



**REAL ESTATE PRE-LICENSE SCHOOL APPROVAL APPLICATION**

**ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION**  
Division of Real Estate  
320 West Washington Street  
Springfield, Illinois 62786  
800/560-6420

**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. Your School license will not be issued until all Pre-License Courses have been approved.**
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  
800/560-6420**

- 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 25 questions per 15 hours of approval. Home Study, Correspondence and Internet courses must also follow the guidelines set forth in the Distance Education Section (1450.1155) of the Illinois Real Estate Act of 2000 Administrative Rules.**
- d) **Pursuant to Section 1450.1100 (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     | <b>\$1,025.00</b> |
| Branch Application Fee     | <b>\$ 175.00</b>  |
| Instructor Application Fee | <b>\$ 125.00</b>  |
| Course License Fee         | <b>\$ 125.00</b>  |

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



**ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL  
REGULATION**

320 West Washington Street, 3<sup>rd</sup> Floor, Springfield, Illinois, 62786  
Real Estate Education: 800/560-6420

**APPLICATION FOR PRE-LICENSE SCHOOLS 510**

Name of School \_\_\_\_\_

Address \_\_\_\_\_  
(city, state, zip)

Administrator's Email Address \_\_\_\_\_

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 School Administrator \_\_\_\_\_

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.**

## **II. Instructor/Course Information:**

**All Instructors must have an active Illinois Pre-License Instructor License**

**The following information should be submitted for each course for which approval is requested. See Profession 513, Pre-License Course Application at:  
<http://www.idfpr.com/Forms/DRE/form113.pdf>**

**Note: You must offer the required courses: Content must follow the guidelines set forth in the Illinois Real Estate Act of 2000 Section 1450.1105.**

- Broker Pre-License Topics (75 Hrs.) ·
- Broker Pre-License Applied Real Estate Principles-Interactive (15 Hrs.)
- Broker Post License Topics (15 Hrs.)
- Broker Post License Applied Real Estate Practices-Interactive (15 Hrs.)
- Managing Broker Pre-License Topics (30 Hrs)
- Managing Broker Pre-License Applied Management and Supervision-Interactive (15 Hrs.)
- Leasing Agent (15 Hrs.) (Optional)

## **III. 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).**

**IV. 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. I also certify that I am the individual and/or representative responsible for making application for a Real Estate Pre-License Education School. I have read and understand The Real Estate License Act of (225 ILCS 454) and the Administrative Rule (68 Ill. Adm. Code 1450) and that the courses offered by this education provider for pre-license education credit will comply with the criteria in The Real Estate License Act of 2000 and Administrative Rule.**

**Name of School** \_\_\_\_\_

**Name of Administrator** \_\_\_\_\_  
**(Print/Typed)**

**Signature of Administrator** \_\_\_\_\_