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 TREASURER OF VIRGINIA,
***or* a completed credit card insert must be mailed with your application package.**
APPLICATION FEES ARE NOT REFUNDABLE.

1. Business Entity/Sole Proprietor Name _____
   - A sole proprietor should enter his/her full legal name and the company name should be entered below as the assumed/fictitious name. All names must be the same as displayed on government issued ID or organization/business documents.

2. 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.

3. A. Type of business entity (select only **one**)

   ☐ 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 Corporation, or Professional Limited Liability Company.

   B. State Corporation Commission (SCC) Number: _____ (If applicable)

   - All businesses in Virginia must be registered with the SCC (including all out-of-state businesses). Firms/Businesses shall be organized as a business entity under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. No ***person, partnership, limited liability company or corporation*** shall conduct or transact business in this Commonwealth under any assumed or fictitious name unless register with the Virginia SCC.

   For additional information, contact the SCC at www.scc.virginia.gov or by phone at (804) 371-9733.

4. Provide **one** of the following identification numbers:

   ☐ Business Federal Employer Identification Number (EIN) ☐☐ - ☐☐☐☐☐☐☐

   ☐ *Sole Proprietor's/Individual's* Social Security Number *and/or* ☐☐☐ - ☐☐ - ☐☐☐☐

   ☐ ***Virginia*** Department of Motor Vehicles Control Number ✳ ☐☐☐☐☐☐☐☐☐

   - Enter the same identification number as used on previous applications or licenses on file with the department.

   ✳ State law requires every applicant, *who is not a sole proprietor or solely owned LLC,* to provide a federal employer identification number. *Sole proprietor or solely owned LLC* who do not have a FEIN must provide a social security number or *a control number issued by the Virginia Department of Motor Vehicles.*

5. Mailing Address (PO Box accepted)
   The mailing address will be printed on the license.

   _____
   City _____ State _____ Zip Code _____

6. Street Address (PO Box not accepted)
   PHYSICAL ADDRESS REQUIRED

   ☐ Check here if Street Address is the same as the Mailing Address listed above.

   _____
   City _____ State _____ Zip Code _____

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1005		0211	

7. Contact Numbers _____ _____
Primary Telephone 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 Contact Person _____

10. Type of school (select only **one**)
- ☐ Privately owned school
- ☐ Real estate professional association
- ☐ Other _____

11. Type of courses to be offered (select **all** that apply)
- ☐ Principles & Practice of Real Estate (Salesperson Pre-License Course)
- ☐ Broker Pre-license Courses
- ☐ Continuing Education
- ☐ Post-license Education

12. Method of Instruction (select **all** that apply)
- ☐ Classroom
- ☐ Correspondence
- ☐ On-line
- ☐ Other distance learning, 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.