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
PRE-LICENSE EDUCATION INSTRUCTOR 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. APPLICATION FEES ARE NOT REFUNDABLE.

Select one of the following.

		X Certific	cate Type		Trans]						
			Instructor Application		1005							
		Add no	ew course to existing	certificate	5005							
1.	Do you hold a <u>valid</u> Pre-Lice No Yes If yes, provid Certificate N	de your certifi	n Instructor Certificate number and ex	·		Real Es			d?			
2.	Name Last		First		Middle	<u> </u>					eneration	_
2		:doutification	al.		Wildale	,				J	onorador	
3.	Provide one of the following Social Security Number	or \square	Virginia DMV Contro			-			-			
	* State law requires every applica by the Commonwealth to provid									r occup	ation iss	ue
4.	Date of Birth	1)	Must be at least 18 ye	-								
5.	Mailing Address (PO Box ac	. ,										
	If a mailing address is submitted, address will be printed on the											
•			City					State			Code	
6.	Street Address (PO Box not PHYSICAL ADDRESS RE	. ,	Check here if St	reet Address is t	he <u>same</u> as t	he Mailing	Addre	ss liste	d abov	ә.		
	PHISICAL ADDRESS RE	MOIKED										
			City					State		Zip	Code	
7.	Contact Numbers		S.,y					01010			0000	
•		Primary Teleph	hone	Alternate T	elephone							
8.	Email Address											
		Email address	s is considered a public	record and will	be disclose	ed upon r	eques	t from	a third	party.		
9.	Which of the following real es	state pre-lice	nse education cours	e(s) are you	ı seeking	certifica	ation	to ins	struct	?		
	Salesperson - Princi	oles of Real E	Estate 🗌 Brok	er - Real Est	tate Finar	nce 🗌	Bro	ker -	Real	Esta	te Law	
	☐ Broker - Real Estate	Appraisal	☐ Brok	er - Real Est	tate Broke	erage						
OFFICE	DATE FEE	TRANS CODE	ENTITY#		FILE #/I	LICENSE #				ISS	SUE DATE	
USE				0230								

10.	An "Instructor Resume Worksheet" must be included with this application showing the applicant's qualification to be a pre-license education instructor. Has one been completed for the board's review and approval? No
11.	Which of the following options qualify you as a Real Estate Board Certified Pre-License Education Instructor*?
	Select all that apply: (A minimum of two is required.)
	An active Virginia real estate broker's license and one of the following:
	Virginia License Number Expiration Date
	 A baccalaureate degree, and two consecutive years of discipline-free active real estate experience immediately prior to application; or Required Documentation: Attach a copy of your diploma or transcript for the baccalaureate degree.
	○ Five consecutive years of discipline-free active real estate experience immediately prior to application.
	A professional designation such as, but not limited to, Accredited Land Consultant (ALC), Certified Residential Specialist (CRS), Certified Commercial Investment Member (CCIM), Certified Property Manager (CPM), Certified Residential Broker (CRB), Counselor Real Estate (CRE), Member Appraisal Institute (MAI), Society Industrial Office Realtors (SIOR), Senior Residential Appraiser (SRA), or Senior Real Estate Property Appraiser (SRPA);
	A Board approved list of certifications/designations are located on the Board's website under Applications & Forms/Education Providers Instructor Certificate: https://www.dpor.virginia.gov/sites/default/files/boards/Real Estate/A490-0230ADES.pdf .
	☐ A fully designated member of the Real Estate Educators Association holding the Designated Real Estate Instructor (DREI) designation;
	Possession of a valid teaching credential or certificate issued by the Commonwealth of Virginia, or any other state with qualifications that are equal to or exceed Virginia teacher qualifications, <u>or</u> at least five years of teaching experience in an accredited public, private, or parochial school, or an accredited junior college, college, or university; *Required Documentation: Attach a copy of your valid teaching credential/certificate or evidence of at least five years of teaching experience.
	An attorney, member of the Virginia State Bar who is engaged in the field of real estate-related law. *Required Documentation: Attach a copy of your Virginia State Bar membership and evidence that you are engaged in the field of real estate-related law.
	Waiver Option - The board may waive the requirements listed above upon review of proof of expertise in the real estate courses you are seeking certification. Required Documentation: Attach proof of your expertise including, but not limited to, educational transcript, professional certificates and letters of reference (a maximum of three).
12.	Have you ever been subject to a disciplinary action taken by <u>any</u> (including Virginia) local, state or national regulatory body? No
	Yes If yes, complete the <u>Disciplinary Action Reporting Form.</u>

- 13. By signing this application, I certify the following statements:
 - I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
 - I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action (in any jurisdiction).
 - I authorize the Department to verify information concerning me or any statement in this application from any
 person, or any source the department may contact. I also agree to present any credentials or documents
 required or requested by the Department.
 - I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 21, of the Code of Virginia and the Real Estate Board Regulations.

Signature	Da	ate	
	(Instructor Resume Worksheet to follow)		

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Real Estate Board INSTRUCTOR'S RESUME WORKSHEET

Provide the following information: I. Instructor Information Instructor's Full Legal Name: (First, Middle, Last) 2. Mailing Address City State Zip Code Email Address 3. Contact Number Primary Telephone II. Personnel Experience 1. **Education -** List **all** higher education completed (in chronological order): Dates Credit Hrs. Major/ Minor Degree Name College/University/Vocational (Total hours received) Start End Studies Received Received List any relevant coursework, honors, or awards received at the institutions listed above as they relate to Real Estate or the subject/course you would like to teach: List all **current** and/or **expired** licenses, certification or registrations obtained in Virginia or any other jurisdiction as it relates to Real Estate: Type of License, License, Certification, or Status **Expiration Date** Certification, or Registration Current/Expired/Inactive Registration Number (if applicable)

III. Professional Experience

List all jurisdictions in which you are licensed to practice real estate:
 (Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

Professional License Type (Salesperson/Broker)	State/Jurisdiction	Initial Date	End Date MM/YY	No. of months w/ Active Experience

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(Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

		Employm	ent Dates		
Organization Name	Course/	Start	Finish	State/	VA Approved
Organization Hamo	Subject Matter	MM/YY	MM/YY	Jurisdiction	Course?
					○ No ○ Yes
					○ No ○ Yes
					○ No ○ Yes
					○ No ○ Yes

3. List <u>all</u> certifications/designations you have received related to **Real Estate**:

A Board approved list of certifications/designations are located on the Board's website under Applications & Forms/Education Providers - Instructor Certificate: https://www.dpor.virginia.gov/boards/Real Estate/A490-0230ADES.pdf

Organization Name	Certification/Designation	Awards/Honors Received

4. List <u>all Professional Training</u> completed as it relates to Real Estate or the subject/course you would like to teach: (Only include the experience gained in the last five (5) years prior to the date on this worksheet. Do not include any Continuing Education courses required to maintain a real estate License.)

Organization Name (Name of Training Provider)	Course Name	Time Frame/ Completion Date	Awards/Honors Received

IV. Courses & Topics

1. List the courses you would like to teach:

Board Approval Course No. (Leave blank if not approved)	Title/Name	Type of Course (PRE/POST/CE)	Course Exp Date

۷.	List all the topics you would like to be considered to teach (pre-license instructors only):
V. Di	scipline & Signature
1.	Have you ever been subject to a disciplinary action taken by <u>any</u> (including Virginia) local, state or national regulator body?
	No Yes If yes, complete the Disciplinary Action Reporting Form.
2.	Additional Qualifications:
	Include additional information you would like the Board to consider when reviewing this worksheet. The additional qualifications should be related to real estate or the subject/course you would like to teach.
3.	I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed an information that might affect the Board's decision to approve this request.
	Instructor's Signature
	Date