



Jeremiah "Jay" Nixon
Governor
State of Missouri

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Janet Carder
Executive Director

March 15, 2013

BEN GROMICKO
INTERNACHI
1750 30TH STREET
BOULDER CO 80301

School Number ID: 21800

Delivered via e-mail and postal service

Dear Mr. Gromicko:

I am pleased to write with formal approval of the renewal of your school accreditation application. Per regulations your school accreditation will expire on March 31, 2017.

It is critical that you use your school ID number, the assigned course ID number and approved course title on all certificates given to students. To ensure that all students receive appropriate credit, it is equally imperative that you verify that all information is correct before submitting documents to the Missouri Real Estate Commission. The Missouri Real Estate Commission completion certificate that you must use is attached to the electronic version of this letter. The completion certificate may not be revised.

There has been a change with the CE upload procedure for submitting class roster completion data. **Effective immediately, please discontinue the use of the email address mrec-ce@pr.mo.gov. You will be uploading class roster completion data directly into the database.** Continue to use the normal ASCII file format you have used in the past for CE rosters. (Refer to my 3-1-2013 email with directions) Before submitting the ASCII file please verify that your completion information is correct to ensure that licensees are receiving credit for their courses. ASCII files must be submitted with complete and accurate information within 10 days of course completion. Please advise students that if they fail to give you either their correct license number or social security number for submission on the roster, their education may not be acknowledged by the Missouri Real Estate Commission.

As always, if you have any questions, do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Terry".

Terry Murphy
Education Specialist