



PRE-LICENSE SCHOOL APPLICATION

State of Utah
Department of Commerce
Division of Real Estate

Please complete (type or neatly print) and submit this **form**, the **items listed below**, and **non-refundable fee** (\$100) to the Division by fax, mail, or in person.

****APPLICATIONS MUST BE SUBMITTED NOT LESS THAN 90 DAYS PRIOR TO THE DATE OF THE FIRST CLASS****

OFFICE USE ONLY	
Date Reviewed _____	By _____
() Denied	() Approved
Certification _____	Exp. _____

-Do not provide credit card information on this form-
Please call the Division to make a credit card payment.

If paying by check,
 mail check payment with application to :160 E. 300 S., 2nd
 Floor, SLC, UT 84111 or PO Box 146711, SLC, UT 84114-6711
 Make checks payable to: Utah Division of Real Estate.

Director: _____ Ph: _____

Address: _____

School name: _____ Fax: _____

Address: _____

Email: _____

Courses: 15-Hour Mortgage Originator 40-Hour Lending Manager 120-Hour Sales Agent 120-Hour Broker

Appraisal (list courses for Licensed, Certified Residential, and Certified General) _____

- Course Outline with descriptions and time intervals for each subject with at least three learning objectives for every three hours.
 - List of each instructor and their certification number and a resume for each guest lecturer, if applicable
 - Itemization of instruction methods (lecture, audio/visual, other) and a list of titles, authors, and publishers of ALL textbooks. description and, if possible, pictures of the physical facility.
 - Names and signatures for those authorized by the School Director as “designated signatories” to sign/stamp education certificates.
- Note: only those designated on the list provided to the Division may sign or stamp education certificates.**
- Copy of statement to students outlining days, time and locations of classes; number of quizzes and exams; grading system; attendance requirements; notice of the Qualifying Questionnaire; re-examination and refund policy; and notice of entity solicitation.

- | | YES | NO | |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Are you at least 18 years of age? |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Do you attest that you have a high school diploma or GED? |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Have you EVER had a professional or occupation credential (license, registration, certification, or similar authorization to work in a professional or occupational capacity) denied revoked, or suspended? |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Have you EVER 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? |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Have you EVER 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? |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Have you EVER 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)? |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Have you EVER allowed a professional or occupational credential (license, registration, certification, or similar authorization to work in a professional or occupation capacity) to expire or lapse while you were under investigation by regulatory or licensing body, or while a regulatory action was pending against you? |



PRE-LICENSE SCHOOL APPLICATION

State of Utah
Department of Commerce
Division of Real Estate

8. Do you have knowledge of any complaint, investigation, or disciplinary action CURRENTLY ongoing or pending against you by a regulatory or licensing body?
9. Have you EVER 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.
10. Have you EVER 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.
11. 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?
12. Have you EVER been courts martial or discharged other than honorably from any branch of the armed services?
13. Have you EVER been required to register as a sex offender?
14. Have you EVER 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?
15. Have you EVER been found in contempt of court?

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 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.

Signature _____

Date _____