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 \$265.00

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.

				APPLICA	ATION FEES AR	E NOT REFUNDABL	.E.						
1.	Busi	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.	Assu	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) pursua §59.1-69 of the Code of Virginia must be attached to this application.												
3.	A.	Type of business entity (select only one)											
		Sole I	Proprietorship	☐ Genera	al Partnership [Solely Owned LLC	C Corporation						
		Limite	ed Partnership	Limited	d Liability Compa	ny Dther, pleas	se specify:						
		Other: Association, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporation, or Professional Limited Liability Company.											
	B.	State Co	rporation Com	mission (SCC	C) Number:		(If applicable)						
	All businesses in Virginia must be registered with the SCC (including all out-of-state businesses). Firms/Businesses shall be organized business entity under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. No perpartnership, limited liability company or corporation shall conduct or transact business in this Commonwealth under any assumfictitious 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												
	> \					or licenses on file with the							
	*						n federal employer identification on the model in the strate of the str						
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5.	Mail	-	ss (PO Box aco ng address will be										
	printed on the license.				City		State	Zip Code					
6.	Stro	ot Addross	(PO Boy not	acconted)		if Street Address is the sa	ame as the Mailing Address liste	·					
0.	Street Address (PO Box <u>not</u> accepted) PHYSICAL ADDRESS REQUIRED												
				•									
					City		State	Zip Code					
OFFICE		DATE	FEE	TRANS CODE	ENTITY#		FILE #/LICENSE #	ISSUE DATE					
USE ONLY				1005		0211							

7.	Contact Numbers							
	-	Primary Telephon	e	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 Con	tact Person						
10.	Type of school (select	only <u>one</u>)						
	☐ Privately owned	school						
		essional association						
	☐ Other							
11.	Type of courses to be offered (select <u>all</u> that apply)							
	Principles & Pra	ctice of Real Estate	(Salesperso	on Pre-License Course)				
	☐ Broker Pre-licen	se Courses						
	☐ Continuing Educ	cation						
	☐ Post-license Ed	ucation						
12.	Method of Instruction (select <u>all</u> that apply)						
	Classroom							
	☐ Correspondence	e						
	On-line							
	Other distance I	earning, describe						
		_			_			
13.	information that might	affect the Board's degrainia related to real e	ecision to ap estate school	ents and answers are true, and I have not suppressed are prove this application. I certify that the school has complied I certification under the provisions of Title 54.1, Chapter 21 Regulations.	ed			
	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.