



REQUEST FOR OUT-OF-STATE CONTINUING EDUCATION CREDIT APPROVAL
 ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
 Division of Real Estate
 Real Estate Education Section
 320 West Washington Street, 3rd Floor
 Springfield, IL 62786
FPR.RealEstateEducation@illinois.gov

Important notice: Completion of the form is required to evaluate an applicant's request for Illinois continuing education credit for courses taken while in another state or jurisdiction under the Illinois Real Estate License Act of 2000 (225 ILCS 454). Failure to complete the application will result in the request not being reviewed. This form has been approved by the Agency Forms Coordinator.

LICENSEE INFORMATION:

(Last, First, and Middle)
NAME: _____ **LICENSE NUMBER:** _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE: () _____ **EMAIL ADDRESS:** _____

CONTINUING EDUCATION (CE) COURSE INFORMATION FOR WHICH CE CREDIT IS REQUESTED:

NAME OF CE COURSE: _____

NUMBER OF HOURS EARNED: _____ **DATE CE WAS COMPLETED:** _____

NAME OF CE PROVIDER: _____

THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS APPLICATION:

- A COPY OF THE CE COURSE TRANSCRIPT/COMPLETION CERTIFICATE ISSUED BY THE CE PROVIDER.
- A COURSE DESCRIPTION AND TIMED OUTLINE FOR THE COURSE.
- AN EXPLANATION OF THE DELIVERY METHOD FOR THIS COURSE (EX. CLASSROOM, HOMESTUDY, ETC.)
- AN EXPLANATION OF WHETHER A PROCTORED FINAL EXAM WAS TAKEN FOR THE COURSE AND THE EXAM SCORE.
- A NON-REFUNDABLE FEE OF \$25 (CHECK OR MONEY ORDER MADE PAYABLE TO *IDFPR-DIVISION OF REAL ESTATE*).

I certify that I personally completed this form, that the information is true and correct and that I am responsible for signing this application for the purpose of requesting continuing education credit under the Real Estate License Act of 2000 (225 ILCS 454) and the Administrative Rule (68 Ill. Adm. Code Part 1450).

 Signature of Person Responsible

 Date

MAIL APPLICATION AND FEE TO:
 IDFPR – Division of Real Estate
 Real Estate Education
 320 West Washington Street, 3rd Floor
 Springfield, IL 62786

As set forth in Section 5-75 of the Act, if a licensee has earned CE credit hours in another state or territory for which they are claiming credit toward compliance in Illinois, the licensee shall make application within 90 days after completion of the course, and prior to expiration of the license. The Division shall review and approve those hours based upon whether the course is one that would be approved under Section 5-70 of the Act, whether the course meets the basic requirements for continuing education under this Act, and any other criteria that is provided by statute or rule.

FOR IDFPR USE ONLY _____ **NOTES:** _____
 APPROVED _____ DENIED _____ DATE _____