

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.

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: "Licensure by Non Exam"

REAL ESTATE **BROKERAGE CONTINUING EDUCATION (CE) COURSE** LICENSE APPLICATION



ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

564

Division of Real Estate
 PO Box 7570
 Springfield, Illinois 62791-7570
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):

Please select the type of course being applied for:

Core CE (6 Hrs)
 Broker Management CE Course (12 Hrs)
 Elective CE

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

- A NON-REFUNDABLE APPLICATION FEE OF \$150.00 FOR EACH COURSE (see cover sheet for ePay options) PAYABLE TO IDFPR.
- 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.
- INSTRUCTOR RESUME/BIO AND COPY OF CURRENT ILLINOIS REAL ESTATE INSTRUCTOR LICENSE

SEND ALL MATERIALS TO fpr.realestateeducation@illinois.gov OR MAIL THEM TO: IDFPR-DIVISION OF REAL ESTATE - EDUCATION, PO Box 7570, SPRINGFIELD, IL 62791-7570

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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Check/Money Order. Check# _____ Licensure Method: "License by Non-Exam"