



DISTRICT OF COLUMBIA
Real Estate Commission

May 12, 2020

CERTIFICATION OF COURSE APPROVAL

Michael McAllister
The CE Shop
5670 Greenwood Plaza Blvd. Suite 420
Greenwood Village, CO 80111

Provider # BP603799

The DC Real Estate Commission (Commission) reviewed your course/instructor application(s) for the 2019-2021 cycle. The approved courses/instructors are listed on the attached page(s). Any substantive change to a course, such as revising the course outline, changing the delivery method, or adding an instructor, requires that you submit a new course application at least sixty (60) days in advance of the course offering. If you change instructors, submit a new Instructor certification form. Renewal of dates within the approved cycle requires a thirty (30) day notice.

Course attendees must be banked within 10-days of course completion using the PSI Banking system. Course rosters must be maintained on record in your files for a period of 5 years for purposes of auditing by the Commission. Audits may be announced or unannounced.

For questions regarding this correspondence, please contact the Kevin Cyrus on 202-442-4339 or e-mail him at Kevin.Cyrus@dc.gov. Thank you for your commitment to meeting the educational needs of District of Columbia real estate licensees.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frank Pietranton'.

Frank Pietranton
Chairperson
DC Real Estate Commission

Enclosures



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Each course will be assigned a number and, once generated and forwarded to providers, this number must appear on all correspondence when reporting class participation results to PSI and/or the Commission.

Course	Instructor Name	Course #
Corporate Relocation: The Next Move	Susan "Jill" Malloy	Instructor Approval - A1502
Accredited Buyer's Representative Designation Course	Susan "Jill" Malloy	A2736