



Real Estate Board
PRE-LICENSE EDUCATION INSTRUCTOR CERTIFICATION APPLICATION
Fee \$190.00

A check or money order payable to the **TREASURER OF VIRGINIA**,
 or a completed [credit card insert](#) must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

Select **one** of the following.

X	Certificate Type	Trans
<input type="checkbox"/>	Initial Instructor Application	1005
<input type="checkbox"/>	Add new course to existing certificate	5005

1. Do you hold a valid Pre-License Education Instructor Certificate issued by Virginia Real Estate Board?

No

Yes If yes, provide your certificate number and expiration date below:

Certificate Number Expiration Date _____

2. Name _____
Last First Middle Generation

3. Provide **one** of the following identification numbers*:

Social Security Number or Virginia DMV Control Number - -

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

4. Date of Birth _____ (Must be at least 18 years of age.)

MM/DD/YYYY

5. Mailing Address (PO Box accepted) _____
 If a mailing address is submitted, the mailing address will be printed on the license.

City State Zip Code

6. Street Address (PO Box not accepted) Check here if Street Address is the same as the Mailing Address listed above.
PHYSICAL ADDRESS REQUIRED

City State Zip Code

7. Contact Numbers _____
Primary Telephone Alternate Telephone

8. Email Address _____
 Email address is considered a public record and will be disclosed upon request from a third party.

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					0230	

9. List all current and expired License(s) issued by the Virginia Real Estate Board.

License No.	Type	Status	Expiration Date

10. Do you hold a current or expired real estate license, certification or registration issued by any other jurisdiction (excluding Virginia)?

No

Yes If yes, complete the following table and attach an original Certification of Licensure/Letter of Good Standing (dated within the last 60 days), from each jurisdiction.

State/Jurisdiction	Type of License, Certification or Registration	License, Certification or Registration Number	Expiration Date

◆ Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license; and 4) *all closed disciplinary actions resulting in a violation or undetermined finding.*

11. Provide Employment History for the last five (5) years:

Name & Address of Employer (Table will expand)	Dates of Employment		Specific Nature of Employment
	Start	End	

12. Which of the following real estate pre-license education courses are you seeking certification to instruct?

- Salesperson - Principles of Real Estate
 Broker - Real Estate Finance
 Broker - Real Estate Law
 Broker - Real Estate Appraisal
 Broker - Real Estate Brokerage

13. Which of the following options qualify you as a Real Estate Board Certified Pre-License Education Instructor*?

A. **Qualification Option:** (Select **all** that apply - a **minimum of two** qualifications is required)

- A baccalaureate degree, an active Virginia real estate broker's license, and two consecutive years of discipline-free active real estate experience immediately prior to application;

Virginia License Number Expiration Date _____

Required Documentation: Attach an original college transcript.

- An active Virginia real estate broker's license and five consecutive years of discipline-free active real estate experience immediately prior to application;

Virginia License Number Expiration Date _____

- A professional designation such as, but not limited to, Accredited Land Consultant (ALC), Certified Residential Specialist (CRS), Certified Commercial Investment Member (CCIM), Certified Property Manager (CPM), Certified Residential Broker (CRB), Counselor Real Estate (CRE), Member Appraisal Institute (MAI), Society Industrial Office Realtors (SIOR), Senior Residential Appraiser (SRA), or Senior Real Estate Property Appraiser (SRPA);

Required Documentation: Attach a copy of your designation.

- A fully designated member of the Real Estate Educators Association holding the Designated Real Estate Instructor (DREI) designation;

Required Documentation: Attach a copy of your designation.

- Possession of a valid teaching credential or certificate issued by the Commonwealth of Virginia, or any other state with qualifications that are equal to or exceed Virginia teacher qualifications, or at least five years of teaching experience in an accredited public, private, or parochial school, or an accredited junior college, college, or university;

Required Documentation: Attach a copy of your valid teaching credential/certificate or evidence of at least five years of teaching experience.

- An attorney member of the Virginia State Bar who is engaged in the field of real estate-related law.

Required Documentation: Attach a copy of your Virginia State Bar membership and evidence that you are engaged in the field of real estate-related law.

B. **Waiver Option:**

- The board may waive the requirements listed in Option A (Qualification Option) upon review of proof of expertise in the real estate courses you are seeking certification.

Required Documentation: Attach proof of your expertise including, but not limited to, educational transcript, professional certificates and letters of reference (a maximum of three).

* The board shall also consider evaluations from previous education courses the applicant has instructed and recommendations of course providers, coordinators, administrators, and institutions that have employed the applicant.

14. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

15. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action (in any jurisdiction) prior to approval of this application. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 21, *of the Code of Virginia* and the *Real Estate Board Regulations*.

Signature _____ Date _____