



REAL ESTATE EDUCATION PROVIDER LICENSE APPLICATION
ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

515

Division of Real Estate
320 West Washington Street
Springfield, Illinois 62786
fpr.realestateeducation@illinois.gov

Important Notice: Completion of this form is necessary to accomplish the requirements outlined in The Real Estate License Act of 2000 {225 ILCS 454}. Disclosure of this information is **REQUIRED**. Failure to comply may result in this form not being processed. This form has been approved by the Agency Forms Coordinator.

APPLICATION INSTRUCTIONS:

In accordance with Section 30-5(a) of the Real Estate License Act of 2000, only Education Providers holding a valid and active license issued by the Division of Real Estate (DRE) may provide Real Estate Pre-License, Post-License, or Continuing Education (CE) Courses that satisfy the requirements of this Act. To request approval to offer real estate courses in Illinois, please provide to the (DRE) the information listed below:

1. A completed Illinois Real Estate Education Provider License Application
2. A completed Real Estate Brokerage Pre-License/Post-License Course Application for each Course being offered. The Course Application form can be found here: <https://www.idfpr.com/Forms/DRE/form%20505-0645.pdf>
3. A completed Real Estate Brokerage Continuing Education Course Application for each CE Course being offered. The CE Course Application form can be found here: <https://www.idfpr.com/Forms/DRE/form%20505-0646.pdf>
4. An Education Provider application fee of \$1,025 and a \$125 fee for **each** course application. The fees must be in form of a check or money order for each **separate** application, and made payable to IDFPR-Division of Real Estate. **All fees are non-refundable.**
5. An Education Provider must provide proof they are registered and in good standing with the Illinois Secretary of State and/or from State or County of organization, as outlined below:
 - a. Illinois Entities – Submit a filed copy from the Illinois Secretary of State such as, Articles of Incorporation, Articles of Organization, Partnership Agreement, etc.,
 - b. Foreign Entities (those organized outside of Illinois) – Submit a filed copy of the Authority to Transact Business in Illinois **and** a filed copy of Articles from the State or County of organization.
- **Note:** Each university, college, community college or school supported by public funds is exempt from the Education Provider and course licensure fees provided each university, college, community college or school meets the criteria listed in Section 1450.130(h)(9) of the Real Estate License Act of 2000 Administrative Rules. The Real Estate Education Provider Fee Waiver Request Form can be found here: (<https://www.idfpr.com/Forms/DRE/form505-0626.pdf>). The form must be included with the Education Provider License Application

6. Mail all applications, supporting documents, and fees to:

IDFPR – Division of Real Estate
320 West Washington Street
3rd Floor - Real Estate Education
Springfield, Illinois 62786

7. Upon receipt of the Education Provider and Course Applications and all required documentation, the applications will be reviewed by the Division of Real Estate. Applicants will be notified in writing of the DRE's decision.

REAL ESTATE EDUCATION PROVIDER LICENSE APPLICATION**PROFESSION CODE 515****I. Education Provider Information:**

1. Education Provider Name:

2. Telephone Number(s):

3. FEIN/Tax ID Number:

4. Web Address:

5. Address (include street, city, state, zip code and county):

6. Name and title of person(s) responsible for administering for the education program:

7. Email address of person(s) responsible for administering the education program:

8. Form of Business Organization (check one):

 Proprietorship Corporation/Partnership Limited Liability Company College/University Association Foreign Corporation/Partnership/LLC Other (Describe): _____

9. Type of real estate program offered by Education Provider (check all that apply):

 Pre-License & Post-License* Continuing Education Core** Continuing Education Elective

*See list of required Pre & Post License courses in Section V(1) **To offer CE Core, you must also offer Pre & Post License Courses

10. Will correspondence/home-study courses be available?

 Yes* No

*Pursuant to Section 30-15(i)(6) of the Illinois Real Estate License Act of 2000, all credit for courses provided through correspondence, or by home-study, shall require the passage of an in-person, proctored examination.

11. Location where records will be maintained (include street, city, state, zip code and county):

NOTE: The Education Provider shall maintain records for not less than five (5) years and make these records available for inspection by the Illinois Department of Financial and Professional Regulation-Division of Real Estate upon request.

II. Education Provider Administration: If additional space is needed for this section, please attach separate documentation.

1. Please attach a bio/resume of the Education Provider Administrator(s) that includes the information below:
 - a. Educational Background (High School, College, Other)
 - b. Teaching Experience
 - c. Business Experience
 - d. Professional Organization(s)
 - e. Publication(s)
 - f. Illinois License Number (if applicable)
2. Describe the personnel organizational structure of the Education Provider.
3. Describe the record-keeping system to be used for recording and verifying attendance, student progress, and course completion. Attach copies or screenshots of all forms and reports used (for example: student registration forms, progress reports, attendance records, or course completion records).
4. Attach copies of catalogues, brochures, and promotional material to be used.
5. Outline in detail the fee schedule of the Education Provider. The same fee must be charged to all students.

III. Physical Facilities: If additional space is needed for this section, please attach separate documentation.

1. If applicable, describe the classroom facilities with respect to size, safety and welfare of the student.
 - Attach a picture of the classroom, exterior of building, and a floor plan of the facilities detailing the dimensions of the classroom(s), seating availability, and nearby restrooms and exits.
 2. Where will make-up classes and/or examinations be held?
 3. How many students are permitted in each classroom?
 4. List the addresses of all locations other than the location of record at which courses will be offered. Locations added or removed must be reported to the Division of Real Estate in a format and frequency prescribed by the DRE.
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IV. Instructor Information: If additional space is needed for this section, please attach separate documentation.

Note: All Instructors must have an active Illinois Pre-License or Continuing Education (CE) Instructor License.

Instructors may apply for licensure through the Division's Online Services Portal:

<https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx>

1. Provide the name(s) and license number(s) of the instructors the Education Provider will use:

Instructors added to the Education Provider's roster must be reported to the Division of Real Estate prior to instructing courses.

V. Course Information:

1. For Education Providers offering Pre-License curriculum, a Pre-License/Post-License course application must be submitted for each course. The application can be found at the following link: <https://www.idfpr.com/Forms/DRE/form%20505-0645.pdf>
 - a. The following courses **must** be offered for Pre-License approval:
 - Broker Pre-License Topics (60 Hrs.)
 - Broker Pre-License Applied Real Estate Principles-Interactive (15 Hrs.)
 - Broker Post License Transactional Issues (15 Hrs.)
 - Broker Post License Risk Management/Discipline (15 Hrs.)
 - Broker Post License Applied Brokerage Principles (15 Hrs.)
 - Managing Broker Pre-License Topics (30 Hrs.)
 - Managing Broker Pre-License Applied Management and Supervision-Interactive (15 Hrs.)
 - (Optional) Leasing Agent (15 Hrs.)
 - (Optional) Real Estate Auction Pre-Certification Course (30 Hrs.)
2. For Education Providers offering Continuing Education curriculum, a CE Course application must be submitted for each course. The application can be found at the following link: <https://www.idfpr.com/Forms/DRE/form%20505-0646.pdf>

For more information regarding approved course curriculum, refer to the DRE website at: <https://www.idfpr.com/profs/REALEST.asp>, under the tab "Curriculum Information."

For information on the requirements for Pre-License and CE courses, refer to Section [1450.1105](#) (Pre-license) and Section [1450.1135](#) (CE) of the Administrative Rules.

VI. Authorized Signature(s) for the Uniform Real Estate Transcript:

1. List the persons authorized to sign the Uniform Real Estate Transcript (URET). A maximum of two persons may be authorized to sign the URET. The Department of Financial and Professional Regulation must be notified of changes to authorized persons.

A. FIRST SIGNATURE _____

B. SECOND SIGNATURE (optional) _____

AFFIDAVIT FOR EDUCATION PROVIDER

I certify that I am the individual authorized to act on behalf of this Education Provider and attest that:

1. The information presented in this Education Provider License Application is true and correct to the best of my knowledge.
2. That this Education Provider shall abide by the requirements listed in Section 30-5 of the Real Estate License Act of 2000 and Section 1450.1100 of the Administrative Rules.
3. That all courses offered by this Education Provider will comply with the criteria in Section 30-15 of the Real Estate License Act of 2000 and Sections 1450.1105 & 1450.1135 of the Administrative Rules.
4. That the content areas of all Continuing Education (CE) Courses offered by this Education Provider will conform to those listed in Section 5-70 (e) of the Real Estate License Act of 2000.
5. All courses offered by this Education Provider will:
 - Contribute to the advancement, integrity, extension and enhancement of professional skills and knowledge in the practice of real estate;
 - Provide experiences which contain subject matter and course materials relevant to those set forth in the Real Estate License Act 2000;
 - Be developed and presented by persons with education and/or experience in subject matter of the course;
 - Be taught only by instructors licensed with the Illinois Department of Financial and Professional Regulation.
6. That this Education Provider will be responsible for verifying attendance or participation for at each course and provide each participant in an approved course with a transcript or certificate of completion upon successful completion of a course.
7. That credit shall be issued for confirmed and documented attendance, participation, or by achieving a passing score of 75% on the course examination.
8. That this Education Provider will maintain lesson plans and examinations for each course in which a final proctored exam is required, and will require a passing score of 75% for successful completion of course.
9. That this Education Provider maintains a sufficient number of instructors and adequate support personnel to assist with administrative matters and technical assistance.
10. That this Education Provider will provide customer service email and/or telephone contact information to students.
11. That this Education Provider will maintain records, including, but not limited to, transcripts, attendance records, and certificates of completion, for a period of not less than 5 years regardless of whether the education provider's license is active, and will make these records available for inspection by the Illinois Department of Financial and Professional Regulation during regular business hours.
12. That this Education Provider and its records may be subject to an inspection at any time after submitting this application to the Illinois Department of Financial and Professional Regulation.
13. That this Education Provider will have and maintain sufficient financial resources for establishing, promoting and delivering the necessary courses.
14. That, upon request by the Illinois Department of Financial and Professional Regulation, this Education Provider will submit such evidence as is necessary to ensure compliance with the Real Estate License Act of 2000 and Administrative Rules. Such evidence shall be required when the Illinois Department of Financial and Professional Regulation has reason to believe the Education Provider is not in full compliance with the Statutes and the Rules.
15. That this Education Provider will provide to the Illinois Department of Financial and Professional Regulation, in a prescribed format and frequency, a list of locations, other than the location of record, at which real estate courses will be held.
16. That this Education Provider will only offer courses in an environment that is conducive to learning (i.e., adequate lighting, seating etc.) and does not jeopardize the health, safety, and welfare of the participant. This does not apply to home-study/ correspondence courses.
17. That the Education Provider will not conduct in-person business in a private residence.

18. That the premises and classrooms of the Education Provider will not be used by anyone to directly or indirectly recruit new affiliates for any licensee.
19. That the Education Provider will specify in any advertising promoting CE courses, the number of CE hours that may be credited toward Illinois Real Estate CE requirements for license renewal. Further, Education Providers will specify the number of core and elective CE course hours that may be earned as set forth in Section 5-70 of the Real Estate License Act of 2000.
20. That this Education Provider's courses will be open to all participants and not limited to members of a single organization or group.
21. That this Education Provider will provide to the Illinois Department of Financial and Professional Regulation, in a prescribed format and frequency, a list of those instructors whom the school plans to utilize, and will include the name and instructor license number for each.
22. That this Education Provider is aware that disapproval by the Illinois Department of Financial and Professional Regulation will result in no credit being accepted for courses offered by this Education Provider after such disapproval.
23. That this Education Provider is aware that failure to comply with the Real Estate License Act of 2000 and its associated Administrative Rules administered by the Illinois Department of Financial and Professional Regulation may result in disciplinary action against this Education Provider.

Signature of Administrator

Date

Print name of Administrator

Name of Education Provider