



# PRE-LICENSE INSTRUCTOR RENEWAL APPLICATION

State of Utah  
Department of  
Commerce

Complete and submit this **form**, the **items listed below**, and the **\$75 non-refundable fee** to the Division by fax, email, mail, or in person.

**THIS RENEWAL IS FOR:**     **APPRAISAL**             **MORTGAGE**             **REAL ESTATE**

<b>OFFICE USE ONLY</b>	( ) Check    ( ) Visa    ( ) MasterCard    ( ) American Express
Date Reviewed _____ By _____	Make checks payable to: Utah Division of Real Estate
( ) Denied    ( ) Approved	Card # _____ Expires _____
Certification _____ Exp. _____	Signature _____ CCV# _____

Name: \_\_\_\_\_ License #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Provide the following information regarding each course you teach/intend to teach:

<i>Name of course:</i>	<i>School(s) where you teach/will teach this course</i>
_____	_____
_____	_____

I attest that \_\_\_\_\_ has taught at least 20 hours of instruction in certified course in the field the instructor will be teaching.

\_\_\_\_\_  
School Director's Signature

I have enclosed copies of my certificate(s) for attending an Instructor Development Workshop, for a minimum of 12 hours CE credit, within the past two years.

**Yes    No**

- 1. Since your last renewal, have you had a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) denied, revoked, or suspended?
- 2. Since your last renewal, have you 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?
- 3. Since your last renewal, have you 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?
- 4. Since your last renewal, have you 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)?



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Yes No

5. Since your last renewal, have you 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?
6. Do you have knowledge of any complaint, investigation, or disciplinary action CURRENTLY ongoing or pending against you by a regulatory or licensing body?
7. Since your last renewal, have you 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.
8. Since your last renewal have you 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.
9. 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?
10. Since your last renewal, have you been courts martial or discharged other than honorably from any branch of the armed services?
11. Since your last renewal, have you been required to register as a sex offender?
12. Since your last renewal, have you 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?
13. Since your last renewal, have you 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.**

I hereby certify that the information provided with this application, including the answers provided above, is true and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_