



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

State of Utah  
Department of Commerce  
Division of Real Estate

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

For 15-Hour Mortgage Loan Originator:

1.  Affirmation of high school diploma or equivalent.
2.  Evidence of five years experience in the residential mortgage industry within the past ten years or relevant college-level education related to the course subject.
3.  Evidence of twelve months full-time teaching experience or participation in the two day Instructor Development Workshop.
4.  Evidence of successfully passing a Mortgage Loan Originator exam or the Lending Manager Exam.
5.  Documentation for “yes” answers as required.
6.  Completed Certificate of Legal Presence form.
7.  Non-refundable \$75 application fee.

For 40-Hour Lending Manager Course, include all items listed above and the following additional items:

8.  Evidence of two years experience in each of the subjects you intend to teach, including Management of Residential Mortgage Office, Mortgage Lending Law, Advanced Appraisal, and Advanced Finance. (See R162-2c-203(d))
9.  Evidence of successfully passing the Lending Manager exam.

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