator

520-2-.02(a), 43-40-8(i)

Each school must designate:

- a School Director: Responsible for certifying student completion and managing compliance.
- a School Coordinator (optional): Handles daily operations and communication with GREC.
- the Director must have legal authority to accept disciplinary actions on behalf of the school.

The application must include:

- names and social security numbers of the Director and Coordinator.
- disclosure of any criminal convictions or disciplinary actions by regulatory agencies.
- a secure and verifiable document (Georgia Illegal Immigration Reform and Enforcement Act).
- a notarized affidavit verifying lawful presence in the U.S.

SECTION IV:

43-40-15

Questions Concerning Disciplinary Actions or Criminal Charges

This section ensures that all applicants for school approval meet the ethical and professional standards required by the Georgia Real Estate Commission. The School Director must fully and truthfully disclose any prior criminal convictions, pleas, or disciplinary actions, whether they occurred in Georgia or another jurisdiction. Failure to provide complete information may result in denial of the school's application. Applicants should review the Background Clearance requirements on the GREC website for detailed instructions and must include all supporting documentation when required.

SECTION V: Attachments

1. Recordkeeping Requirements

520-2-.02(2)(b), 520-2-.02(8), 520-2-.04(4)(a), 520-2-.04(5)(a), 520-2-.04(6)(a)

Approved schools must maintain organized records for at least five years and make them available to the Commission upon request. Records must include:

- ALL student enrollment and attendance (or module completion for online courses), grades, and all student certifications.
- copies of ALL course outlines and learning objectives.
- copies of ALL exams administered and their corresponding answer keys.
- copies of ALL textbooks, handouts, and instructional materials used in each course.
- resumes or documentation showing qualifications and experience for ALL postlicense and continuing education Instructors not otherwise approved by GREC.
- records may be maintained electronically.

2. Postsecondary Education Certificate

520-2-.02(2)(c)

If the school is subject to the Nonpublic Postsecondary Educational Institutions Act of 1990, it must include a current certificate from the Georgia Nonpublic Postsecondary Education Commission with its application.

3. Ownership Disclosure

520-2-.02(2)(d)

The application must list:

- sole proprietor's name and address.
- partners' names and addresses (if a partnership).
- LLC members' names and addresses.
- corporate officers' names and addresses (if applicable).

This ensures transparency in school ownership and accountability.

4. Make-Up Policy

520-2-.02(2)(e)

520-2-.02(4)(c)

The School Director may establish the makeup policy for students who cannot attend all scheduled hours. Policies may meet or exceed GREC standards.

Make-up options may include:

- attending a future session of the same course.
- one-on-one instruction with the Instructor.
- for prelicense programs offered as a series of courses shorter than the full requirement, do not transfer completed segments to another school unless the receiving school offers the identical series. This applies to the 75-hour Salesperson, 60-hour Broker, and 25-hour Community Association Manager courses.
- no more than 30 minutes of audio or video as makeup for in-class hours unless the Commission grants prior written authorization.

5. **Entrance Qualifications**

520-2-.02(2)(f)

GREC does not require minimum qualifications for students taking courses. However, schools may set their own enrollment qualification (e.g., minimum age, high school diploma, prerequisite courses).

All entrance policies must comply with:

- Americans with Disabilities Act (ADA).
- federal and state anti-discrimination laws.

NOTE: Preliminary Decisions for Applicants with Criminal Convictions or Sanctions

520-1-.04(11)

520-2-.02(5)(g)

To help students avoid investing in coursework if they're unlikely to qualify for licensure, Schools must inform prospective students that:

- GREC may deny licensure based on criminal history or disciplinary actions.
- applicants can request a preliminary decision from GREC before enrolling.
- the preliminary decision form is available on the GREC website.

6. **GREC-Required Materials**

520-2-.02(2)(g)

Schools must be able to present any audio or video materials required by GREC.

7. **Learning Environment**

520-2-.02(2)(h)

Courses must be held in environments conducive to learning. This includes:

- adequate seating and writing surfaces.
- visual aids (whiteboards, projectors, etc.).
- proper lighting, temperature control, and restrooms.

Courses may be held in hotels, offices, or rented spaces if they meet these standards.

Virtual learning environments must ensure:

- a stable online platform that allows students to clearly see and hear the Instructor and any visual materials presented.
- a means for students to ask questions and interact with the Instructor during instruction when the course is delivered synchronously (instruction delivered live in real time, where students and the Instructor are present and can communicate immediately during the course).
- technology that allows the Instructor or school to monitor attendance and participation as required by Commission rules.

8. **Electronic Registration and Reporting**

520-2-.02(2)(i)

Schools must demonstrate the capability to:

- electronically transmit all course completions and register students for qualifying examinations with the Commission's approved vendor.
- electronically transmit all required student course completion information directly to the Georgia Real Estate Commission.

9. **ADA and Non-Discrimination Compliance**

520-2-.02(2)(j)(k)

Schools must:

- comply with the ADA.
- ensure accessibility for students with disabilities.
- not discriminate based on race, color, sex, religion, national origin, familial status, or handicap.

Facilities must be ADA-compliant, and policies must reflect inclusivity.

10. **Course Materials**

520-2-.02(2)(m)

Schools must provide:

- a bibliography of all texts and reference materials.

GREC does not mandate specific textbooks, but materials must be accurate and relevant.

11. **Student Evaluation**

520-2-.02(2)(n)

Schools must explain how student performance will be evaluated to determine if a student has successfully completed a course.

Methods to measure student performance:

- quizzes.
- final exams.
- interactive questions during class.
- written or verbal responses.
- participation that demonstrates understanding.

12. **Instructor List**

520-2-.02(2)(p)

Schools must provide a list of proposed Instructors. Instructors for prelicense courses must be individually approved by GREC.

13. **Course Code Application**

520-2-.02(2)(q)

Schools must submit:

- a brief course description.
- measurable course objectives.
- a detailed and timed outline of each course offered using multiple teaching methods.

This ensures alignment with GREC curriculum standards, Chapter 3, paragraph 3 provides details for courses.

14. **Notice to Students**

520-2-.02(2)(r)

Each school must provide a written “Notice to Students.” This notice must be given to students before the course begins and retained in the school’s records.

520-2-.02(5)

Schools must provide a written “Notice to Students” that includes:

- that the school is approved by the Commission and include its renewal date.
- specify the number of education credit hours for the course.
- identify whether the course is in-class, computer-based, virtual, hybrid, or another form of distance education.
- indicate whether the course provides prelicense, postlicense, or continuing education credit, and what, if any, additional courses are needed to meet full licensure requirements.
- list the names of all Instructors who will teach the course.
- required assignments and/or homework submission.
- describe the school’s grading and certification policies, including passing scores on exams.
- outline attendance requirements and how absences may be made up (or not).
- for computer-based courses, also provide:
 - a statement that students must personally complete all modules and sign certification statements.
 - a statement that all assignments must be completed before receiving credit or attending any in-person sessions.
 - instructions for attending any in-class session(s).
- state that students cannot receive continuing education credit for a course taken within the past 365 days.
- include the statement: “No recruiting for employment opportunities for any real estate brokerage firm is allowed in this class or on the school premises. Report promptly any effort to recruit on behalf of a brokerage firm by anyone including a fellow student to (name of School Coordinator / Director) at (phone number and/or office location) or the Georgia Real Estate Commission.”
- include any additional information the Commission requires.

15. **School Director and Coordinators**

Include additional information that differs from what is provided in Chapter 3.

16. **Independent Study Courses & Computer-Based Courses**

520-2-.02(5)(f) & 520-2-.04(9)(10)

ARELLO certification ensures that the course meets national standards for distance education and all distance education courses must be certified by the Association of Real Estate License Law Officials (**ARELLO**) unless:

- the course is delivered entirely in person.
- GREC grants a waiver for specific content or format.

All independent study and/or computer-based courses must include:

- interactive content that engages the student.
- restrictions that allow the skipping content or fast-forwarding through required instruction.
- clear navigation and user-friendly design.

- progress tracking and time logging.
- secure login and identity verification.
- technical support and Instructor access.

See Chapter 3, paragraph 10 for additional details.

17. **Georgia Crime Information Center (GCIC) Report** on the School Director's criminal history that is:
 - issued within 60 days of submitting the application.
 - directly from a law enforcement agency (or the equivalent from the applicant's home state).
18. **Lawful Presence**
Unless it is already on file with the Commission, for the School Director, attach a completed Lawful Presence Verification form.

SECTION VI:

Certification and Signatures

By signing this section, the School Director and Coordinator confirm three things:

- they have read and understand 520-2, Standards for Real Estate Courses, and agree that the school will meet all of its requirements.
- they have reviewed the entire application and believe that all information provided is true, complete, and accurate.
- they are authorized by the school to act on its behalf in any official matter before the Georgia Real Estate Commission, including resolving any contested case or hearing under the Georgia Administrative Procedure Act (Title 50, Chapter 13).

Additional Requirements of Schools

520-2-.02

GREC's Rules and Regulation contains additional exposition of topics related to real estate education. Schools may exceed the standards contained in the Rules and Regulation (e.g., more hours, stricter grading), but they must not deviate from GREC Rules and Regulation without written permission.

The information below is intended to simplify the requirements by adding new information not already contemplated in the School application process. For a full understanding of the provisions of the License Law and GREC Rules and Regulation, School Directors, School Coordinators, and Instructors must read and understand the entirety of GREC's requirements and its authority.

1. **School Renewals**
520-2-.02(3), 520-1-.04(1)
 - Submit a renewal application to the Commission before the current approval expires.
 - Use the Commission-authorized renewal form.
 - Include the required renewal fee.

2. **Minimum Standards for Students:** Approved Schools must adopt and enforce student standards that meet or exceed the following minimum requirements:

2.1 **Attendance**

520-2-.02(4)(a)

Students must attend all scheduled class hours to receive course credit.

- Monitor attendance for all instructional hours (per course approval).
- Ensure students are present and engaged.
- Offer make-up options only if consistent with GREC/School policy.
- Students' faces must be visible on camera in a virtual classroom.

2.2 **Exams and Assignments**

520-2-.02(4)(b), 520-2-.04(11)(b)

- Students must complete and pass all required assignments and examinations.
- Students must achieve a passing score on the final exam in a pre-license course that is consistent with the passing score required on state qualifying exams.

2.3 **Certification Requirements**

520-2-.02(4)(d)

- Schools must publish their grading and conduct standards and provide them to students in writing at the start of the course.
- Students must meet all minimum grading and conduct standards established by the Commission and the School.
- Grading policies must meet or exceed the course approval and/or School policies.

3. **Reporting**

520-2-.02(6)

- Schools must report all changes affecting the School to GREC immediately, including a change in School Director/Coordinator, location, contact information, and a termination of an instructor.

4. **Evaluating Instructors**

520-2-.02(7)

Schools must implement a system for evaluating Instructors . This includes:

- students must be given an opportunity to submit anonymous, written evaluations of their Instructors .
- upon a sworn request for investigation or at the Commission's discretion, the School must provide additional evaluations for specified Instructors .
- the Commission may use these evaluations to determine actions needed to improve instructional quality.

The Commission does not require individual approval for Instructors who teach continuing education or postlicense courses. However, it is expected that each approved School will establish its own standards for selecting Instructors based on their educational background, demonstrated expertise in real estate brokerage (or ancillary business), and professional reputation among their peers.

5. **Guest Instructors**

520-2-.03(5)

Schools may use a guest Instructor:

- with subject-matter expertise in any approved course when an approved Instructor is present during the guest presentation.
- with prior written Commission approval, schools may use guest Instructors without an approved Instructor present.

6. **Advertising**

520-2-.02(9)

This Rule applies to advertising by approved schools, approved Instructors, and providers of approved courses in any media, including print, photographic, broadcast, newspapers, magazines, flyers, posters, radio, television, signs, newsletters, and internet websites.

- May state that the GREC has approved the school as meeting Georgia law requirements. Advertising may not imply any other GREC interest. The phrase "Georgia Real Estate Commission" may **not** be prominently displayed.
- When advertising prelicense, postlicense, or continuing education, the advertising must be in the name of the School offering the course regardless of where the course is being held (a Firm, a different approved school, unapproved school, or any classroom location). Advertising must include the School's name and approval number as registered with GREC. The School's name and approval number must appear in equal or greater size, prominence, and frequency than the firm or organization's name hosting the course.
- Information concerning course offerings must be prepared by the School. When advertising a course, the only telephone number or other contact information used must be that of the School offering the course. This statement must be included in all advertising: "This information is provided by (name of School). Direct any questions concerning this information to (name of School)."
- The School administers the registration and enrollment of students, except that the School may allow other persons to register and enroll students under the direction of the School's Director or Coordinator.
- Must state the kind of course and when, where, and how the course will be delivered.
- If an approved School advertises that its courses help students pass a Commission licensing exam, the ad must include the School's passing percentage in type at least as large as the reference to passing. The advertised passing percentage must include:
 - the passing rate on the specific exam referenced, expressed as a specific percentage only, based on first-time examinees, and for the prior calendar year with the year identified.
 - whether the rate is for the Salesperson exam or the Broker exam. Do not combine rates.
 - the number of students who took the exam and who passed in that calendar year.
 - these requirements also apply when advertising courses that do not qualify a person to sit for an exam but are represented as helping students pass the exam.

7. **Recruiting**

520-2-.02(10)

- No one may use the School's premises or classroom to recruit for any company one hour before, during, or one hour after an instruction period.
- Require students to affiliate with a specific brokerage or offer incentives for joining a particular firm. Any brokerage-related presentations must be optional and clearly separate from instructional content.
- Instructors and the School must promptly report any recruiting attempts to the Commission.

8. **Exceptions**

520-2-.02(11)

Schools may request exceptions, modifications, or exemptions to the requirement of this Chapter whenever sound educational reasons exist for such a request. Schools must submit such requests in writing with supporting rationales and may implement them only after receiving written authorization from the Commission.



OPENING A REAL ESTATE SCHOOL

<https://grec.state.ga.us/obtaining-a-license/schools/real-estate>



ALL SCHOOL & INSTRUCTOR APPLICATION FORMS

<https://grec.state.ga.us/forms-applications/applications/schools-Instructors>



REAL ESTATE SCHOOLS

<https://rules.sos.ga.gov/gac/520-2-.02>

CHAPTER 2

Real Estate Instructors

520-2-.03

Great real estate education starts with great instructors. The Georgia Real Estate Commission establishes clear standards for who may teach prelicense courses and expects schools to exercise sound judgment when hiring instructors for continuing education or postlicense programs. Rule 520-2-.03 outlines the qualifications, approvals, and ongoing responsibilities for instructors across all three education categories: prelicense, postlicense, and continuing education. Schools bear the responsibility for verifying that every instructor meets these requirements, delivers instruction according to the approved curriculum, and maintains professional conduct and instructional quality. Schools must ensure their instructors not only meet initial qualification standards but also continue to uphold the professional and educational standards expected by the Commission throughout their teaching tenure.

An approved Instructor certificate is valid for four years. Instructors must renew by December 31 of the fourth year following approval. For example, if an Instructor is approved in 2025, they renew by December 31, 2029.

Approved Instructors

520-2-.03(1), 520-2-.04(2)

Only Instructors approved by the Georgia Real Estate Commission may teach courses used to satisfy the educational requirements for the **Salespersons, Brokers, or Community Association Managers** courses.

Timetable for Approval

520-2-.03(2)

The Commission will approve, disapprove, or request more information within 60 days of receiving a complete application that meets Rule 520-1-.04. The Commission may decline to process incomplete applications until all requirements in Rule 520-1-.04(4) are met.

Application Required for Approval

520-2-.03(3)

Prospective prelicense Instructors obtain approval by meeting the minimum points per the RE Instructor Points Worksheet and submitting the Application to Become a Real Estate Pre-License Instructor to the Commission for consideration.

Points are earned based on:

- teaching experience
- formal education.
- real estate education.
- real estate experience.

The Commission may approve a nonresident Instructor approved by another jurisdiction who can show at least five years of active prelicense teaching as an approved Instructor.

 1. **To apply to become an Approved Instructor:**

- submit a complete application to GREC, including all required documentation.
- payment of the application fee in a form accepted by GREC.
- GREC will process complete applications within 60 days.
- if revisions or additional information are requested, the applicant must respond within 120 days, or the application will be considered abandoned.

If approved, the applicant will receive an Instructor's certificate and license number, which must be used on all records, renewal forms, and communications with GREC.

2. **First-Year Requirement to Maintain Licensure**

520-2-.03(3)(f)

Within one year prior to making an application for an Instructor approval, applicants must:

- complete the Commission-approved Georgia Instructor Training (GIT) workshop.
- complete a Salespersons Prelicense Course, including passing the course exam.
- provide additional biographical details the Commission requires.

3. **Approval Criteria**

520-2-.03(4)

The Commission is the **final authority** on Instructor approval.

4. **Instructor Renewal**

520-2-.03(6)

- Renew by December 31 of the year the Instructor's approval expires.
- Submit the Commission-supplied renewal form accompanied by:
 - the required renewal fee per Rule 520-1-.04.
 - records indicating a minimum of 60 instructional hours taught to students in a Commission-approved School during the current renewal period.
 - records indicating a minimum of 36 hours of Instructor continuing education during the current renewal period from the following sources:
 - at least 12 hours from the Commission's annual meetings for approved Schools and Instructors.
 - courses that the approved Instructor taught.
 - courses approved by the Commission for Instructor continuing education.



ALL SCHOOL & INSTRUCTOR APPLICATION FORMS

<https://grec.state.ga.us/forms-applications/applications/schools-Instructors>



REAL ESTATE INSTRUCTORS

<https://rules.sos.ga.gov/gac/520-2-.03>

CHAPTER 3

Real Estate Courses

520-2-.04

Once a School is approved by the Commission, the School may have several courses it wants to offer. Moving forward, every course the School wants to offer, whether prelicense, postlicense, or continuing education, needs its own course code from the Commission.

⚠ No course may be advertised, offered, or conducted for license credit until the School has received an official course code from the Commission.

To be approved for accredited education, the material being taught goes through a thorough review ensuring it meets the requirements of the License Law and Rules and Regulations. Anyone may assist in developing course material, including through the use of Artificial Intelligence, but only an approved School may apply for a course code.

The Commission approves the course material, but it's up to each School to make sure the people delivering it are qualified. The quality of any class depends on the Instructor's skill, attitude, and ability to connect with students... not just on what's written in the material or how it was created.

Artificial Intelligence in Real Estate Education

Artificial Intelligence may assist Schools, School Directors, and Instructors with course development, lesson planning, presentation design, research, grammar review, administrative tasks, and other educational support functions. Artificial Intelligence is not approved by the Georgia Real Estate Commission as an Instructor, School Director, or as a subject matter expert and the use of Artificial Intelligence does not relieve a School, School Director, or Instructor of any responsibilities contained in the License Law or Rules and Regulations. All approved education remains the responsibility of the approved School and the Instructor.

Keep Human Judgment in the Classroom. AI may assist with preparation, but the Instructor remains responsible for the educational experience, classroom judgment, student engagement, and the accuracy of all information presented.

An Instructor must possess sufficient knowledge of the course content to:

- explain the concepts.
- provide practical examples.
- answer student questions.
- address follow-up questions.
- facilitate meaningful discussion without relying on AI-generated responses.

AI frequently generates information based on national practices. All statutes, rules, court cases, references, and regulatory citations generated by AI must be independently verified. AI systems may create citations that do not exist or may incorrectly describe legal requirements. Schools and Instructors must ensure that course materials accurately reflect Georgia-specific matters.

AI Practices That May Result in Course Deficiencies

- **Do not submit AI-generated courses without review:** Course submissions containing inaccurate information, irrelevant content, duplicated material, incorrect citations, or learning objectives that do not support the course topic may be rejected or returned for revision.
- **Do not assume AI understands Georgia license law:** AI tools are trained on broad information sources and may not accurately reflect current Georgia statutes, Commission Rules, Commission policies, or Georgia real estate practice.
- **Do not use AI as the subject matter expert:** AI can generate information, but it does not possess professional experience, teaching expertise, or regulatory authority. The Instructor, not the AI platform, must be the expert in the classroom.
- **Do not teach content you do not understand:** An Instructor who cannot explain a concept without referring to AI-generated material, answer student questions, provide practical examples, or address follow-up questions may not possess sufficient mastery of the subject matter.
- **Do not present AI output as automatically accurate:** AI-generated content may contain:
 - generic learning objectives.
 - unrealistic timelines.
 - inaccurate legal content.
 - duplicated or irrelevant material.
 - content that does not align with Georgia law or practice including:
 - laws.
 - rules.
 - forms.
 - agency relationships.
 - brokerage practices.
 - Commission requirements.
 - legal inaccuracies.
 - outdated information.
 - fabricated references.
 - misleading explanations.
 - information from other jurisdictions.
- **Do not rely on AI during instruction:** Students enroll in courses to learn from qualified Instructors approved or selected by the School. Instructors should not depend on AI tools to answer routine student questions or provide substantive instruction during class.
- **Do not allow AI to determine course content:** Course Developers and Instructors must determine what is educationally appropriate, relevant, accurate, and compliant. AI may assist in drafting content, but educational decisions must remain with the approved School and Instructor.

The information below is intended to simplify the requirements by adding new information not already covered.

1. **Developing Courses**

520-2-.04(1)(a)

Courses must:

- be educational and not taught to pass an exam or gain a certification.
- introduce the language and core theories of real estate practice.
- build and strengthen practical, real-world skills.
- include hands-on activities and skill practice.
- encourage continued learning and professional growth.

2. **Offering Courses**

520-2-.04(1)(b)

A school may not advertise or present a course as approved until it appears in the Commission's electronic course record or the school has received written authorization from the Commission.

To offer a course for credit, a School must:

- submit a course outline with learning objectives.
- identify the course type (prelicense, postlicense, continuing education).
- receive a unique Course Code from GREC.
- maintain all records for each course conducted.

 **Courses must be taught as approved. Any change to course content requires GREC authorization prior to being implemented and may require submission of the revised course content for approval.**

3. **Course Outline and Learning Objectives**

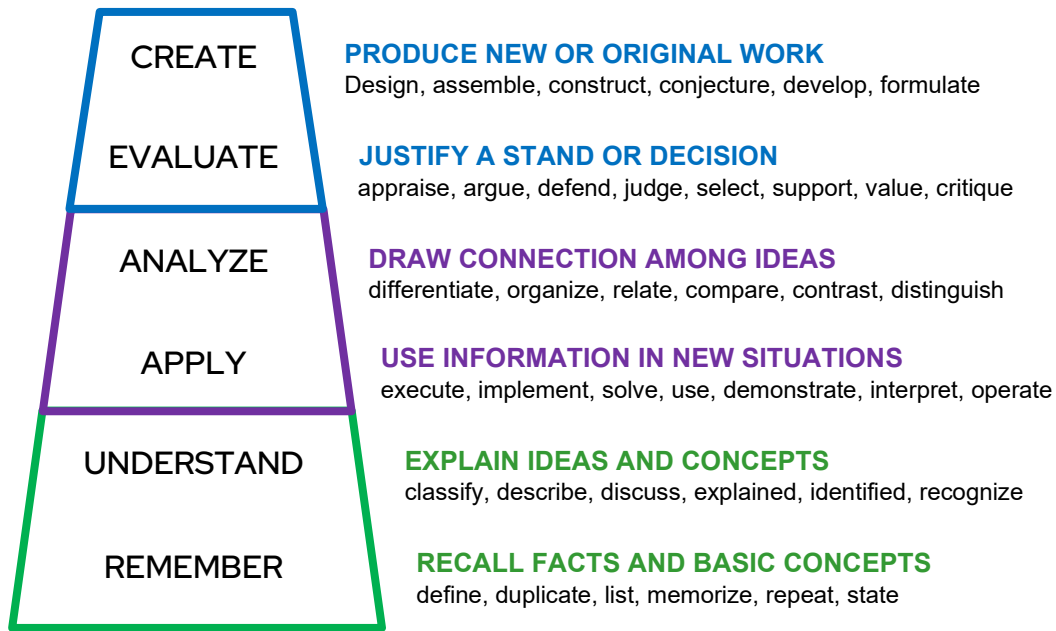
520-2-.04(6)(a)(1) & (2)

Every approved school must keep a detailed course outline on file for each class offered. The outline should clearly show:

- major topics covered.
- subtopics and activities that explain or demonstrate each concept.
- time spent in each subject area.
- application to license law and rules & regulations.

 **To ensure each course meets its purpose, Schools must also create at least one measurable learning objective per credit hour that can realistically be achieved during the course length.**

Bloom's Taxonomy is a framework that classifies learning objectives into six levels of complexity, from simple to advanced: Remember, Understand, Apply, Analyze, Evaluate, and Create. It helps instructors design lessons and assessments that progressively build students' thinking skills from basic recall to higher-order critical thinking.



Each objective should:

- use action verbs that describe specific, observable outcomes.
- follow this pattern: “At the completion of section (unit, activity, or chapter), students will be able to (identify, explain, define, etc.) the (specific topic).”

Example: “At the completion of the Property Valuation module, students will be able to explain the three primary approaches to estimating the market value of real estate.”

Instructors should:

- share course objectives at the beginning of the class to set expectations.
- revisit objectives throughout and at the end of each section to measure student understanding.

4. **Course Standards, Curriculum, Documentation Requirements, and Common Requirements**

520-2-.04 (1), 520-2-.04 (4), 520-2-.04 (7)

520-2-.04 ____

- (3) A list of text materials utilized in the course.
- (4) Tests, final examinations, or other materials used to evaluate student performance.
- (7) Every prelicense course must include clear discussion and acknowledgment of the ethical considerations related to the course topics.
- (8) Schools may include instructional units beyond the required curriculum only with prior written approval from the Commission.
- (9) Each instructional unit must have assigned reading for students to complete outside of class. Students are also required to complete substantial written exercises outside of class, which must be reviewed and graded by the School.
- (10) Each out of class written assignment a student submits for grading must include the following signed and dated statement: “I certify that I have personally completed this assignment. _____.” The school shall refuse to grade any out of class written assignment on which the student does not sign this statement.
- (11) All written coursework must be graded by an approved Instructor or the School Coordinator/Director.

5. **Verification of Course Completions**

520-2-.04(14)

- The Commission may require licensees completing courses under this Rule to submit transcripts or other verification of completion that the Commission deems necessary and adequate.

6. **Teaching Methods**

520-2-.04(7)

Instructors may use traditional methods such as lecture, discussion, and Q&A.

Classes should also include active learning, such as:

- role play.
- simulations.
- gamification.
- hands-on activities.
- analysis of case studies.

These techniques should help students practice and master key skills, including, but not limited to:

- writing and presenting offers.
- calculating transaction costs.
- pricing property accurately.
- complying with fair housing laws.

7. **Interactive Instruction Required**

520-2-.04(8)

Courses must be taught using interactive instructional techniques that actively engage students.

Examples of acceptable interactive instruction include:

- live classroom discussions where students can exchange questions and ideas with the Instructor.
- computer-assisted or audiovisual programs that provide instant feedback and correction.
- small group problem-solving or case studies that let students apply concepts to real-world real estate scenarios.
- guided practice sessions where students complete forms, contracts, or calculations with Instructor feedback in real time.

Schools may not rely primarily on passive methods such as:

- reading the text.
- watching pre-recorded lectures with no Instructor interaction.
- watching videos.
- completing self-paced workbook or online modules without feedback.
- copying notes or definitions from a board or screen.
- reviewing practice test questions repeatedly without explanation or application.

8. **Hours of Instruction**

520-2-.04(3)

Course offerings and instructional sessions must be conducted per these guidelines:

- classes and testing may not exceed 7.5 hours per day.
- all instruction must take place between 7:00 a.m. and 10:00 p.m.

- provide at least 15 minutes of break time every two hours of instruction.
- each day's schedule must include reasonable preparation time for Instructors.
- broker prelicense classes and Salesperson prelicense classes must be held separately.
- Instructors may use no more than 30 minutes of audio or video per class (including makeup sessions) unless the Commission gives prior written approval for additional material.
- Breaks cannot be skipped in order to leave early.

9. Distance Education Courses

520-2-.04(9)

Distance education is comprised of courses in which instruction does not take place in a traditional classroom setting but rather through other media in which distance and time separate teacher and student. Schools generally deliver distance education courses through ZOOM, Teams, Meet, or other real-time audio and visual technologies.

The Commission approves distance education courses:

- that meet all of the requirements of this Chapter, or
- if the School provides satisfactory documentation showing that ARELLO has certified it as meeting ARELLO's distance education standards. If ARELLO withdraws or discontinues that certification for any reason, the Commission's approval of the course will automatically end. Asynchronous online courses must hold current ARELLO certification. For distance education courses, one credit hour is defined as 60 minutes of instruction.

10. Computer Based Courses

520-.2-.04(10)

 Before developing or offering any computer-based course, **stop and read the full rule** in the GREC regulations. What's written here is a summary, not the fine print. The Commission's standards for online and computer-based delivery are detailed, specific, and leave little room for interpretation. If you skip over the actual rule, you risk noncompliance before your course ever launches. This section is a preview, not permission... a quick guide to what's expected, but not a substitute for reading and following 520-2-.04(10) in its entirety.

Teach to Mastery 520-2-.04(10)(a)

Every computer-based course must:

- be divided into major units and modules approved by the Commission.
- include clear learning objectives for each module.
- use objective, measurable standards to confirm mastery.
- provide diagnostic assessments that measure what students have learned and need to review.
- offer individualized remediation until mastery is achieved.
- require students to demonstrate mastery before moving on.
- be interactive and designed to take the full number of required instructional hours.

Documentation and Methodology 520-2-.04(10)(b)

- Schools must submit a detailed plan showing how mastery will be achieved before developing computer-based courses.
- Instructional methods must be based on proven educational research and include rationale for their design.

Testing and Evaluation 520-2-.04(10)(c)

Courses must be tested for quality and usability before approval.

- Prelicensure courses: tested by at least 9 people (3 unlicensed, 3 licensed, 6 non-educators).
- Other courses: tested by at least 6 people (4 non-educators, 2 brokers unless broker-only).
- Schools must keep documentation of the testing and development process for Commission review.

Programs Not Accepted 520-2-.04(10)(d)

The Commission does not approve programs that:

- simply display text on a screen instead of teaching interactively.
- focus mainly on test-style questions similar to licensing exams.
- combine the two methods above without active learning elements.

Instructor Oversight 520-2-.04(10)(e)(g)

Courses must be taught under an Instructor's supervision and Instructors must:

- Be available for questions and support.
- Verify that the enrolled student is the one completing the work.
- Certify completion only if the student:
 - Finishes all modules and required live hours, and
 - Passes any required exams.
 - Collect a student certification statement affirming personal completion (electronic versions allowed if pre-approved).

Course Hour Requirements 520-2-.04(10)(f)

Each program must require the following minimum student engagement time:

- Community Association Manager Prelicensure: 25 hours.
- Salesperson Prelicensure: 75 hours.
- Sales Postlicense: 25 hours.
- Broker Prelicensure: 60 hours.
- continuing education: Number of hours equal to course credit offered.

COURSE CONTENT REQUIREMENTS

1. Community Association Managers Prelicensure Course

520-2-.04(4)(b)(1-11)

The prelicense course must include a minimum of **25 instructional hours**, break time may not count toward instructional hours, and testing time (graded exercises, tests, and final exams) may make up no more than 10% of total instructional time.

The Community Association Managers course must cover the following core fundamentals and students must demonstrate proficiency through a school-developed test or Commission approved assessment of the following:

- **property law** – Georgia laws on common-interest ownership, public rights and restrictions, and fair housing.
- **forms of ownership** – Planned Unit Developments (PUDs), HOAs, condominiums, cooperatives, timeshares, townhomes, and master associations; interpreting governing documents.
- **contracts and transaction documents** – Management agreements, insurance requirements, and resale certificates.

- **real estate instruments and conveyances** – Notices, proxies, liens, amendments, and reinstatement procedures.
- **law of agency** – Agency relationships and duties among managers, association boards, members, and tenants; single and dual agency; agency disclosure.
- **financing and accounting** – Basic accounting principles for trust accounts, association budgets, and lender recertification requirements.
- **Georgia Real Estate License Law** – Understanding the legal framework and duties under Georgia law including statutory requirements, license responsibilities, and disciplinary procedures.
- **ethics** – Professional standards and ethical decision-making in association management, NOT the National Association of REALTORS Code of Ethics.
- **environmental laws** – Federal and state environmental compliance affecting communities.
- **safety precautions** – Risk management and personal safety when managing property.
- **additional topics** – Any other subjects the Commission may require or authorize.

2. **Salespersons Prelicense Course**

520-2-.04(4)(c)(1-16)

The Salespersons Prelicense course must include a minimum of **75 instructional hours**, break time may not count toward instructional hours, and testing time (graded exercises, tests, and final exams) may make up no more than 10% of total instructional time.

The Salespersons Prelicense course must cover the following core fundamentals and students must demonstrate proficiency through a school-developed or Commission approved assessment of the following:

- **pre-printed real estate contracts** – Completing and presenting standard sales contracts; FHA, VA, and conventional loans; assumptions, brokerage engagements, and leases.
- **real estate instruments and conveyances** – Deeds, titles, liens, and related documentation.
- **closing procedures (RESPA)** – Salesperson's role in closings handled by others; standard procedures and documents.
- **law of agency and disclosure** – Types of agency relationships, duties, and disclosure requirements.
- **pricing real property** – Market analysis and documentation of property pricing.
- **real estate financing** – Estimating selling/purchasing costs, loan payments, and qualifying buyers.
- **Georgia Residential Mortgage Fraud Law** – Identifying, preventing, and reporting fraudulent activity.
- **community association and property management** – Basic management principles and regulatory duties.
- **environmental laws** – Overview of environmental responsibilities in real estate.
- **taxation** – Property taxes, capital gains, and related financial considerations.
- **city and urban development** – Zoning, land use, and community planning.
- **fair housing and antitrust laws** – Legal and ethical responsibilities in nondiscriminatory and competitive practices.
- **safety precautions** – Personal and consumer safety in sales activities.
- **Georgia Real Estate License Law** – Understanding the legal framework and duties under Georgia law including statutory requirements, license responsibilities, and disciplinary procedures.
- **additional topics** – Any other subjects the Commission may require or authorize.

3. **Brokers Prelicense Course**

520-2-.04(4)(d)

The Brokers Prelicense course must include a minimum of **60 instructional hours**, break time may not count toward instructional hours, and testing time (graded exercises, tests, and final exams) may make up no more than 10% of total instructional time.

The course must provide an advanced review of all subject areas taught in the Salespersons Prelicense Course, with deeper study and application from a broker's perspective.

The Brokers Prelicense course must cover the following core fundamentals and students must demonstrate proficiency through a school-developed test or Commission approved assessment of the following:

- **conducting loan closings** – Broker responsibilities, documentation, and compliance at closing.
- **real estate office management** – Policies, procedures, and operational systems for managing a brokerage.
- **personnel policies** – Hiring, supervising, and training affiliated licensees and staff.
- **trust account recordkeeping** – Establishing, maintaining, and auditing trust or escrow accounts.
- **Broker supervision responsibilities** – Understanding a broker's legal and ethical duties in overseeing affiliated licensees.
- **additional topics** – Any other subjects the Commission may require or authorize.

4. **Sales Postlicense Course**

520-2-.04(5), 520-2-.04(7)

The Sales Postlicense course must include a minimum of **25 instructional hours**, break time may not count toward instructional hours, and testing time (graded exercises, tests, and final exams) may make up no more than 10% of total instructional time. The course must include acknowledgement and coverage of the ethical implications of the subject matter, NOT the National Association of REALTORS Code of Ethics.

The course curriculum should focus on the legal fundamentals and practical applications of real estate sales or management in one or more areas, including residential, agricultural, commercial, or industrial property, and association management. If the course covers residential sales, it must also include instruction on Georgia's Residential Mortgage Fraud Law, including how to:

- recognize potential signs of fraud, and
- properly report suspected fraudulent activity.

A licensee who has completed the Sales Postlicense course to meet the 25-hour education requirement for the first year of licensure as a salesperson receives **9 hours of continuing education** for the first renewal period.

5. **Continuing Education Courses**

520-2-.04(6) & (e)

Every approved school must offer, each calendar year, at least one course that helps licensees meet the continuing education requirements under O.C.G.A. § 43-40-8(e). This means the school must have at least one CE course ready to teach if students request it; but it does not require the school to actually hold a CE class if there is no student demand.

A Licensee cannot repeat a course within 366 days for credit.

6. Standards for Continuing Education Course Content

520-2-.04(6)(5)(c)

The Commission encourages continuing education courses that strengthen a licensee's professional skills, expand their knowledge and legal competence, and enhance how they serve and interact with clients and customers in real estate transactions.

Examples of topics **typically approved** include:

- all forms of real estate: residential, agricultural, commercial, and industrial
- real estate development and construction
- community Association Management
- legal descriptions, plats, and surveys
- land use, zoning, and planning
- property management and landlord/tenant issues
- ad valorem taxation
- title issues and title insurance
- water rights
- real estate income tax issues
- property inspections
- business brokerage
- real estate auctions
- ethics and professional conduct
- any other topics the Commission authorizes as appropriate

 Courses centered on personal development or self-improvement that do not connect to a licensee's **public** or **client** responsibilities will not be accepted for credit.

Examples of topics **not typically approved** include:

- motivational or inspirational programs
- courses on personality styles or behavioral assessments
- topics such as "Building Your Personal Brand" or other image-focused material
- "The Psychology of Persuasion in Sales" or other psychology courses
- general public courses in computer use, generic sales techniques, or similar self-help content

When a school submits a course for approval that may fall into one of these categories, the GREC Compliance and Communications Manager or other staff will request additional details before deciding whether the course qualifies for real estate continuing education credit.

6.1. Course Examinations

520-2-.04(11)

- Every Community Association Managers Prelicense, Salesperson Prelicense, Sales Postlicense, and Broker Prelicense course must conclude with a final examination administered by the approved school.
- Final Exams must consist of no fewer than double the number of hours of the course. For example, a 25-hour post-license course must have at least 50 questions on the final exam.

6.2 Scheduling

520-2-.04(11)(a)

- Final exams for Salesperson and Broker Prelicense courses must be given on a day with no in-class instruction.
- Final exams for Community Association Manager and Post license courses may be given on the last day of class.

6.2 Passing Score

520-2-.04(11)(b)

- Students must earn a passing score consistent with the state licensing exam standard, unless the School has received written permission from the Commission to use a different threshold.

6.3 Retaking Exams

520-2-.04(11)(c)

- A student who fails the final exam may retake a different version of the final exam and test on another day without repeating the course.
- If the student fails a second attempt, they must retake the entire course before testing again.



6.4 Exam Security

520-2-.04(11)(d)

- Schools must maintain at least two versions of every final exam and ensure strict security. Final exams are not shared or distributed.
- Exams are evaluation tools, not teaching tools. Schools may discuss student performance by topic but may not review specific questions.
- **Failure to maintain security may result in disciplinary action by the Commission.**

6.5 Salespersons Final Exam Content

520-2-.04(11)(e)

Must include at least five questions each on the following topics:

- brokerage engagements.
- legal descriptions and contracts.
- earnest money and payment methods.
- special stipulations and contract writing.
- leases.
- fair housing.
- licensees acting as principals.
- antitrust laws.
- basic finance and loan types.
- pricing property.
- seller and buyer costs.
- qualifying purchasers.
- contract closings.
- other subjects as required by the Commission.

6.6 Exam Format

520-2-.04(11)(f)

- Exams must measure student competence in the course content.
- A school does not need to submit its exam for approval if it meets all of the following:
 - multiple-choice format with at least four options per question.
 - Salesperson and Broker Prelicense exams have 100 or more questions.
 - Community Association Manager and Sales Postlicense exams have 50 or more questions.
- Any exam that does not meet these criteria must be submitted to the Commission for approval before use.

6.7 Proctoring Requirements

520-2-.04(11)(g)

- All final exams for Prelicense and Postlicense courses, and any CE courses that include an exam, must be proctored.
- Proctors may include the School Director, Coordinator, approved Instructor, or another authorized designee.
- The school is responsible for ensuring proper administration and security of all examinations.

7. Alternatives for Meeting Prelicense Course Requirements

520-2-.04(12)

7.1 College Coursework

520-2-.04(12)(a)

- Broker applicants: Must submit an official college transcript showing successful completion of 15 quarter hours or 9 semester hours of real estate courses.
- Salesperson applicants: Must submit a transcript showing 10 quarter hours or 6 semester hours in real estate subjects.
- Community Association Manager applicants: Must show 4 quarter hours or 2 semester hours of real estate courses focused on community association management.
- Only courses that:
 - count toward a major in real estate, or
 - cover principles, fundamentals, or essentials of real estate, or
 - include agency, real property law, or contract law taught at an accredited law school will satisfy this requirement.
- College correspondence courses and continuing education courses do not qualify.
- Official transcripts must accompany the application, and the Commission may request a course description from the school catalog.

7.2 Instructor Credit

520-2-.04(12)(b)

- Instructors may qualify to sit for an exam if they provide proof of teaching a qualifying real estate course within two years of applying to take the state examination.

7.3 Courses from Other Jurisdictions

520-2-.04(12)(d)

- Prelicense courses for Community Association Managers, Salespersons, or Brokers that are authorized by another state, territory, district, or province within the U.S. or Canada may be accepted.
- Such courses must be:
 - comparable in credit hours to Georgia's required courses, and
 - offered through classroom or computer-based instruction consistent with Georgia's approved standards.

8. Alternatives for Meeting Continuing Education Requirements

520-2-.04(13)

Licensees may fulfill the continuing education (CE) requirement for a renewal period by completing any of the following approved options:

8.1 Prelicense and Postlicense Courses

520-2-.04(13)(a)

- Licensees may receive CE credit for successfully completing a Community Association Managers, Salesperson, Sales, or Broker Prelicense course during the renewal period.
- Salespersons who complete the 25-hour Sales Postlicense course in their first year of licensure may count that course as 9 hours of CE toward their first renewal period.
- During the first renewal period, Salespersons must complete an additional 27 hours of CE to renew an active license.

8.2 College Courses

520-2-.04(13)(b)

- CE credit may be granted for completing college or university courses totaling 4 quarter hours or 2 semester hours, provided the course:
 - counts toward a major in real estate, or
 - covers the principles, fundamentals, or essentials of real estate, or
 - counts toward a major in business, accounting, finance, or marketing at a regionally accredited institution, or
 - is a law school course in agency, real property law, or contract law.
- College correspondence and adult continuing education courses **do not qualify**.

8.3 Instructor Credit

520-2-.04(13)(c)

Approved Instructors may satisfy the CE requirement by providing written proof that they taught qualifying real estate courses for a total of at least 24 instructional hours during the renewal period.

8.4 Nonresident Licensees

520-2-.04(13)(d)

- Nonresident licensees may meet Georgia's CE requirement by submitting proof of CE completion from their state of residence for the same renewal period.
- If the home state does not require CE, the nonresident licensee must meet the same CE requirements as a Georgia resident licensee.

8.5 Courses from Other Jurisdictions

520-2-.04(13)(e)

- CE courses approved by a real estate regulatory body in another U.S. state, district, territory, or Canadian province may count toward Georgia's CE requirement.
- These courses must be offered via classroom instruction or computer-based delivery consistent with Georgia's standards for distance education and computer-based courses.

Sanctions and Citations

520-2-.05

The Georgia Real Estate Commission holds schools and instructors accountable for compliance with all provisions of Chapter 520-2. When violations occur, the Commission has the authority to impose sanctions, withdraw approval, or issue citations to protect the integrity of real estate education and ensure that students receive accurate, high-quality instruction.

1. Violations

520-2-.05(1)

Any violation of the provisions of this Chapter may result in disciplinary action. Violations include, but are not limited to:

- falsification or misrepresentation on applications for approval or renewal.
- falsification or misrepresentation of reports, certifications, or other required submissions.
- failure to comply with approved course standards or curriculum.
- violation of advertising, recruiting, or recordkeeping requirements.

The Commission may withdraw approval, impose sanctions under O.C.G.A. Section 43-40-25, or issue citations under O.C.G.A. Section 43-40-25.2.

2. School Performance Standards

520-2-.05(2)

Any prelicense school whose annual percentage of students passing the real estate examination falls ten percentage points or more below the percent of total examinees passing the state real estate examination in any calendar year may face consequences. The Commission may:

- withdraw the school's approval
- impose one of the sanctions allowed by O.C.G.A. § 43-40-25
- issue a citation permitted by O.C.G.A. § 43-40-25.2

Schools are expected to maintain instructional quality that prepares students for success on state licensing examinations.

3. Instructor Sanctions

520-2-.05(3)

If an instructor or applicant for instructor approval holds a real estate license and that license is sanctioned by the Commission, such sanction may be grounds for:

- withdrawal of instructor approval.
- denial of an application for instructor approval.

The Commission considers the professional conduct and disciplinary history of all instructors to ensure they meet the ethical and professional standards required to teach future licensees.

4. **Hearing Rights**

520-2-.05(4)

Before imposing any sanction for a violation of this Chapter, the Commission shall afford a hearing in accordance with the Georgia Administrative Procedure Act (O.C.G.A. Chapter 50-13) to the school or instructor allegedly violating this Chapter. This ensures due process and provides schools and instructors with the opportunity to respond to allegations and present evidence before any final disciplinary action is taken.



ALL SCHOOL & INSTRUCTOR APPLICATION FORMS

<https://grec.state.ga.us/forms-applications/applications/schools-Instructors>



APPLICATION TO OFFER AN APPROVED COURSE

https://grec.state.ga.us/wp-content/uploads/pdfs/schools/RE_Course_Code_Appl.pdf



520-2-.04

<https://rules.sos.ga.gov/gac/520-2-.04>

CHAPTER 4

School and Instructor Audits

520-2-.03, 520-2-.04

Strong real estate education requires not only qualified instructors and approved courses, but also ongoing oversight. The Georgia Real Estate Commission conducts audits of schools and instructors to ensure compliance with Commission Rules, accuracy in course delivery, and consistency in the quality of education provided across the state. Audits are both a regulatory responsibility and a tool to support continuous improvement.

Purpose of Audits

Audits are conducted to:

- Ensure compliance with Commission Rules
- Verify courses are taught as approved
- Promote consistency in instruction
- Protect the public by ensuring accurate education

1. School Audits

520-2-.04(7)

School audits evaluate administrative compliance and oversight responsibilities. Schools will be notified in advance of an audit.

Areas of review may include:

- School Director oversight
- Instructor approvals and roster accuracy
- Course offerings and alignment with approvals
- Recordkeeping and retention
- Student evaluations
- Advertising practices

Schools may be categorized as low, moderate, or high risk based on audit results.

2. Instructor Audits

520-2-.03(5), 520-2-.04(2)

Instructor audits evaluate teaching performance during a live or virtual course to ensure compliance with Commission rules and approved course standards. The Commission reviews instructional delivery, adherence to the approved course outline, accuracy of content, and overall professionalism.

2.1 Areas Evaluated

- Instructional delivery and communication effectiveness
- Accuracy of course content, including Georgia License Law
- Compliance with the approved course outline and materials
- Classroom management and student interaction
- Instructional methods and student engagement
- Professional conduct
- Compliance with required instructional time

2.2 **Audit Method**

- Observation of live or virtual instruction
- Review of course content and presentation
- Evaluation using a standardized rubric

2.3 **Possible Outcomes**

- Pass
- Pass with Recommendations
- Conditional
- Fail

2.4 **Red Flags that may lead to an investigation:**

- misstatement of Georgia License Law
- teaching unapproved course content
- failure to meet required instructional time
- discriminatory or fair housing violations
- falsification of attendance records

3. **What to Expect During an Audit**

Schools and instructors should be prepared for the following:

- An auditor may attend a course in person or virtually
- The auditor may observe without interrupting instruction
- Course materials, outlines, and attendance records may be reviewed

Instruction should proceed as normal; no special preparation is required beyond compliance. The school may be contacted after the audit for additional documentation.

Audits are intended to verify compliance and support quality education, not to disrupt the learning environment.

4. **Corrective Action and Enforcement**

If deficiencies are identified, the Commission may require:

- Additional training
- Revision of course materials
- A follow-up audit

Disciplinary actions may include:

- Warning
- Conditional status
- Required re-audit
- Suspension review
- Revocation referral

5. **Audit Communication**

Following an audit:

- A written report will be issued
- Findings and required actions will be outlined
- Deadlines for compliance will be established
- Failure to comply may result in further administrative action.

6. **Relationship to Other Requirements**

Participation in audits and compliance with findings is required to maintain:

- School approval (520-2-.04)
- Instructor approval (520-2-.03)
- Course approval