

# 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# \_\_\_\_\_

Licensure Method: "Other - NA"



ILLINOIS DEPARTMENT OF FINANCIAL  
AND PROFESSIONAL REGULATION  
DIVISION OF REAL ESTATE

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REAL ESTATE EDUCATION PROVIDER VIRTUAL OFFICE  
REGISTRATION APPLICATION & CHECKLIST

**Important Notice:** This form is provided to help provide detail of the requirements for registering a Real Estate Education Provider Virtual Office. Disclosure of the requested information is **REQUIRED**. Failure to comply may result in the registration not being processed.

**APPLICATION INSTRUCTIONS:**

1. Applicants must possess an active Illinois real estate education provider license or include a completed education provider license application and fee payment with this virtual office registration application.
2. Review and complete the checklist to ensure all requirements are met.
3. Complete the Real Estate Education Provider Virtual Office Registration Application.
  - a. As part of the registration application, you will be asked to name the type of platform or digital infrastructure that will host the Virtual Office.
    - i. **Note:** The proposed solution must be a single integrated platform that encompasses all operational tools, information, advertising, and security.
      1. Proposed platform or digital infrastructure may include a collection of separate products or tools but they must be incorporated and accessible within the virtual office platform or digital infrastructure.
4. Specific virtual office platform requirements are:
  - a. A secure intranet or portal that is accessible by employees, instructors, students and, upon request, the Division.
  - b. Secure records storage:
    - i. Electronic records, securely stored in the format they were originally created, sent, or received.
    - ii. Physical records may be converted to an electronic format only if the content is not altered.
  - c. A current registry of all licensed instructors, courses, and their corresponding license numbers.
  - d. Display contact information for the education provider's owner or administrator, including name, license number, valid phone number, and email address.
  - e. For Service of Process, a valid physical Illinois address for the education provider and virtual office must be provided. If the education provider does not maintain a physical address in Illinois, they may utilize the same address provided to the SOS for its registered agent in Illinois.
5. For detailed information about the requirements, please see the Administrative Rules Section 1450.1100 Application for Education Provider License and Other Requirements: <https://ilga.gov/commission/jcar/admincode/068/068014500K11000R.html>
6. Please email completed applications, proof of payment, and any questions to:  
[fpr.realestateeducation@illinois.gov](mailto:fpr.realestateeducation@illinois.gov).

**Note: If an education provider and brokerage are under the same ownership structure or are affiliated entities, each shall be separately licensed with the Division. The education provider and brokerage's business operations must function independently and be distinct from one another.**



**ILLINOIS DEPARTMENT OF FINANCIAL  
AND PROFESSIONAL REGULATION  
DIVISION OF REAL ESTATE**

**REAL ESTATE EDUCATION PROVIDER VIRTUAL OFFICE  
REGISTRATION CHECKLIST**

A real estate education provider virtual office shall have a digital infrastructure facilitating the transaction of business, communications, and real estate education services through a virtual office website, URL, or other digital platform. The virtual office is utilized to conduct the communication, advertising, and real estate education services related to that business.

Use the checklist below to help ensure the virtual office meets all requirements. All answers to the questions below should be 'yes' before submitting your application for registration to the Department, and applicants should be prepared to answer these questions as part of the application process.

**Does the applicant possess a real estate education provider license, or is a completed application and payment for a real estate education provider license included with this registration application?**

**Does the virtual office have a physical address in Illinois as required for service of process?**

**Is the virtual office hosted through a digital platform/website?**

**Is the virtual office's digital platform/website in its final state and available to the Department and the public?**

**Does the digital platform/website:**

**Display a current registry of all licensed instructors, courses, and their corresponding license numbers?**

**Include a secure intranet or portal where records are securely stored, that is accessible by employees, instructors, students and, upon request, the Department?**

**Display contact information for the education provider's owner or operator, including their name, license number (if applicable), valid phone number, and email address?**



# REAL ESTATE EDUCATION PROVIDER VIRTUAL OFFICE REGISTRATION

## ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

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

[FPR.RealEstateEducation@illinois.gov](mailto:FPR.RealEstateEducation@illinois.gov)

The Illinois Real Estate License Act of 2000 ("Act") authorizes the Department of Financial and Professional Regulation ("Department") to adopt rules to permit and regulate the operation of virtual offices that do not have a fixed location. (225 ILCS 454/30-5(j)). The Department has adopted rules as a result of this grant of authority (68 Ill. Adm. Code 1450.1100). Disclosure of this information for a principal office is required and completion of this virtual office form is necessary to be in compliance with the Act and Rules.

1. An application fee of \$200 must be submitted with this application. See ePay cover page for payment instructions.
2. Type or print legibly.

### VIRTUAL OFFICE OWNER/ADMINISTRATOR INFORMATION

Name of owner/administrator:	
Email address of owner/administrator:	Phone # of owner/administrator:
Virtual Office URL/Digital Address (Electronic address of the Virtual Office):	

### EDUCATION PROVIDER INFORMATION

Education Provider Name:	
Education Provider email address (if different from above):	Federal Tax ID (EIN/SSN):
Education Provider License # (enter "pending" if not yet obtained):	Education Provider Phone # (if different from above):

**What platform will host the Virtual Office?** (The primary software or digital platform for operating the Virtual Office):

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**Please confirm that all operations of the Virtual Office are fully integrated and secure including, but not limited to: record keeping, transaction management, escrow records and business administration.**

**Note: As part of the registration process the Department may contact you for verification.**

☐ I confirm that all operations meet the requirements stated above

**Please provide a physical address in Illinois for the sponsoring broker. If you do not maintain a physical address in Illinois, please provide the physical address of the firm's registered agent in Illinois.**

Physical Illinois Address (Street):	
Physical Illinois Address (City/State/Zip):	Phone:
Registered Agent Name (If applicable):	Email:

**REAL ESTATE EDUCATION PROVIDER VIRTUAL OFFICE REGISTRATION****ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION****CERTIFICATION AND AUTHORIZED SIGNATURE**

I hereby certify that I personally completed this form, that the information is true and correct, and that I am legally authorized to sign for this virtual office. I further certify that this virtual office will comply with the requirements as described in the Illinois Real Estate License Act of 2000 and in the Administrative Rules {68 Ill. Adm. Code. 1450}.

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Signature of Owner/Administrator

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Date

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Printed Name of Owner/Administrator