

# Course Creation: Writing it and Getting it Approved

from Carla Cross, CRB, MA

*Note: Keep this document for your reference. It will answer many of your course creation questions.*

Here is information for you to tuck away to create and get that course approved—that course that is just crying to be heard (from YOU, of course!

1. First, write that course correctly.

To get templates and specific step by step guidance on creating a course, see [How to Write a Course with Substance, Sizzle, and 'Sell'](#). I looked high and low for a guide to writing a course—and I couldn't find one. So, I created this guide.

*What's important in writing your course:* DO NOT START by writing a stream of factoids! Instead, start with your objectives (see the course writing guide above). Then, arrange your course WITH your teaching methods built into the course. Why? So you know where you're going in each module and you can provide guidance to others who may want to teach (Want to sell or rent your course?) This is how you do it.

[Click here](#) to see an example of a course written with a teaching guide here. This is from my live training program for new agents, Advantage 2.0, which is now online as [Up and Running in Real Estate](#).

2. Create your course submission.

Get forms from our Washington Department of Licensing for course submission [here](#).

Check each time before you submit your course to assure you're using new forms. Do not use old forms. These forms change frequently.

3. Be sure you're accredited to teach that course.

To teach a course: You must be an approved instructor, teaching a course that has been approved, through a school that has been approved.

See [Train the Trainer](#) (distance learning) or [Instructor Development Workshop](#) (live) for the courses that qualify to approve you as a clock hour instructor.

## Tips When Submitting Your Course

*Course approval forms:* These forms are very explicit in telling you exactly what to submit with your course. From submitting courses for almost two decades, I've found some guidelines that will be helpful to you.

1. No 'motivational' courses. The state will not approve what they consider to be 'motivational' courses. Be sure your course has a title and content that is 'meaty'. Read through the list of approved courses, to see that courses with similar topics and contents to yours have been approved.
2. Content and your outline. Be sure your student outline has detailed explanations of the content. Do not make an outline with roman numerals and letters of the alphabet--and nothing else! The state can't guess what your content is! Even if you are not giving the student all the answers in the student outline, add your content to the outline you submit to the state, with a note that this is what you're going to discuss, to let the state know the content of every section.
3. Facilitator guide. Though the state doesn't require it in the submitted outline, it's a great idea to include on your student outline. The state will want to know how you're going to teach each section, the amount of time you're going to spend, and your audio-visual aids. That way, you're providing the state a 'guided tour' of how you will make that outline live when you are in the classroom.
4. Good learning objectives. The DOL wants your learning objectives clearly stated, along with the teaching unit (section or module) to which they belong. (see the DOL course application). Be sure to state your learning objectives clearly in your submission materials, and at the start of your outline. Review the section on learning objectives from my courses to help you.
5. Complete submissions. Follow the submission guidelines to the letter, including as many copies of the items as are asked for.
6. Distance learning course submissions require an additional form, available on the DOL website.
7. Fees: There are various fees for course submission and renewal, depending on number of hours requested. See the course submission guidelines.

8. Length of time to get approval. It takes 4-8 weeks for your course to be approved. Courses are approved for 4 years.

9. Renewals. So you don't forget to reapply for renewal, put a reminder in your contact management at least a month to a month and a half before your re-application date. The DOL will not remind you.

New rules: Now, every 4 years, your course must be submitted.

10. New rules for submission: Now, the DOL asks you to submit your course, including all materials in one PDF, online to a designated Box. You will pay for the course online (see DOL for instructions on how to pay online).

11. Who's the boss? To submit a course, you need to work with the Washington Department of Licensing, not the state Realtor Association. The Realtor Association can't approve courses. So, if you have questions, contact the Department of Licensing. Check for latest updates from the Department of Licensing

See [Cross Institute](#) for additional courses and guides in writing courses and putting creative training methods into your course.

Want me to come to your association or business and help you with putting creative methods into your course? (virtual coaching available, too).

[Contact me](#) and we'll arrange it. [carla@carlacross.com/425-392-6914](mailto:carla@carlacross.com/425-392-6914)

