



ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
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 Illinois 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.

Education Provider Name:	Education Provider License #: 515.
Education Provider Address:	Phone:
	Email:
Administrator Name:	Website:
Instructor Name:	Instructor License #:

Please select the title of the course being applied for:

- 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 Broker Principles (15 Hrs.)
- Managing Broker Pre-License Topics (30 Hrs)
- Managing Broker Pre-License Applied Management and Supervision-Interactive (15 Hrs.)
- (Optional) Real Estate Auction Pre-Certification Course (30 Hrs.)
- (Optional) Leasing Agent (15 Hrs.)

NOTE: Education Providers intending to offer Pre-License/Post-License Courses must offer the full Pre/Post Curriculum (7 Courses) - The curriculum is outlined in Section [1450.1105](#) of the Administrative Rules for the Real Estate License Act.

Please select ONE delivery method for the course being applied for:

<input type="checkbox"/> Live Interactive Delivery (check all that apply)	<input type="checkbox"/> Online Distance	<input type="checkbox"/> Home Study
<input type="checkbox"/> Classroom <input type="checkbox"/> Interactive Webinar (Live - Simultaneous)	Learning Management System (LMS) <small>*Administrator Level User Name and Password <u>must</u> be provided</small>	Home Study/Correspondence/Internet (Non-LMS)

What type of proctored exam will this course require (Mandatory for Home Study/Correspondence Courses):

- Paper/Written
- Digital/Internet

All course applications must include the following:

- SUBMITTED IN A LETTER SIZE (8½ X 11) MANILA FILE FOLDER WITH COURSE NAME, EDUCATION PROVIDER NAME AND LICENSE NUMBER TYPED ON THE FOLDER. SUBMIT SEPARATE APPLICATION AND CHECK FOR EACH COURSE.
- SUBMIT A **NON-REFUNDABLE** APPLICATION FEE OF \$125.00 **FOR EACH COURSE.**
- INCLUDE THE MATERIALS LISTED BELOW:
 - COURSE DESCRIPTION
 - COMPREHENSIVE TIMED OUTLINE (MUST CONTAIN TIME SPENT ON EACH TOPIC AND TOTAL COURSE TIME EXCLUDING TIME SPENT ON EXAM)
 - LEARNING OBJECTIVES
 - COURSE FINAL EXAM (MANDATORY FOR HOME STUDY/CORRESPONDENCE AND BROKER POST-LICENSE COURSES)
 - SEPARATE EXAM ANSWER KEY (MANDATORY FOR HOME STUDY/CORRESPONDENCE AND POST-LICENSE COURSES)
 - COPY OF THE EDUCATION PROVIDER'S WRITTEN PROCTOR AGREEMENT AND EXAM PROCTOR POLICY (MANDATORY FOR HOME STUDY/CORRESPONDENCE)
 - ANY MATERIALS PROVIDED TO THE STUDENTS INCLUDING, TEXTBOOKS, INSTRUCTOR NOTES, POWERPOINT, ETC. MAY BE SENT VIA USB, DVD OR HARD COPY - **EMAILED DOCUMENTS WILL NOT BE ACCEPTED**
 - INSTRUCTOR RESUME/BIO AND COPY OF CURRENT ILLINOIS REAL ESTATE INSTRUCTOR LICENSE

**MAIL ALL MATERIALS TO:
320 WEST WASHINGTON STREET, REAL ESTATE - EDUCATION, 3RD FL, SPRINGFIELD, IL 62786**

As an authorized representative of the licensed Education Provider, I understand that if I provide false or fraudulent information the Education Provider could be disciplined and/or fined. I read this application in its entirety and to the best of my knowledge all statements are true, correct, and accurate.

Authorized Representative Signature	Authorized Representative Printed Name	Date
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