

# 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"



**NEW APPLICATION OR RENEWAL for  
APPRAISAL QE or CE OFFERING**

PRIMARY DOCUMENT  
**573/575**

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION  
**Division of Real Estate – Licensing**  
320 West Washington Street, 3<sup>rd</sup> Floor  
Springfield, Illinois 62786  
800-560-6420

**555**

In order for this form to be processed you must already have an **Illinois Appraisal Course Provider license**. Providers are to submit materials via thumb drive or via cloud access. Hardcopies are to be converted into unredacted, unlocked PDFs. Illegible and/or incomplete materials will be rejected and will cause unnecessary delays.

**APPLICANT IDENTIFYING INFORMATION**

NAME OF EDUCATION PROVIDER		Your Illinois License Number <b>555.</b>	
DBA (if applicable)			
COURSE TITLE		HOURS	AQB COURSE CODE (for example: ILR4-08)

Please indicate whether this is a QE or a CE offering. Hybrid (Practicum) courses can be submitted as either classroom or synchronous QE or CE. You must indicate whether the offering is in a classroom, synchronous, or asynchronous. Asynchronous education is defined as a form of education, instruction, and learning that does not occur in the same place or at the same time. Synchronous is treated the same as live classroom. A distance education verification certificate is no longer required. QE class hours may be obtained only where the minimum length of the educational offering is at least 15 hours, and the individual successfully completes an approved closed-book examination pertinent to that educational offering. Credit towards the CE hour requirements for each appraiser classification may be granted only where the length of the educational offering is at least two (2) hours. Asynchronous education must have a current distance education verification certificate accompany the application. **THIS FORM CANNOT BE USED FOR ANY USPAP OFFERING – refer to EDU-15/7 and the USPAP Instructor forms ONLY.**

<input type="checkbox"/>	QUALIFYING EDUCATION COURSE (QE)	<input type="checkbox"/>	CONTINUING EDUCATION COURSE (CE)
<input type="checkbox"/>	CLASSROOM OR SYNCHRONOUS (LIVESTREAM)	<input type="checkbox"/>	ASYNCHRONOUS

If a final exam is NOT included in a CE offering; indicate "NA" in the appropriate spaces. QE always requires a final, closed-book exam. If an exam is given, the passing grade minimum is 70%.

Number of instructional hours <u>INCLUDING</u> exam		Number of instructional hours <u>EXCLUDING</u> exam	
<input type="checkbox"/>	QE – New Course (Minimum 15 Hours) - \$150	<input type="checkbox"/>	QE – RENEWED (No material changes) - \$100
<input type="checkbox"/>	CE – New Course (Minimum 2 Hours) - \$50	<input type="checkbox"/>	CE – RENEWED (No material changes) - \$50
<input type="checkbox"/>	Conversion of QE to CE (excluding USPAP) - \$25	<input type="checkbox"/>	Late Renewal – ANY Course - \$50

**CERTIFICATION**

I hereby certify that, to the best of my knowledge, all information herein is true and correct; that the signature below re-affirms the certifying affidavit signed on the course provider application; and that I am authorized to sign this application.

NAME PRINTED \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_