



LICENSING CHECKLIST FOR:
PRE-LICENSE INSTRUCTOR
Mortgage

State of Utah
Department of Commerce
Division of Real Estate

All the following items are required and must be completed in order to obtain a license for a Mortgage Pre-License Instructor. 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. *Application must be made at least 30 days prior to first course offering.*

For 15-Hour Mortgage Loan Originator:

1. Affirmation of high school diploma or equivalent.
2. Evidence of five years' experience in the residential mortgage industry within the past ten years or relevant college-level education related to the course subject.
3. Evidence of twelve months full-time teaching experience or participation in the two-day Instructor Development Workshop.
4. Evidence of successfully passing the Lending Manager Exam at an instructor level.
5. Documentation for "yes" answers as required.
6. Completed Certificate of Legal Presence form.
7. Non-refundable \$75 application fee.

For 40-Hour Lending Manager Course, include all items listed above and the following additional items:

8. Evidence of two years' experience in each of the subjects you intend to teach, including Management of Residential Mortgage Office, Mortgage Lending Law, Advanced Appraisal, and Advanced Finance. (See R162-2c-203(d))
9. Evidence of successfully passing the Lending Manager exam at an instructor level.

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