

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 |
|--------------------------|---|-------|
| <input type="checkbox"/> | Initial Instructor Application | 1005 |
| <input type="checkbox"/> | 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

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* 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 | |

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 _____