



REAL ESTATE PRE-LICENSE EDUCATION INSTRUCTOR APPLICATION

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

Division of Real Estate
320 West Washington Street
Springfield, IL 62786
800/560-6420

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: 800/560-6420**

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



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1. Name: Last, First Middle	2. Date of Birth __/__/__ Month Date Year
3. Address: (Include Street, City, State and Zip Code)	4. Work Telephone No. (Include area code) (___) ___ - ____
5. Email Address:	6. Social Security ___ - __ - ____

7. I certify that I have completed an IDFPR approved 12 hour pre-license instructor training program*
 Yes Please attach a copy of completion certificate.
 *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>

8. 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**?

9. Real Estate Experience

Type of License <input type="checkbox"/> Managing Broker <input type="checkbox"/> Broker <input type="checkbox"/> Appraiser <input type="checkbox"/> Other <input type="checkbox"/> Salesperson	License Number (s)	Original Date of Issuance	Expiration Date
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10. 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: _____

11. Advanced Professional Designation (Attach copy of Certificate)

Type of Designation	Where Received	Date Received
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12. 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

13. 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 _____

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.