



# REAL ESTATE PRE-LICENSE INSTRUCTOR APPLICATION

State of Utah  
Department of Commerce  
Division of Real Estate

Complete and submit this **form**, the **items listed below**, and **\$75 non-refundable fee** to the Division by fax, mail, email, or in person.

**\*\*APPLICATIONS MUST BE SUBMITTED NOT LESS THAN 30 DAYS PRIOR TO THE DATE OF THE FIRST CLASS\*\***

OFFICE USE ONLY	
Date Reviewed _____	By _____
( ) Denied ( ) Approved	
Certification _____	Exp. _____

**-Do not provide credit card information on this form-**  
Please call the Division to make a credit card payment.

If paying by check,  
mail check payment with application to: 160 E. 300 S., 2nd Floor,  
SLC, UT 84111 or PO Box 146711, SLC, UT 84114-6711  
Make payable to: Utah Division of Real Estate.

Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: (Social Security Verification Form Required) \_\_\_\_\_

Pre-license School(s): \_\_\_\_\_ Ph: \_\_\_\_\_

School Director Signature: \_\_\_\_\_ Ph: \_\_\_\_\_

( ) 120-Hour Sales Agent Course – Provide evidence of high school diploma or equivalent AND five years experience in real estate profession or relevant college-level education related to the course subject AND twelve months full-time teaching experience or attendance at the Division Instructor Development Workshop AND successfully passing the Sales Agent exam.

( ) 120-Hour Broker Course – In addition to items above, provide evidence of at least two years experience in the subjects you will teach: Brokerage Management, Advanced Real Estate Law, Advanced Appraisal, Advanced Finance, Advanced Property Management.

Yes No

- 1. Are you at least 18 years of age?
- 2. Do you attest that you have a high school diploma or GED?
- 3. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) denied, revoked, or suspended?
- 4. Have you EVER had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) sanctioned? Sanctions include, but are not limited to, having a credential restricted, limited, placed on probation, being required to pay a fine or penalty, take education, or comply with any other condition?
- 5. Have you EVER been sanctioned or banned from engaging in any activity by Freddie Mac, Fannie Mae, FHA (HUD), VA, or similar organization for any period of time or for any reason?
- 6. Have you EVER been ordered to cease and desist from any conduct related to a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity)?
- 7. Have you EVER allowed a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) to expire or lapse while you were under investigation by a regulatory or licensing body, or while a regulatory action was pending against you?
- 8. Do you have knowledge of any complaint, investigation, or disciplinary action CURRENTLY ongoing or pending against you by a regulatory or licensing body?



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**Yes No**

- 9. Have you EVER been convicted of, or pled guilty or nolo contendere to a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
- 10. Have you EVER resolved a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense through a plea in abeyance, diversion agreement, withheld judgment, or other method whereby a charge was held in suspense during a period of time in which you were on probation or were obligated to comply with conditions outlined by a court? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
- 11. Currently, are you aware of any investigation(s), indictment(s), or criminal charge(s) for any crime in any jurisdiction which are pending against you?
- 12. Have you EVER been courts martial or discharged other than honorably from any branch of the armed services?
- 13. Have you EVER been required to register as a sex offender?
- 14. Have you EVER had a judgment entered against you in a civil court or in a bankruptcy court on the basis of fraud, misrepresentation, or deceit, or in any matter related to the purchase, sale, management, finance, loan origination, or valuation of real estate?
- 15. Have you EVER been found in contempt of court?

I hereby certify that I have read each disclosure question stated above, that I understand each question, and that I have answered the questions truthfully and accurately. I agree to be bound by the answers I have provided, and I understand that I may be sanctioned if any of my answers are found to be misleading or incorrect.

**YES answers require a detailed letter of explanation and copies of all court documents including charging and judgment documents; court dockets; and proof of completion of probation and restitution orders and payment of fines and judgments.**

Signature \_\_\_\_\_

Date \_\_\_\_\_