Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-2406
www.dpor.virginia.gov



## Real Estate Board PROPRIETARY SCHOOL CERTIFICATION APPLICATION Fee \$190.00

A check or money order payable to the <u>TREASURER OF VIRGINIA</u>, or a completed <u>credit card insert</u> must be mailed with your application package.

				APPLIC	ATION FEES	ARE NO	T REFUNDABLE.						
1.	Bus	iness Enti	ty/Sole Proprie	tor Name									
A sole proprietor should enter his/her full legal name and the company name should be entered below as the assumed/fictitious All names must be the same as displayed on government issued ID or organization/business documents.													
2.	<ul> <li>Assumed or Fictitious Name If an assumed/fictitious name is to be used, a copy of the certificate filed with the Virginia State Corporation Commission (SCC) pursuant to \$59.1-69 of the Code of Virginia must be attached to this application.</li> </ul>												
3.	3. A. Type of business entity (select only <b>one</b> )												
		☐ Sole Proprietorship ☐ General Partnership ☐ Solely Owned LLC ☐ Corporation											
		Limited Partnership Limited Liability Company Other, please specify:											
	Other: Association, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporatio Professional Limited Liability Company.												
B. State Corporation Commission (SCC) Number: (If application)							icable)						
	>	business of partnersh	entity under the la ip, limited liabilit ame unless registe	aws of the Com ty company or er with the Virgir	monwealth of corporation shall see the second secon	Virginia o hall condu	all out-of-state businesses). For otherwise authorized to transect or transact business in this www.scc.virginia.gov or by phone	nsact business in Vir s Commonwealth und	ginia. No <i>person,</i>				
4.	Provide one of the following identification numbers:												
	Business Federal Employer Identification Number (EIN)												
		Virginia Enter the sa	equires every applica	Motor Vehicles mber as used on a	Control Numborevious application	ber ** ions or licer solely owne	or - asses on file with the department. ad LLC, to provide a federal emplaber or a control number issued b						
		oololy owne	d LLO WIIO do IIOCII	avo a r Elivinast j	orovido a social s	occurry man	is a control number leaded by	y the Virginia Departmen	it of wotor volucios.				
5.	Mai	The mail	ss (PO Box acing address will be fon the license.	. ,	City				Zip Code				
6.	Stre		s (PO Box <u>not</u> al <b>address re</b>	. ,		k here if Str	eet Address is the <u>same</u> as the M		•				
					City			State	Zip Code				
	1	DATE		TRANS CORE	CAITITA	v # T	EII E 40 JOSEN	25.4	ICCUIT DATE				
OFFICE USE		DATE	FEE	TRANS CODE	ENTITY	I #	FILE #/LICENS	DC #	ISSUE DATE				
ONLY	1			1005	1		0211						

7.	Contact Numbers									
	-	Primary Telephor	ie	Alternate Telephone						
8.	Email Address									
	Email address is considered a public record and will be disclosed upon request from a third party.									
9.	Name and Title of Cor	ntact Person								
10.	Type of school (select	only <u>one</u> )								
	Privately owned	l school								
	_ ,	fessional association								
	☐ Other									
11.	Type of courses to be	offered (select all tha	t apply)							
	Principles & Pra	ectice of Real Estate	(Salespers	son Pre-License Course)						
	☐ Broker Pre-licer	se Courses								
	☐ Continuing Edu	cation								
	☐ Post-license Ed	ucation								
40	Mathad of Instruction	(a a la at a III that a malu)								
12.	Method of Instruction (	(select <u>all</u> that apply)								
	Classroom									
	Correspondence	е								
	On-line									
	Other distance	earning, describe								
13.	I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that the school has complied with all the laws of Virginia related to real estate school certification under the provisions of Title 54.1, Chapter 21 of the Code of Virginia and the Virginia Real Estate Board Regulations.									
	Owner's Signature			Date						

## **Additional Documentation Required**

- Evidence of financial responsibility
- School catalog or bulletin (if one is available)
- Evidence of Financial Responsibility

To ensure that Board-approved education providers meet the financial responsibility requirement pursuant to §54.1-2105.02.A of the *Code of Virginia*, the Board requires every education provider applicant to submit a CPA-certified letter attesting to the applicant's net worth or a balance sheet/financial statement certified to be accurate by the applicant. The applicant's net worth must be a minimum of \$2,000.