



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.**

Signature of Applicant

Date of Application