



LICENSING CHECKLIST FOR:  
**PRE-LICENSE INSTRUCTOR**

State of Utah  
Department of Commerce  
Division of Real Estate

Real Estate

All the following items are required and must be completed in order to obtain a license for a Real Estate 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 the first class offering.*

For 120-Hour Sales Agent Course:

1.  Affirmation of high school diploma or equivalent.
2.  Evidence of five years experience in the real estate profession as a licensee, relevant college-level education related to the course subject, or expertise on the subject proposed to be taught.
3.  Evidence of 12 months full-time teaching experience or participation in the two day Division Instructor Development Workshop.
4.  Evidence of successfully passing the Sales Agent exam within the past six months with a score of at least 80%.
5.  Name and license number of certified preclicensing school for which applicant will work with signature of school director.
6.  Signed statement allowing the course to be randomly audited by a Division representative.
7.  Evidence of being a licensed sales agent or broker.
8.  Documentation for any "yes" answers as required.
9.  Completed Certification of Legal Presence form.
10.  Non-refundable \$75 application fee.

For 120-Hour Broker Course, provide the above and the additional item listed below:

11.  Evidence of at least two years experience in the subjects you will teach: Brokerage Manager, Advanced Real Estate Law, Advanced Appraisal, Advanced Finance, and Advanced Property Management as per rule: R162-2f-206d(3)(a)-(e).
12.  Evidence of being a licensed associate broker, branch broker, principal broker, or as outlined in R162-2f-206d(3).
13.  Evidence of passing the broker exam with a score of 80% or more.

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.**

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Signature of Applicant

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Date of Application



# 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. _____

( ) Check ( ) Visa ( ) MasterCard ( ) American Express	
Make checks payable to: Utah Division of Real Estate	
Card # _____	Expires _____
Signature _____	CCV _____

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?



# REAL ESTATE PRE-LICENSE INSTRUCTOR APPLICATION

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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 \_\_\_\_\_

**CERTIFICATION OF LEGAL PRESENCE**  
**FOR UTAH REAL ESTATE, MORTGAGE, APPRAISER, AND TIMESHARE**  
**APPLICANTS**

**APPLICANTS PLEASE NOTE:**

This document must be completed, signed, and submitted with your application to the Utah Department of Commerce in order to obtain your license. For each section, check the statement that applies to you and enter the data on the line provided before sending it to the Utah Department of Commerce.

**Industry/Type:**  Appraiser    Appraiser Trainee    Mortgage    Real Estate  
 Timeshare                      **License or NMLS number:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

I certify under penalty of perjury that:

- I am a citizen of the United States and I have a valid US Drivers License or US State ID.  
License/State ID Number: \_\_\_\_\_ State: \_\_\_\_\_
  
- I am a citizen of the United States and do not have a valid US Drivers License or US State ID. *Please attach a legible copy of your valid passport or other documentation to verify you are a legal citizen of the United States.*
  
- I am a non-citizen of the United States, who is lawfully present in the United States and I have a valid US Drivers License or US State ID.  
License/State ID Number: \_\_\_\_\_ State: \_\_\_\_\_
  
- I am a non-citizen of the United States, who is lawfully present in the United States and I do not have a valid US Driver License or US State ID. *Please attach a legible copy of your current and valid government issued document showing evidence of authorization to work in the United States.*

I hereby certify that I have read and understood this document, and that the information I have provided is true and accurate.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_