

You may now pay this fee Online!



Beginning June 5, 2024, ePay is now 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# _____ Application Type: "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"/> 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

Course application fee: \$150 (fee may be paid electronically using the ePay link on the cover page)

Courses may be submitted via email with a separate email for each course. All courses must include the items below:

- Course name and the ePay Approved number in the subject line.
- All course materials should be provided as separate files (doc, pdf, etc.), CLEARLY labeled, and must include:
 - Completed course application with the ePay Approved number included at the bottom. (The ePay cover sheet does not need to be included).
 - Course Description.
 - Comprehensive timed outline (MUST CONTAIN TIME SPENT ON EACH TOPIC AND TOTAL COURSE TIME EXCLUDING TIME SPENT ON EXAM) .
 - Course learning objectives.
 - Any materials provided to the students (textbooks, instructor notes, power points, handouts, links, etc.).
 - Instructor resume/bio AND their current and active Illinois real estate instructor license number.
 - Course final exam & a copy of the education provider's written proctor agreement and exam proctor policy (REQUIRED FOR HOME STUDY/CORRESPONDENCE COURSES).

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"