



STATE OF MAINE  
DEPARTMENT OF PROFESSIONAL  
AND FINANCIAL REGULATION  
REAL ESTATE COMMISSION  
35 STATE HOUSE STATION  
AUGUSTA, MAINE  
04333-0035

Janet T. Mills  
Governor

Anne L. Head  
Commissioner

March 24, 2023

InterNACHI  
Attn: Benjamin Gromicko  
1750 30<sup>th</sup> Street  
Boulder, CO 80301

Delivered Via E-Mail Only: [education@internachi.org](mailto:education@internachi.org)

Dear Mr. Gromicko:

The Maine Real Estate Commission has received and approved your renewal applications for continuing education as indicated below. You may offer the programs as many times as you wish during the term of approval. Please notify the Commission of all classes as they are planned; this applies to classes offered in-house as well as to all licensees.

Please be advised that it is your responsibility as the sponsor to track the expiration date of approved courses and submit renewal applications as necessary. The Real Estate Commission does not send expiration notices.

Course Title	Program Number	Hours	Approved	Expiration Date
Home Energy Efficiency for Real Estate Professionals	CN831C001IT	4	03/01/23	02/28/25
Home Energy Score for Real Estate Professionals	CN831C002IT	2	03/01/23	02/28/25
Saving Home Energy for Real Estate Professionals	CN831C003IT	2	03/01/23	02/28/25

**PLEASE REMEMBER - IT IS YOUR RESPONSIBILITY AS PROGRAM SPONSOR TO:**

1. Ensure that licensees complete the course in its entirety in order to receive continuing education credit.
2. Furnish each participant with a certificate of completion that includes the school or provider name, participant's name and license number, title of program, Maine assigned program number, number of approved clock hours, date of completion, and signature of the authorized school official.
3. Submit to the Commission the Summary of Student Evaluations upon request or with renewal application.
4. Report any changes in instructor, program content or location to the Commission immediately.

PHONE: (207)624-8524

  
PRINTED ON RECYCLED PAPER  
TTY USERS CALL MAINE RELAY 711

FAX: (207)624-8637

[Regina.A.Ritchie@Maine.gov](mailto:Regina.A.Ritchie@Maine.gov)

OFFICES PHYSICALLY LOCATED AT:  
76 NORTHERN AVENUE, GARDINER, MAINE 04345

[www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)

Please feel free to call me at **(207) 624-8524** if you have questions.

Sincerely,

*Regina Ritchie*

Regina Ritchie  
Education Coordinator

## CONTINUING EDUCATION REMINDERS

- Notify the Commission of all classes as they are scheduled with the following information:
  - ✓ Sponsor name
  - ✓ Course name
  - ✓ Course number
  - ✓ Class date, time & location
  - ✓ Whether class is offered in-house or open to all licensees
- Notify the Commission of class cancellations or other schedule changes as soon as possible.
- Report program changes for review in advance of the scheduled program.
- Program advertisement must clearly identify **you** as the course sponsor as indicated on the initial application and conform to Chapter 370 Section 5 of Commission rules\*.
- Any promotional material provided by you as the sponsor or a class “host” must remain separate from course material. Brochures, handouts or other “giveaways” may be offered in an area of the classroom separate from the immediate student seating area. Verbal promotion is not part of a course and must be conducted during breaks or outside of class time.
- Summaries of evaluations, unless otherwise requested, are required with the application for course renewal.

\*Real Estate Commission Rules Chapter 370 Section 5.

### Program Advertisement

An advertisement for an educational program shall include the following:

- A. A course description sufficient to identify the subject matter to be covered;
- B. Identification of the level of instruction;
- C. Identification of the method or format of instruction;
- D. A statement of program objectives; and
- E. Notice indicating the program has been approved by the Director for continuing education and the number of clock hours to be received upon satisfactory completion of the program.