



REAL ESTATE CONTINUING EDUCATION SCHOOL APPLICATION
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

562

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.

In order for licensed Real Estate brokers/salespersons to obtain credit for attendance at continuing education courses (CE), the courses must be provided by a licensed CE school. The school must:

1. Complete and submit an Illinois Real Estate Continuing Education School Application and a course license application for each course in which you are seeking approval.
2. Forward application fee of \$2,025 and a \$125 course license fee for each course being submitted in the form of a check or money order **made payable to the Illinois Department of Financial and Professional Regulation**. *All fees are non-refundable.* Forward the application and fee to the address listed below.

Illinois Department of Financial and Professional Regulation
Real Estate Education
320 West Washington Street
Springfield, IL 62786
Education: (217) 785-9300

CE School means a person, firm, association, corporation, real estate school approved under Section 30-15 of the Illinois Real Estate Licensing Act of 2000 or any other group that has been approved and authorized by the Illinois Department of Financial and Professional Regulation upon recommendation of the Real Estate Education Advisory Council to coordinate and present CE courses.

Upon receipt of the School application and all required documentation, the application will be reviewed by the Illinois Real Estate Education Advisory Council. School applicants will be advised in writing of the Council's recommendation.

1. It shall be the responsibility of the school to provide each participant an approved course with a certificate of completion upon successful completion of a course.
2. The school shall maintain an office in Illinois for the maintenance of all records, office equipment, and office space necessary for customer service which may be subject for inspection by the Illinois Department of Financial and Professional Regulation during regular working hours.
3. The school shall maintain attendance records, containing all of the above information, and course materials for not less than five years.
4. The school shall be responsible for assuring that no renewal applicant shall receive CE credit for time not actually spent attending the course where a passing grade of 70 was not achieved on a proctored final exam.

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5. All Continuing Education courses shall:
- a. Contribute to the advancement, integrity, extension, and enhancement of professional skills and knowledge in the practice of real estate.
 - b. Contain subject matter and course material relevant to that required by the Real Estate License Act.
 - c. Be developed and presented by persons with education and/or experience in the subject or the CE courses.
 - d. Be a minimum of three hours in length and be offered in three-hour increments.
 - e. Include a final examination of at least 25 questions for each three (3) hour increment with a passing score requirement of 70.
 - f. Be offered from one of the following areas of study:
Core curriculum- a minimum of six (6) hours is required for licensure renewal in the following areas of study. The two three (3) hour courses are:
Core A: Agency, License Law and Escrow - 150 minutes (3 hours)
 - Agency 75 min.
 - License Law 50 min.
 - Escrow 25 min.Core B: Legal Issues -150 minutes (3 hours)

Elective Curriculum- a maximum of six (6) hours of CE is required for licensure renewal in the following elective areas of study:
The two three hour courses are:
 - Appraisal
 - Property Management
 - Residential Brokerage
 - Farm Property Management
 - Rights and duties of sellers buyers and brokers
- g. Be taught by instructors licensed as CE Instructors by the Illinois Department of Financial and Professional Regulation.
6. All courses given by approved schools shall be open to all licensed real estate brokers and salespersons and not be limited to members of a single organization or group.
7. In all advertising and promotion of CE courses, schools shall specify the number of CE hours earned toward renewal and indicate whether hours are elective or core curriculum.
8. No school shall allow the premises or classroom to be used by anyone to directly or indirectly recruit new affiliates for any company.
9. All attendance records must be sent to The Illinois Department of Financial and Professional Regulation. See attached instruction sheet.

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1. Official Name of School

2. Telephone Number (include area code)

3. Address (include street, city, state, Zip code and county)

4. Name of person responsible for continuing education program

5. Title

6. School (check one)

Individual

Firm

Association

Corporation

Group

Real Estate School Approved under Article 30 of the Real Estate License Act of 2000.

Other (Describe)

7. Purpose and Objectives of Continuing Education School

8. Will correspondence/self study courses be available?

Yes

No

9. Location where records will be maintained (include street, city, state, and zip code)

NOTE: School shall maintain records for not less than five (5) years and make these records available for inspection by the licensee or the Illinois Department of Financial and Professional Regulation.

10. Describe method for recording and verifying attendance (Attach a completed sample certificate of completion form)

11. I certify that the above information is true and correct to the best of my knowledge and belief.

Signature of Person Submitting Application

Type or Printed Name

Title

Date

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AFFIDAVIT FOR CONTINUING EDUCATION SCHOOL

I certify I am the individual responsible for the continuing education (CE) courses offered by this school and:

1. That all courses offered by this school for CE credit will comply with the criteria in Section 30-15 of the Real Estate License Act of 2000 and all other criteria in the Rules for the Administration of the Real Estate License Act of 2000.
2. That the content areas of all CE courses offered by this school will conform to those listed in Section 5-70 (e) of the Act. The CE school will not offer for approved credit, any of the courses set forth in Section 5-85 of the Act.
3. All courses which are offered by this school will:
 - Contribute to the advancement, integrity, extension and enhancement of professional skills and knowledge in the practice of real estate;
 - Provide experiences which contain subject mater and course materials relevant to that set forth in Section 5-70 (e) of the Act;
 - Be developed and presented by persons with education and/or experience in subject matter of the CE course;
 - Be taught only by instructors approved by the Illinois Department of Financial and Professional Regulation and conclude with an examination.
4. That each school will submit to the Illinois Department of Financial and Professional Regulation a written notice of a CE course 30 days prior to the CE course date if such course was not listed in the application or any subsequent renewal application. The notice will include the description, location, date and time of the CE course to be offered.
5. That this school will be responsible for verifying attendance at each course and provide a certificate of completion. That no renewal applicants shall be issued CE credit for time not actually spent attending CE course or where a passing grade of 70 was not attained.
6. That this school will maintain lesson plans and examinations for each course and require a passing grade of 70 for successful completion of course.
7. That this school maintains a sufficient number of instructors and adequate support personnel to assist with administrative matters and technical assistance.
8. That this school will maintain an office for maintenance of all records, office equipment and office space necessary for customer service, which may be subject to inspection by, authorized representative of the Illinois Department of Financial and Professional Regulation during regular business hours.
9. That the school will maintain records for not less than five years and will make these records available for inspection by the licensee or by the Illinois Department of Financial and Professional Regulation or its designee during regular business hours.
10. That this school, if out-of-state, will reimburse the Illinois Department of Financial and Professional Regulation for an on-site inspection for all expenses incurred by the inspector in the course of the inspection.
11. That this school will have and maintain a sound financial base for establishing, promoting and delivering the necessary courses. This will be documented by a current balance sheet, income statement or any such similar evidence; further this school will clearly project the budget planning for courses and will have a written policy dealing with procedures for the management of grievances and fee refunds.
12. That upon request by the Illinois Department of Financial and Professional Regulation, the school will submit such evidence as is necessary to establish compliance with Section 5-70 of the Act. Such evidence shall be required when the Illinois Department of Financial and Professional Regulation has reason to believe the CE School is not in full compliance with the Statutes and the Rules. This information is necessary to ensure compliance.
13. That this school will only offer CE in an environment which is conducive to learning (i.e., adequate lighting, seating etc.) and does not jeopardize the health, safety, and welfare of the attendee. This does not apply to self-study CE courses.

14. That the premises or classroom utilized during CE courses will not be used by anyone to directly or indirectly recruit new affiliates for any company.
15. That this school will specify in any advertising promoting CE courses, the number of CE hours that may be credited toward Illinois CE requirements for license renewal. Further, approved schools will specify the number of core and elective CE course hours that may be earned as set forth in Article 5, Section 5-70.
16. That this school's course will be open to all licensees and not limited to members of a single organization or group.
17. That this school will submit by June 30 of each year to the Illinois Department of Financial and Professional Regulation a list of all CE courses that the school is planning to offer for the coming 12 months; the description, location, date and time of each CE course to be offered, and a list of those instructors whom the school plans to utilize which will include the name, address and instructor license number for each.
18. That this school is aware that failure to comply with the Rules of the Illinois Department of Financial and Professional Regulation may result in disapproval of this school by our office.
19. That this school is aware that disapproval by the Illinois Department of Financial and Professional Regulation will result in no credit being accepted for courses offered by this school subsequent to such disapproval.

Signature of Person Responsible for CE

Print name of Person Responsible for CE

Date

