



REAL ESTATE CONTINUING EDUCATION INSTRUCTOR APPLICATION
ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
Division of Professional Regulation/ Real Estate Education
 320 West Washington Street
 Springfield, IL 62786
217/785-9300

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***Important Notice:** Completion of this form is necessary to accomplish the requirements outlined in the Illinois Real Estate License 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

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| <p>1. An applicant seeking approval as a real estate continuing education instructor shall apply on forms provided by the Illinois Department of Financial and Professional Regulation, Real Estate Education Section and submit them with the appropriate fee.</p> | <p>Have an active broker license (without discipline) for at least three (3) years and have been actively engaged in the real estate profession or determined to be qualified by the Department and the Real Estate Education Advisory Council.</p> |
| OR | |
| <p>2. Carefully read and complete the entire Illinois Real Estate Continuing Education Instructor application. Submit a resume and the \$75 non-refundable fee with the application.</p> <p>If you are an attorney, submit a copy of your current registration card and a resume of work experience.</p> <p>If you hold a real estate license of any type from a state other than Illinois, please have the enclosed Certification form filled out by the appropriate regulating entity.</p> <p>Mail all forms to:</p> <p>Illinois Department of Financial and Professional Regulation
 Real Estate Education Section
 320 West Washington Street
 Springfield, IL 62786</p> | <p>Have an active Illinois registration (without discipline) as an attorney for at least three (3) years and have been engaged in a practice related to the real estate profession or determined to be qualified by the Department and the Real Estate Education Advisory Council.</p> |
| OR | |
| <p>3. Any questions should be directed to the Real Estate Education Section: 217/782-3414.</p> | <p>Have a minimum of two (2) years experience in teaching/ training including, but not limited to a teaching certificate issued by the State Board of Education. This experience may include participation, other than a student, in real estate related program development and preparation of textbooks, articles and other instructional materials or determined to be qualified by the Department and the Real Estate Education Advisory Council.</p> |
| OR | |
| | <p>Have at least a Bachelors degree in real estate, education, or any related field or determined to be qualified by the Department and the Real Estate Education Advisory Council.</p> |

QUALIFICATIONS

To qualify as a Continuing Education real estate instructor, applicants must:

Attend and successfully complete a one-day instructor development workshop, as approved by the Department.

AND



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1. Name: Last First Middle	2. Date of Birth __/__/__ Month Date Year	3. Social Security Number --- - --- - ----
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4. Address: (Include Street, City, State and Zip Code) Email Address:	5. Work Telephone Number (Include Area Code) (___) ___-____
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6. Are you an approved Real Estate Pre-Licensing Course Instructor in Illinois or another jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" Certificate/License No.:	7. Home Telephone Number (Include Area Code) (___) ___-____
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8. I certify that I have completed an IDFPR approved Instructor Development Workshop.*
 Yes
 *Successful completion of the workshop is a requirement for licensure.

Please see this web page for a list of schools approved for the CE Instructor Development Workshop:
<http://www.idfpr.com/dpr/re/Education/RESCH562.asp>

9. List courses you plan to teach -- approval of this instructor application does not guarantee approval of any specific course. All courses must be approved separately under submission to the Illinois Department of Financial and Professional Regulation by a licensed continuing education school.

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 resume 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 Certification)

Type of Designation	Where Received	Date Received
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14. Work History - - List your last four 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

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

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: _____

