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.

		Х	Certifica	ate Type		Trans			
			Initial In	structor Application		1005			
			Add nev	w course to existing	certificate	5005	1		
1.	Do you hold a <u>valid</u> 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								
2.	Name						·		
	Last			First		Middle)		Generation
3.	Provide one of the following i Social Security Number * State law requires every applicant by the Commonwealth to provide	or	license, cert	Virginia DMV Contro tificate, registration or oth	er authorization				or occupation issued
4.	Date of Birth (Must be at least 18 years of age.)								
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 <u>not</u> accepted) PHYSICAL ADDRESS REQUIRED Check here if Street Address is the <u>same</u> as the Mailing Address listed above.								
				City				State	Zip Code
7.	Contact Numbers								
8.	Email Address	Prima	ary Telepho	one	Alternate Te	elephone			
0.		Ema	il address	is considered a public	record and will	be disclos	ed upon re	equest from a third	J party.
9.									
OFFICE	DATE FEE	TRA	NS CODE	ENTITY#		FILE #/	LICENSE #		ISSUE DATE
USE ONLY		I			0230				

10.		tructor Resume Worksheet" must be included with this application showing the applicant's qualification to be a nse education instructor. Has one been completed for the board's review and approval? If no, the worksheet is available on the board's website here: www.dpor.virginia.gov/Real-Estate/						
11.	Which o	Which of the following options qualify you as a Real Estate Board Certified Pre-License Education Instructor*?						
	Selec	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 Provide 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 ar state with qualifications that are equal to or exceed Virginia teacher qualifications, <u>or</u> at least five y teaching experience in an accredited public, private, or parochial school, or an accredited junior college, or university; *Required Documentation: Attach a copy of your valid teaching credential/certificate or evidence of at least fit.							
		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	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.