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Commonwealth of Virginia
Department of Professional and Occupational Regulation
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Richmond, Virginia 23233-1485
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www.dpor.virginia.gov

Department of Professional and Occupational Regulation

Real Estate Board
POST LICENSE EDUCATION (PLE)/CONTINUING EDUCATION (CE)
INSTRUCTOR APPROVAL APPLICATION

I. Instructor Information

1. Instructor's Full Legal Name: _____
   (First, Middle, Last)

2. Provide at least **one** of the following identification numbers✳:
   - ☐ ***Social Security Number*** *and/or* ☐☐☐ - ☐☐ - ☐☐☐☐
   - ☐ *Virginia* DMV Control Number ☐☐☐☐☐☐☐☐☐

   ➢ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

   ✳ 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.

3. Mailing Address _____ City _____ State _____ Zip Code _____

4. Contact Number _____ Primary Telephone

5. Email Address _____

II. Education - Please answer all questions. If not applicable please put N/A.

1. **Education -** List **all** higher education completed (in chronological order):

   ➢ **Attach copies of transcripts.**

Dates MM/YY Start	Dates MM/YY End	Name College/University/Vocational	Credit Hrs. (Total hours received)	Major/ Studies	Minor Received	Degree Received

2. List any relevant coursework, honors, or awards received at the institutions listed above as they relate to Real Estate or the subject/course you would like to teach:

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

III. Professional Experience

1. Are you a current Virginia Approved Pre-License Education Instructor?

   No ☐

   Yes ☐ If yes, provide your Virginia Instructor License information:

   License Number ☐☐☐☐☐☐☐☐☐☐ Expiration Date _____

2. Are you a licensed attorney who practices in the area of real estate?

   No ☐

   Yes ☐ If yes, list your credential information:

   _____

3. List all jurisdictions in which you are licensed to practice real estate:

   (Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

Professional License Type (Salesperson/Broker)	State/Jurisdiction	Initial Date MM/YY	End Date MM/YY	No. of months w/ **Active** Experience

4. List all **current** and/or **expired** licenses, certification or registrations obtained in Virginia or any other jurisdiction as it relates to Real Estate:

Type of License, Certification, or Registration	License, Certification, or Registration Number	Status Current/Expired/Inactive	Expiration Date (if applicable)

- **Required documentation: Provide a copy of the certifications or designations.**

5. List your professional experience as an **Instructor** in topics related to Real Estate:
(Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

Organization Name	Course/ Subject Matter	Employment Dates Start MM/YY	Finish MM/YY	State/ Jurisdiction	VA Approved Course?
					◯ No ◯ Yes
					◯ No ◯ Yes
					◯ No ◯ Yes
					◯ No ◯ Yes
					◯ No ◯ Yes
					◯ No ◯ Yes
					◯ No ◯ Yes
					◯ No ◯ Yes

6. List **all** certifications/designations you have received related to **Real Estate**:

A Board approved list of certifications/designations are located on the Board's website under Applications & Forms/Education Providers - Instructor Certificate: https://www.dpor.virginia.gov/boards/Real_Estate/A490-0230ADES.pdf

Organization Name	Certification/Designation	Awards/Honors Received

IV. Courses & Topics - Provide proof of expertise for catagories/topics you want to be approved to teach.

1. Post-License Education (PLE) and Continuing Education (CE) categories - select **all** that apply

A. Approval Categories - The approval categories are inclusive of all courses listed in the category. Select all courses for which you feel qualified to be considered for approval. The education and professional experience listed above must document your qualifications to teach in each category for which you are being considered.

☐ 1. Fair Housing - Fair Housing (PLE, CE mandatory, CE real-estate related); Americans with Disabilities Act (CE real-estated related)

☐ 2. Real Estate Law and Board Regulations - Real Estate Law and Board Regulations (PLE); Legal Updates (CE mandatory); Property Rights (CE real-estate related); Real Estate Board Regulations (CE real-estate related); Building Codes and Design (CE real-estate related); Local Laws and Zoning (CE real-estate related); Common Interest Ownership (CE real-estate related)

☐ 3. Ethics and Standards of Conduct- Ethics and Standards of Conduct (PLE, CE, CE real-estate related)

☐ 4. Agency Law - Virginia Agency Law (PLE); Real Estate Agency (CE mandatory); Brokerage and Agency Contract Responsibilities (CE real-estate related)

☐ 5. Contracts - Contract Writing (PLE); Real Estate Contracts (CE mandatory); Contracts (CE real-estate related); Leases (CE real-estate related)

☐ 6. Escrow - Escrow Requirements (PLE, CE real-estate related)

☐ 7. Finance -- Real Estate Related Finance (PLE); Mortgages and Deeds of Trust (CE real-estate related); Types of Mortgages (CE real-estate related); Real Estate Financing (CF real-estate related)

☐ 8. Title - Deeds (CE real-estate related); Liens (CE real-estate related); Real Property and Title Insurance (CE real-estate related); Search, Examination and Registration of Title (CE real-estate related); Title Closing (CE real-estate related)

☐ 9. Investment -Investment (CE real-estate related); Real estate investments (CE real-estate related)

B. Additional Categories

☐ 1. Current Industry Issues and Trends (PLE): Course title - _____

- **Course title is required for B1 & B17.**

☐ 2. Risk Management (PLE)

☐ 3. Broker Management/Agent Supervision (CE)

☐ 4. Broker Supervision Requirements (CE)

☐ 5. Taxes in Real Estate (CE real-estate related)

☐ 6. Real Property Management (CE real-estate related)

☐ 7. Appraisal of Real Property (CE real-estate related)

☐ 8. Planning Subdivision Developments and Condominiums (CE real-estate related)

☐ 9. Regulatory Statutes (CE real-estate related)

☐ 10. Housing Legislation (CE real-estate related)

☐ 11. Land Use (CE real-estate related)

☐ 12. Business Law (CE real-estate related)

☐ 13. Real Estate Economics (CE real-estate related)

☐ 14. Federal Real Estate Law (CE real-estate related)

☐ 15. Commercial Real Estate (CE real-estate related)

☐ 16. Environmental Issues Impacting Real Estate (CE real-estate related)

☐ 17. Other (CE real-estate related): Course title - _____

V. Discipline & Signature

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

   No ☐

   Yes ☐ If yes, complete the Disciplinary Action Reporting Form.

2. Additional Qualifications:

Include additional information you would like the Board to consider when reviewing this worksheet. The additional qualifications should be related to real estate or the subject/course you would like to teach.

3. I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this request.

I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action (in any jurisdiction).
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 21, *of the Code of Virginia* and the *Real Estate Board Regulations.*

Instructor's Signature _____

Date _____