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

Select **one** of the following.

| X | Certificate Type | Trans |
|---|---|---|
| ☐ | **Initial** Instructor Application | 1005 |
| ☐ | **Add** new course to existing certificate | 5005 |

1. Do you hold a valid Pre-License Education Instructor Certificate issued by Virginia Real Estate Board?
   No ☐
   Yes ☐ If yes, provide your certificate number and expiration date below:
   Certificate Number | 0 | 2 | 3 | 0 | | | | | | | Expiration Date _____

2. Name _____ _____ _____ _____
   Last First Middle Generation

3. Provide **one** of the following identification numbers✳:
   ☐ Social Security Number or ☐ Virginia DMV Control Number ___ - __ - ____
   ✳ State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

4. Date of Birth _____ (Must be at least 18 years of age.)
   MM/DD/YYYY

5. Mailing Address (PO Box accepted)
   If a mailing address is submitted, the mailing address will be printed on the license.
   _____
   City State Zip Code

6. Street Address (PO Box not accepted) ☐ Check here if Street Address is the same as the Mailing Address listed above.
   **PHYSICAL ADDRESS REQUIRED**
   _____
   City State Zip Code

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. Which of the following real estate pre-license education course(s) are you seeking certification to instruct?
   ☐ Salesperson - Principles of Real Estate ☐ Broker - Real Estate Finance ☐ Broker - Real Estate Law
   ☐ Broker - Real Estate Appraisal ☐ Broker - Real Estate Brokerage

| OFFICE USE ONLY | DATE | FEE | TRANS CODE | ENTITY # | FILE #/LICENSE # | ISSUE DATE |
|---|---|---|---|---|---|---|
| | | | | | 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 ☐ If no, the worksheet is available on the board's website here: www.dpor.virginia.gov/Real-Estate/

Yes ☐

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: http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/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, ***or*** 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).*

➢ The board shall also consider evaluations from previous education courses the applicant has instructed and recommendations of course providers, coordinators, administrators, and institutions that have employed the applicant.

12. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, complete the Disciplinary Action Reporting Form.

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 _____ Date _____