



State of Rhode Island
Department of Business Regulation
Division of Commercial Licensing
1511 Pontiac Avenue, Bldg. 69-1, Cranston, RI 02920

REAL ESTATE BULLETIN 2025-04

Issuing of course completion certificates

ISSUED 6/24/2025

The Department has noticed that some licensed real estate schools are issuing incomplete course certificates. In particular, the name of the student is left blank, and, in some cases, the name of the course. The blank items are left to be written in by the student.

The practice of issuing blank, or partially blank, certificates raises concern for multiple reasons; including, but not limited to, the potential for abuse and fraud. As such, this practice must stop.

The Department may institute a random audit process where the names of class participants for a particular class may be requested for verification purposes.

Effective immediately, all licensed Rhode Island Real Estate Schools shall issue course certificates containing the following printed information:

- The exact name of the authorized school, course name and number, and, if applicable, identify if the course qualifies for CORE, CORE-FAIR HOUSING (CORE-FH) or General Continuing Education as CEU;
- The name of the student;
- Date of completion; and
- The signature of the director of the issuing school.

Hand-written or altered certificates will no longer be accepted by the Department. Only printed certificates, issued by the school with the above information, will be accepted.

Any questions should be directed to Real Estate Administrator William DeLuca via email at William.deluca@dbr.ri.gov.