



LICENSING CHECKLIST FOR:
PRE-LICENSE SCHOOL RENEWAL
Appraisal / Mortgage / Real Estate

State of Utah
Department of Commerce
Division of Real Estate

All the following items are required and must be completed in order to renew your license for a Pre-License School. If the application is not complete at the time of submission, **it will delay approval and could result in a denial.** Fees are nonrefundable and are due at the time of application submission.

1. Copy of course certification requirements as outlined for initial course offering including instruction method, comprehensive outline of course, list of the titles, authors, and publishers of all required textbooks, and copy of quizzes and examination with answer keys.
2. List of all proposed courses with a schedule and location of classroom courses.
3. For distance education, instructions for accessing course.
4. List of names and original signatures for those individuals authorized to be designated signatories for the pre-license school.
5. List of all instructors certified to teach and their license numbers and the instructor available for distance education to answer student concerns.
6. List of any guest lecturers.
7. Copy of the student statement outlining attendance and refund policies.
8. Documentation and explanation for any required yes answers.
9. Non-refundable \$100 renewal application fee.

Late Renewal (within 6 months) complete all items above and:

1. Pay non-refundable late fee of \$50

I certify that I have submitted the above items in a completed form and I understand that an **incomplete application could result in delays or a denial.**

Signature of Applicant

Date of Application