

12-Hour Broker Management Continuing Education – Updates due November 1, 2020



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 Address:
Instructor Name(s):	Instructor License Number(s):

All currently licensed BMCE courses updates must be approved by the Division by the 11/1/2020 deadline. Any BMCE course not updated by the deadline will become inactive until the update is submitted and approved.

Please enter the active license number for the 12 Hour Broker Management Continuing Education course

564. _____

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 (Elective Only)
<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.
- 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)
 - SEPARATE EXAM ANSWER KEY (MANDATORY FOR HOME STUDY/CORRESPONDENCE)
 - 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. MUST 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 UPDATED 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