



**LICENSING CHECKLIST FOR:  
PRE-LICENSE SCHOOL**  
Appraisal / Mortgage / Real Estate

State of Utah  
Department of Commerce  
Division of Real Estate

All the following items are required and must be completed in order to receive license for a Pre-License School. To certify, a school applicant shall at least 90 days prior to teaching any course prepare and supply the following information to the Division. 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.  Course outline with descriptions and time intervals for each subject and at least three learning objectives for every three hours.
2.  List of all school owners.
3.  Description of the school's physical facilities, including address, and contact information, and if possible, a picture of the facility.
4.  List of each instructor with their license number.
5.  Resume for each guest lecturer, if applicable.
6.  Itemization of instruction methods (lecture, audio/visual, other) and list of titles, authors, and publishers of ALL textbooks, description and, if possible, pictures of the physical facility.
7.  Names and signatures for those authorized by the School Director as "designated signatories" to sign/stamp education certificates.
8.  Copy of statement to students outlining days, times, and locations of classes; number of quizzes and exams; grading system; attendance requirements; notice of the Qualifying Questionnaire; re-examination and refund policy; education waiver disclosure; and notice of entity solicitation.
9.  Disclosure information on all school owners and director and any adverse regulatory actions.
10.  For real estate and mortgage distance education courses submit instructions for accessing and reviewing the course. For appraisal distance education approval submit IDECC course approval.
11.  Non-refundable fee of \$100.

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