



**REQUEST FOR OUT-OF-STATE CONTINUING EDUCATION CREDIT APPROVAL**

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

Division of Real Estate

Real Estate Education Section

PO Box 7570

Springfield, IL 62791-7570

[FPR.RealEstateEducation@illinois.gov](mailto:FPR.RealEstateEducation@illinois.gov)

**Important notice:** Completion of the form is required to evaluate an applicant's request for Illinois continuing education credit for courses taken while in another state or jurisdiction under the Illinois Real Estate License Act of 2000 (225 ILCS 454). Failure to complete the application will result in the request not being reviewed. This form has been approved by the Agency Forms Coordinator.

**LICENSEE INFORMATION:**

(Last, First, and Middle)

**NAME:**

**LICENSE NUMBER:**

**STREET ADDRESS:**

**CITY:**

**STATE:**

**ZIP CODE:**

**TELEPHONE: ( )**

**EMAIL ADDRESS:**

**CONTINUING EDUCATION (CE) COURSE INFORMATION FOR WHICH CE CREDIT IS REQUESTED:**

**NAME OF CE COURSE:**

**NUMBER OF HOURS EARNED:**

**DATE CE WAS COMPLETED:**

**NAME OF CE PROVIDER:**

**THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS APPLICATION:**

- A COPY OF THE CE COURSE TRANSCRIPT/COMPLETION CERTIFICATE ISSUED BY THE CE PROVIDER.
- A COURSE DESCRIPTION AND TIMED OUTLINE FOR THE COURSE.
- AN EXPLANATION OF THE DELIVERY METHOD FOR THIS COURSE (EX. CLASSROOM, HOMESTUDY, ETC.)
- AN EXPLANATION OF WHETHER A PROCTORED FINAL EXAM WAS TAKEN FOR THE COURSE AND THE EXAM SCORE.
- A NON-REFUNDABLE FEE OF \$50 PER COURSE MADE PAYABLE TO: IDFPR - DIVISION OF REAL ESTATE
- OUT OF STATE COURSES ARE NOT ELIGIBLE TO SATISFY PRE-LICENSE, POST-LICENSE, CORE CE, OR BROKER MANAGEMENT CE REQUIREMENTS

I certify that I personally completed this form, that the information is true and correct and that I am responsible for signing this application for the purpose of requesting continuing education credit under the Real Estate License Act of 2000 (225 ILCS 454) and the Administrative Rule (68 Ill. Adm. Code Part 1450).

Signature of Person Responsible

Printed Name

Date

**MAIL APPLICATION AND FEE TO:**

IDFPR – Division of Real Estate

Real Estate Education

PO Box 7570

Springfield, IL 62791-7570

As set forth in Section 5-75 of the Act, if a licensee has earned CE credit hours in another state or territory for which they are claiming credit toward compliance in Illinois, the licensee shall make application within 90 days after completion of the course, and prior to expiration of the license. The Division shall review and approve those hours based upon whether the course is one that would be approved under Section 5-70 of the Act, whether the course meets the basic requirements for continuing education under this Act, and any other criteria that is provided by statute or rule.

**FOR IDFPR USE ONLY**

APPROVED

DENIED

DATE

NOTES: