LICENSING CHECKLIST FOR:
PRE-LICENSE INSTRUCTOR RENEWAL
Appraisal / Mortgage / Real Estate

All the following items are required and must be completed in order to renew a license for a 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.

1. ☐ Affirmation of having taught a certified education course during the preceding two years.

2. ☐ List of each course you intend to teach and include the name of the school and location.

3. ☐ Evidence of attending an Instructor Development Workshop, for a minimum of 12 hours CE credit, within the past two years.

4. ☐ Documentation for “yes” answers as required.

5. ☐ For an Appraiser USPAP Instructor: Evidence of being a current AQB Certified USPAP Instructor.

6. ☐ Non-refundable $75 application fee.

Late Renewal (within 30 days) complete all the above and:

1. ☐ Pay non-refundable $50 late fee.

Late Renewal (31 days to 6 months) complete all the above and:

1. ☐ submit proof of having completed six classroom hours of education related to the appropriate real estate course or teaching techniques.

2. ☐ Pay non-refundable $50 late fee.

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