



## REAL ESTATE PRE-LICENSE EDUCATION INSTRUCTOR APPLICATION

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL  
REGULATION  
Division of Professional Regulation Real Estate Professions Section  
320 West Washington Street  
Springfield, IL 62786  
217/785-9300

## PRE-LICENSE INSTRUCTOR

512

## Instruction Sheet

**Important Notice:** Completion of this form is necessary to accomplish the requirements outlined in the Illinois Real Estate Act of 2000 (225 ILCS 454). Disclosure of this information is **REQUIRED**. Failure to comply may result in this form not being processed. This form has been approved by the Agency Forms Coordinator.

### GENERAL INSTRUCTIONS

1. An applicant seeking approval as a real estate instructor shall apply on forms provided by the Illinois Department of Financial and Professional Regulation, and submit them with the appropriate fee.
2. Read carefully the entire Illinois Application for Real Estate Instructor.
3. Submit an application, \$125 non-refundable fee, a copy of the attorney registration card, if applicable, and a résumé of work experience to:  
**ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION**  
Real Estate Education  
320 West Washington Street  
Springfield, IL 62786
4. Any questions should be directed to the **Real Estate Education Section: 217/785-9300**
5. In the judgment of the Director of Real Estate, after receipt of a recommendation from the Advisory Council, the person is qualified by experience or education, or both, to supervise a course of study pursuant to the provisions of this Section. In determining whether a person is qualified to supervise a course of study under this Section, the Director shall consider:
  - A) The individual's teaching experience;
  - B) The individual's real estate experience;
  - C) Any real estate, business or legal education of the individual;
  - D) The results of a personal interview with the individual. The personal interview may be conducted via telephone if it would be overly burdensome and unreasonable for the applicant to personally appear for the interview (e.g., applicant living out-of-state); and
  - E) The recommendation of the Advisory Council. The Advisory Council shall evaluate the application and make a recommendation to the Director of Real Estate for approval or disapproval of the applicant as a pre-license instructor.

### QUALIFICATIONS

- a) An applicant for a license as a pre-license instructor must be approved by DFPR and meet the following criteria:
1. Except as provided in subsection (b), pass an examination approved by DFPR with a minimum score of 75 percent, make application for the license within one year after receiving the necessary minimum score, have a real estate broker's license and been active as a real estate broker for at least the last 3 years; AND
  2. Be currently admitted to practice law by the Supreme Court of Illinois, and for at least 3 years have been engaged in the active practice of law in Illinois; or
  3. Be a properly credentialed pre-license instructor of real estate courses who is or has been engaged in the practice of teaching for at least 3 years; or as evidenced by a professional designation such as, but not limited to, a designated real estate instructor (DREI); or approved by a college's or university's governing body to teach in a real estate degree program; or
  4. Be properly licensed or certified to engage in the business of appraisal, finance and/or related real estate occupations and be a member of a nationally recognized association in that field, and for at least 3 years have been engaged in that practice; or
- b) Previously approved pre-license instructors are exempt from taking the examination as long as they have maintained a valid instructor's license, and have no lapse in licensure greater than 2 years.
- c) No approved pre-license instructor shall be seated for either the salesperson or broker licensure examination except for the purpose of securing a salesperson's or broker's license. Nothing in this provision shall prevent DFPR from using pre-license instructors to monitor and evaluate the examination.
- DFPR shall issue approval to the applicant or notify the applicant in writing why the approval cannot be issued.



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**ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION**  
 Division of Professional Regulation/Real Estate Professions Section  
 320 West Washington Street  
 Springfield, IL 62786  
 217/785-9300

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<b>1. Name:</b> <b>Last,</b> <b>First</b> <b>Middle</b>	<b>2. Date of Birth</b>  __ / __ / __ Month    Date    Year	<b>3. Social Security</b>  - - - - -    -    -    -    -
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<b>4. Address: (Include Street, City, State and Zip Code)</b>  <b>Email Address:</b>	<b>5. Work Telephone No. (Include area code)</b>  ( ___ ) ___ - ____
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<b>6. Name and Address of School: (If known)</b>	<b>7. School Telephone No. (Include area code)</b>  ( ___ ) ___ - ____
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<b>8. School License Number</b> 510 -
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**9. List specific Pre-License courses you plan to teach.**

**10. Personal History Information**

- YES     NO    Are you **more** than 30 days in arrears on any **court** ordered **Child Support Payments**?
- YES     NO    Have you ever been convicted of a crime which you have **not** previously reported in writing to this office?
- YES     NO    Have you had any professional license or permit in this or any other jurisdiction disciplined and **not** previously reported the action in writing to this office?
- YES     NO    Are you in arrears on any state taxes due to the **Illinois Department of Revenue**?
- YES     NO    Are you in arrears on any Student loan acquired through the **Illinois Student Assistance Commission**?

**11. Real Estate Experience**

Type of License [ ] Broker [ ] Appraiser [ ] Other [ ] Salesperson	License Number (s)	Original Date of Issuance	Expiration Date
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**12. If you have been admitted to practice law by the Supreme Court of Illinois or another jurisdiction include an affidavit stating your real estate related experience. Also include a copy of your résumé and a copy of your current Attorney Registration Card.**

Attorney Registration No.: \_\_\_\_\_ Date Admitted: \_\_\_\_\_  
 Length of Time in practice: \_\_\_\_\_ Specialty: \_\_\_\_\_

**13. Advanced Professional Designation (Attach copy of Certificate)**

Type of Designation	Where Received	Date Received
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**14. Work History -- List your last three employers in reverse chronological order**

Name of Employer	Address of Employer	Dates of Employment	Telephone No.	Position

**15. Teaching Experience Only -- List employers in reverse chronological order**


Under penalties of perjury, I declare that I have examined the application and all supporting documents and to the best of my knowledge, they are true, correct, and complete. I also acknowledge that upon any changes of status or change of address I will notify the Illinois Department of Financial and Professional Regulation.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_  
 If applying directly through a licensed Pre-License School  
 Signature of Administrator: \_\_\_\_\_ Date \_\_\_\_\_

Please enclose your original AMP Pre-License Instructor exam "Pass Report" and a check for \$125 made payable to the Illinois Department of Financial and Professional Regulation with this application.

## TESTING PROCEDURES FOR THE ILLINOIS REAL ESTATE INSTRUCTOR EXAM

### 1. **EXAMINATION RESERVATION:**

Call AMP's via this toll free number **(800) 345-6559** to request an instructor examination handbook and test locations.

**Reservation Deadline** - You may make an appointment to test up to three (3) business days prior to your desired test date.

### 2. **WALK-IN TESTING IS NOT AVAILABLE**

3. **TESTING FEE:** \$49.00

4. **WHAT TO BRING:**
- 1) Cashier's Check, or money order for \$49.00 payable to "AMP" to cover examination fee.
  - 2) Two forms of signature ID, one of which must bear your photograph.
  - 3) Confirmation number you will receive from AMP when you make your reservation.

5. **SCORE REPORTING:** All candidates will receive an official score report immediately following completion of their examination.

6. **ABSENCES/REFUND:** You may reschedule an examination without penalty, up to four (4) business days before the scheduled examination, If you are absent from scheduled examination and reschedule, or reschedule fewer than four business before a scheduled examination, you will be billed for two examinations, (the one you missed and the one for which you rescheduled) when you register again.  
**EXAMINATION FEES ARE NON-REFUNDABLE.**

### 7. **EXAMINATION CONTENT:**

The test consists of 100 multiple-choice questions in the following content areas:

- I. Brokerage (Listing and Showing, Federal Fair Housing, Settlement Procedures, Settlement Math, and Property Management).
- II. Legal Aspects (Contracts, Land use Controls, Deeds, Property Ownership, Condominiums and Cooperatives and Other Legal Aspects).
- III. Pricing and Valuation (Appraising, Appraising Math, and Comparative Market Analysis).