

# You may now pay this fee Online!



Beginning June 5, 2024, this new payment option will be available for Division of Real Estate licensure related fees.

Applicants and licensees may submit one-time payments online in place of sending a check or money order.

To pay online, please visit <https://idfpr.illinois.gov/epay.html>.

Once paid, complete the Payment Method section below and email your application, supporting documents, and this page to [fpr.realestate@illinois.gov](mailto:fpr.realestate@illinois.gov).

Access the  
ePay site via  
QR Code here



**Important:** Please complete the "Payment Method" section below for each application to ensure proper handling:

## Payment Method

\_\_\_ Online – Paid Online at: <https://idfpr.illinois.gov/epay.html> in the amount of \_\_\_\_\_. Approved # \_\_\_\_\_

\_\_\_ Check/Money Order. Check# \_\_\_\_\_

Application Type: "Non Exam"

**COMMUNITY ASSOCIATION MANAGER PRE-LICENSE COURSE APPLICATION**



**ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION**  
 Division of Real Estate  
 PO Box 7570  
 Springfield, Illinois 62791-7570  
[fpr.realestateeducation@illinois.gov](mailto:fpr.realestateeducation@illinois.gov)

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**Important Notice:** Completion of this form is necessary to satisfy the requirements set forth in the Community Association Manager Licensing and Disciplinary Act {225 ILCS 427}. 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 Sponsor Name:	Education Sponsor License #: <b>292.</b>
Name of Person Responsible for Education Program:	Phone:
	Email:

**Please enter the name of the course - only one course per application (80 characters maximum):**

**Please enter the total course hours requested (1 hour minimum):**

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

<input type="checkbox"/> <b>Live Interactive Delivery</b> (check all that apply)	<input type="checkbox"/> <b>Online Distance</b>	<input type="checkbox"/> <b>Home Study</b>
<input type="checkbox"/> Classroom <input type="checkbox"/> Interactive Webinar (Live - Synchronous)	Learning Management System (LMS)	Home Study/Correspondence/Internet (Non-LMS)

**All course applications must include the following:**

- A **NON-REFUNDABLE** APPLICATION FEE OF \$50 PER CREDIT HOUR (See payment options below)
- COURSE DESCRIPTION
- ALL COURSE MATERIALS (STUDENT HANDOUTS, PRESENTATIONS, TEXTBOOK, ETC.)

**AFFIDAVIT**

I hereby certify that I am the individual responsible for the education program and course(s) offered by this sponsor and I acknowledge that:

1. This course meets the criteria described in Section 1445.40(b) & Section 1445.40(c) of the Administrative Rules;
2. The education sponsor will be responsible for verifying attendance at each course and provide each participant in a pre-license program with a certificate of completion that meets the requirements of Section 1445.220(c);
3. The Department, at its discretion, shall have the authority to rescind its approval of this course for failure to comply with the requirements of the Act, Administrative Rule (68 Ill. Adm. Code 1445) or for other reasons as the Department may deem appropriate.

As an authorized representative of the Education Sponsor, I understand that if I provide false or fraudulent information the Education Sponsor could be disciplined and/or fined. I have 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

**MAIL ALL MATERIALS TO:**  
**IDFPR-DIVISION OF REAL ESTATE - EDUCATION, PO Box 7570, SPRINGFIELD, IL 62791-7570**

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\_\_\_ Check/Money Order. Check# \_\_\_\_\_

Licensure Method: "License by Non-Exam"