



**REAL ESTATE SCHOOL APPROVAL APPLICATION - PROPRIETARY SCHOOL
(PRIVATE REAL ESTATE SCHOOLS) AND
COLLEGES/UNIVERSITIES**

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

510

INSTRUCTIONS

Important Notice: Completion of this form is necessary to accomplish the requirements outlined in The 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.

1. An applicant seeking approval as a real estate school shall apply on forms provided by Illinois Department of Financial and Professional Regulation and submit them with the appropriate fee. Information pertaining to the approval procedure for real estate schools is cited in The Real Estate License Act of 2000 and the Administrative Rules. Once approval is granted, the school must offer instruction in the required curricula.
2. Carefully read the entire Illinois Application packet for Real Estate Schools.
3. Submit the following items in a binder with dividers to :

**Illinois Department of Financial and Professional Regulation
Real Estate Education
320 West Washington Street
Springfield, Illinois 62786
217/785-9300**

- a) School application signed by School Administrator.
- b) Course Curriculum for all courses seeking approval.
- c) Submit all examinations with answer key for each course. All Pre-License courses must have a proctored final examination with 50 questions per 15 hours of approval. Home Study, Correspondence and Internet courses must also follow the guidelines set forth in the Distance Education Section (1450.295) of the Illinois Real Estate Act of 2000 Administrative Rules.
- d) Pursuant to Section 1450.275 (c)(1) of the Illinois Real Estate Act of 2000 Administrative Rules, a pre-license school must provide an office in Illinois for the maintenance of all records, office equipment and office space necessary for customer service.
- e) Application fees are **NON REFUNDABLE**.

School Application Fee	\$1,025.00
Branch Application Fee	\$ 175.00
Instructor Application Fee	\$ 125.00
Course License Fee	\$ 125.00

**MAKE CHECKS PAYABLE TO: ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL
REGULATION**

IL 505-0342 (Rev 4/09)



**ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL
REGULATION**

320 West Washington Street, 3rd Floor, Springfield, Illinois, 62786
Real Estate Education: 217/785-9300

APPLICATION FOR PRE-LICENSE SCHOOLS 510

Name of School _____

Address _____
(city, state, zip)

Telephone Number _____
(include area code)

Date Organized _____

Form of Business Organization _____

Proprietorship Partnership Corporation College University
If a Subsidiary, give name of Parent Organization:

I. School Administration

A. Name of Chief Educational Officer of the School _____

1. Educational Background (High School, College, Other)
2. Teaching Experience
3. Business Experience
4. Professional Organizations
5. Publications

B. Describe the personnel organizational structure of the School.

C. Describe the record system of the school in detail including information on student registration forms, student progress records, attendance records and completion records (examination scores). Supply copies of forms to be used.

If additional space is required for a proper answer to any of the following questions, please attach additional sheets.

- D. **Attach copies of school catalogues, brochures, and promotional material to be used.**
- E. **Outline in detail the fee schedule of the school. The same fee must be charged to all students.**
- F. **What are the standards for hiring teaching personnel? Explain in detail.**

II. Teaching Personnel

The following are to be submitted for each person teaching a course submitted for approval. A separate application must be completed for each instructor that will be teaching for your school. See instructor application.

- A. **Name**
- B. **Educational Background**
- C. **Teaching Experience**
- D. **Business Experience**
- E. **Memberships in Professional Organization and Professional Designations**
- F. **Courses taught related to real estate.**

III. Course Information

The following information should be submitted for each course for which approval is requested. See Profession 513, Pre-License Course Application.

Note: You must offer the required courses: Real Estate Transactions, Advanced Principles/ 2000, Brokerage Administration and Contracts & Conveyances. You must also offer at least two of the Broker Pre-License electives: Appraisal, Financing, Property Management, Sales and Brokerage, Farm Property Management or Real Property Insurance. Content must follow the guidelines set forth in the Illinois Real Estate Act of 2000 Section 1450.276.

If additional space is required for proper answer to any of the following questions, please attach additional sheets.

IV. Physical Facilities

- A. Describe the classroom facilities with respect to size, safety and welfare of the student (include picture and floor plan). Clarify if the administrative office will hold classes, handle make up examinations, etc.**
- B. Fire Code: How many students are permitted in each classroom?**

Additional locations must be approved prior to offering classes. Note: This is a separate approval process. (See Pre-License School Branch application).

V. Authorized signature(s)

- A. List names of persons authorized to sign the Uniform Real Estate Transcript (URET). Note: A maximum of two persons may be authorized to the sign the URET. If you change signature authorization you must notify Illinois Department of Financial and Professional Regulation in writing within two (2) business days.**

- 1. FIRST SIGNATURE _____**
- 2. SECOND SIGNATURE _____**

Certifying Statement: The above information is true and correct to the best of my knowledge.

Name of School _____

**Name of Administrator _____
(Print/Typed)**

Signature of Administrator _____

If additional space is required for proper answer to any of the following questions, please attach additional sheets.

OFFICE USE ONLY

Date of Approval: _____

Date of Disapproval: _____

Reason for Disapproval: _____

School license number assigned: _____

Expiration Date: _____

Date Fee Received: _____ **Validation:** _____ **Initials:** _____

COMMENTS