



## **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 pre-license education instructor shall apply on forms provided by the Illinois Department of Financial and Professional Regulation, and submit them with the appropriate fee.
2. Submit an application, a check for \$125 made payable to the Illinois Department of Financial and Professional Regulation (non-refundable fee), a copy of the attorney registration card, if applicable, a copy of the completion certificate from the 12 hour pre-license instructor training program, and a résumé of work experience to:

#### **ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION**

Real Estate Education  
320 West Washington Street  
Springfield, IL 62786

3. Any questions should be directed to the **Real Estate Education Section: 217/785-9300**

### **QUALIFICATIONS**

An applicant for a license as a pre-license instructor must meet the following criteria:

1. Pass an examination provided and approved by the Division with a minimum score of 75 percent, make application for the license within one year after receiving the necessary minimum score; AND
2. Attend and successfully complete a 12 hour pre-license instructor training program administered over 2 or more days approved by the Advisory Council ; AND
3. Demonstrate expertise in the areas to be taught by virtue of:
  - A) being a broker or managing broker; or
  - B) being admitted to the practice of law by the Supreme Court of Illinois; or
  - C) prior teaching experience; or
  - D) professional background and experience.
4. Once we receive your completed application and additional documents (listed above), this application will be reviewed by the Real Estate Education Advisory Council to make a recommendation to the Department on whether or not you meet the requirements of a pre-license education instructor.
5. Visit AMP's website to download a copy of the examination candidate handbook, to register for the exam, and to see the exam locations: [www.goamp.com](http://www.goamp.com)



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

**10. I certify that I have completed an IDFPR approved 12 hour pre-license instructor training program\***

Yes

\*Successful completion of the 12 hour instructor training program is a requirement for licensure.

Please see this web page for a list of schools approved for the Pre-License Instructor Training Program:

<http://www.idfpr.com/DPR/RE/Education/RESCH512.asp>

**11. 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 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 (Include a copy of your résumé)**

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", a check for \$125 made payable to the Illinois Department of Financial and Professional Regulation, a copy of your résumé, and your completion certificate from your 12 hour pre-license instructor training program, with this application.