



**LICENSING CHECKLIST FOR:**  
**CONTINUING EDUCATION INSTRUCTOR**  
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 obtain a license for a Mortgage or Real Estate Continuing Education 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 date the instructor proposed to teach.

1.  Affirmation of having graduated from high school or achieved an equivalent education.
2.  Evidence of full time experience as a licensee in the field in which you are requesting to teach; college-level education related to the course subject; or demonstrated expertise on the subject proposed to be taught (resume and/or college transcripts, state teaching certificate, college courses in the field of education, professional teaching designation from a related industry association, or letters of reference regarding your teaching ability).
3.  Evidence of 12 months of full-time teaching experience or the equivalent in part-time teaching that would equate to 12 months of full-time teaching.
4.  Signed statement agreeing to allow courses to be randomly audited by a Division representative.
5.  Signed statement agreeing not to market personal sales products
6.  Documentation for “yes” answers as required.
7.  Certification for Legal Presence.
8.  Non-refundable \$50 application 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.**

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Signature of Applicant

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Date of Application