Reset Form Print Form

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-2406
www.dpor.virginia.gov

Department of Professional and Occupational Regulation

Real Estate Board

PRE-LICENSE EDUCATION INSTRUCTOR CERTIFICATION APPLICATION

Fee $265.00

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
☐	**Initial** Instructor Application	1005
☐	**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 _____ (MM/DD/YYYY) (Must be at least 18 years of age.)

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.

9. Which of the following real estate pre-license education course(s) 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

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

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

Select **all** that apply: (A **minimum of two** is required.)

☐ An **active** Virginia real estate broker's license with a baccalaureate degree, and two consecutive years of discipline-free active real estate experience immediately prior to application:

Required Documentation: *Attach a copy of your diploma or transcript for the baccalaureate degree.*

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

☐ An **active** Virginia real estate broker's license with 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 all of your professional designation certificate(s).*

➢ 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/sites/default/files/boards/Real_Estate/A490-0230ADES.pdf .

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

Required Documentation: *Provide a copy of your DREI designation certificate.*

☐ 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.*

☐ ***Waiver Option*** - The board may waive the requirements listed above 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).*

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

No ☐

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

12. By signing this application, 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.*

Signature _____ Date _____

Instructor Resume Worksheet to follow.

A Instructor Resume Worksheet is required. Complete it in full with all required information.

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Real Estate Board
INSTRUCTOR'S RESUME WORKSHEET

Provide the following information:

I. Instructor Information

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

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

3. Contact Number _____ Primary Telephone

4. Email Address _____

II. Personnel Experience

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

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

Required Documentation: *Provide a copy of transcripts or professional designation.*

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:

3. 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)

III. Professional Experience

1. 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

2. List your professional experience as a Real Estate **Instructor**. If the courses are taught in VA, they must be taught in the capacity of a VA instructor approved for PLE/CE course credit.

   (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	Employment Dates: Finish MM/YY	State/ Jurisdiction	VA Approved Course?	
					◯ No	◯ Yes
					◯ No	◯ Yes
					◯ No	◯ Yes
					◯ No	◯ Yes
					◯ No	◯ Yes
					◯ No	◯ Yes
					◯ No	◯ Yes
					◯ No	◯ Yes

3. 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

4. List all **Professional Training** completed as it relates to Real Estate or the subject/course you would like to teach:
   (Only include the experience gained in the last five (5) years prior to the date on this worksheet. Do not include any Continuing Education courses required to maintain a real estate License.)

Organization Name (Name of Training Provider)	Course Name	Time Frame/ Completion Date	Awards/Honors Received

IV. Courses & Topics

1. List the courses you would like to teach:

Board Approval Course No. (Leave blank if not approved)	Title/Name	Type of Course (PRE/POST/CE)	Course Exp Date

V. Discipline & Signature

1. Have you ever been subject to a disciplinary action taken by any (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.

Instructor's Signature _____

Date _____