

## **Real Estate Brokerage Education Provider and Courses FAQs**

The Real Estate License Act of 2000 (225 ILCS 454) and its associated Administrative Rules were recently amended with various changes affecting Real Estate Education Providers and their courses. One major change implemented by this amendment is the requirement that ALL Pre-License Schools and Continuing Education (“CE”) Schools (new and existing) must apply for and obtain an Education Provider License. To address common questions that may arise due to these changes, the Division of Real Estate has prepared some frequently asked questions (“FAQs”) below.

### **Q. Where can I find an Education Provider License Application?**

A. Education Provider License Application can be found here:  
<https://www.idfpr.com/Forms/DRE/Form%20505-0767.pdf>

### **Q. Where can I find a CE or Pre/Post-License Course Application?**

- A.
- i. Continuing Education (CE) Course License Application can be found here:  
<https://www.idfpr.com/Forms/DRE/form%20505-0646.pdf>
  - ii. Pre-License/Post-License Course Application can be found here:  
<https://www.idfpr.com/Forms/DRE/form%20505-0645.pdf>

### **Q. Do all courses need to be license by IDFPR?**

A. Yes, every course offered by an Education Provider must be licensed by IDFPR.

### **Q. As an Education Provider, when can I start offering courses?**

A. Pre-License, Post-License, Broker Management CE and Elective CE courses will become effective July 1, 2019, 4-Hour Core CE will become effective July 10, 2019.

### **Q. How do I report course completion to the Division?**

A. Upon issuance of the Education Provider and Course licenses, the Provider will be sent course reporting instructions, as well as additional information describing the requirements of licensed Education Providers.

### **Q. When can I submit my courses for approval?**

A. You may submit your course application once the new application is available February 2019.

### **Q. My course was licensed in the last six months, do I still need to submit my course for approval?**

A. Yes, due to the new administrative rules ALL current courses will expire June 30, 2019 and must be submitted to IDFPR for approval.

### **Q. How long does it take to get a course approved by IDFPR?**

A. Approximately 4 weeks from the time of receipt.

**Q. What delivery methods are accepted by IDFPR for Course Applications?**

- A.
- i. Classroom
  - ii. Online Distance Education - Learning Management System (LMS), or
  - iii. Interactive Webinar (Live-Simultaneous), or
  - iv. Home-Study/Correspondence includes – Internet (Non-LMS), video tape, CD, DVD, written materials or audio recording. Please note; Proctor Exam, Written Proctor Agreement, Exam, Exam Answer Key and Exam Proctor Policy must be submitted.

**Q. Do all course delivery methods need a proctored exam?**

A. No, only courses provided through correspondence, or by home-study, shall require the passage of an in-person, proctored examination.

**Q. What type of proctored exams will be required (Home Study/Correspondence Courses only)?**

A. Paper/Written, Digital/Internet, or a combination of the like.

**Q. I am an Education Provider offering Pre-License curriculum. What courses must be offered for Pre-License approval?**

- A.
- i. Broker Pre-License Topics (75 Hrs.)
  - ii. Broker Pre-License Applied Real Estate Principles- Interactive (15 Hrs.)
  - iii. Broker Post License Topics (15 Hrs.)
  - iv. Broker Post License Applied Real Estate Practices-Interactive (15 Hrs.)
  - v. Managing Broker Pre-License Topics (30 Hrs.)
  - vi. Managing Broker Pre-License Applied Management and Supervision-Interactive (15 Hrs.)
  - vii. (Optional) Real Estate Auction Pre-Certification Course (30 Hrs.)
  - viii. (Optional) Leasing Agent (15 Hrs.)

**Q. How does an Education Provider submit course documents to IDFPR for review?**

A. Mail application, application fee and required documents to the following address:

Illinois Department of Financial and Professional Regulation  
Attn: Real Estate Education  
320 W. Washington Street, 3<sup>rd</sup> Floor  
Springfield, Illinois 62786

**Q. How will I know if my Course or Education Provider license has been approved?**

A. You will receive an approval email with instructions on how to print your license from the IDFPR website.

## Q. What do I need to provide to IDFPR to become an Education Provider?

- A.
- i. Completed Illinois Real Estate Education Provider License Application and [application fee](#).
  - ii. If applicable, a completed Real Estate Pre-License/Post-License Course Application for each Pre-License or Post-License Course being offered. The application form can be found here:  
<https://www.idfpr.com/Forms/DRE/form%20505-0645.pdf>
  - i. If applicable, a completed Real Estate Continuing Education Course Application for each CE course being offered. The CE Course Application form can be found here:  
<https://www.idfpr.com/Forms/DRE/form%20505-0646.pdf>
  - iii. An Education Provider [application fee](#) for each course application. The fees must be in form of a check or money order for each separate application and made payable to IDFPR-Division of Real Estate. All fees are non-refundable.
  - iv. A filed copy of the Education Provider's Business Organization documents issued by a Secretary of State or another appropriate governmental agency:
    - a. Illinois Entities – Submit a filed copy of organizational documents such as, Articles of Incorporation, Articles of Organization, Partnership Agreement, etc., as well as evidence of the entity's Authority to Transact Business in Illinois.
    - b. Foreign Entities (those organized outside of Illinois) – Submit a filed copy of the Authority to Transact Business in Illinois and a filed copy of organizational documents from the State or County of organization.

Note: Each university, college, community college or school supported by public funds is exempt from the Education Provider and Course licensure fees provided each university, college, community college or school meets the criteria listed in Section 1450.130(i)(11) of the Real Estate License Act of 2000 Administrative Rules. The Real Estate Education Provider Fee Waiver Request Form can be found here: <https://idfpr.com/Forms/DRE/form505-0626.pdf>. The form must be included with the Education Provider License Application.

## Q. What do I need to provide IDFPR for Course approval?

- A.
- i. Original Signed Application;
  - ii. Non-refundable [application fee](#) in the form of a check or money order payable to the Illinois Department of Financial and Professional Regulation. Note, please provide a separate check with each course application; and
  - iii. The following course materials:
    - a. Course Description;
    - b. Comprehensive Timed Outline (must contain length of time for each topic and total course time excluding time spent on exam);
    - c. Learning Objectives;
    - d. Any materials to be provided to the students including textbook, instructor notes, PowerPoint, etc. may be sent via USB, DVD, or hard copy – Emailed documents will not be accepted;
    - e. For Home-Study courses only, please provide the following: Course Final Exam, Separate Exam Answer Key, Copy of Education Providers written proctor agreement and Exam Proctor Policy;
    - f. Course Instructor's resume/bio and copy of current Illinois Instructor license

Note: Mail the above materials to IDFPR at 320 West Washington Street, ATTN: Real Estate – Education, 3<sup>rd</sup> FL, Springfield, Illinois 62786 in a letter size (8.5x11) manila file folder with the following information listed: Course Name, Education Provider Name and License Number.

**Q. Where can I find the requirements if I want to become a Pre-License Instructor?**

A. Requirements for Continuing Education (CE) Instructor License can be found here:  
<https://www.idfpr.com/Forms/DRE/Real%20Estate%20Brokerage%20-%20Pre%20License%20Instructor%20Requirements.pdf>

**Q. Where can I find the requirements if I want to become a Continuing Education (CE) Instructor?**

A. Requirements for a Continuing Education (CE) Instructor License can be found here:  
<https://www.idfpr.com/Forms/DRE/Real%20Estate%20Brokerage%20-%20CE%20Instructor%20License%20Requirements.pdf>