



Governor Brian Schweitzer

# Montana

Department of Labor and Industry

Business Standards Division

## BOARD OF REALTY REGULATION

February 18, 2010

Frank Cooke, Jr.  
Cooke Real Estate School

Via email: [frank@cookeschool.com](mailto:frank@cookeschool.com)

RE: Course Number 10RR0099-10RR0104

Dear Frank,

The following continuing education courses have been reviewed and approved. This approval is valid for 2010 & 2011 and will expire December 31, 2011.

<u>Course Name</u>	<u>Course Hours</u>	<u>Course No.</u>
Mortgage Fraud & Predatory Lending	6 Mandatory	10RR0099
Real Estate Finance Today	6 Mandatory	10RR0100
Reverse Mortgages for Senior Homeowners	6 Mandatory	10RR0101
Risk Management	6 Mandatory	10RR0102
Ethics in Today's RE World	6 Mandatory	10RR0103
Sustainable Housing & Building Green...	6 Elective	10RR0104

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

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

There is an online demonstration at [www.ContinuingEd.mt.gov](http://www.ContinuingEd.mt.gov) that provides instructions on using the web-based reporting program. The instructor or their designee can post the course on our website at [www.ContinuingEd.mt.gov](http://www.ContinuingEd.mt.gov) immediately using their username



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and password located in their instructor's approval letter. If you are not the instructor but will be responsible for inputting the roster, please contact the instructor. Remember that the course must be taught by a board-approved instructor.

Please copy this letter for your records.

Sincerely,

*Stacey L. Fossum*

Stacey L. Fossum  
Education Director