

Georgia Real Estate Commission
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www.grec.state.ga.us

For Office Use only
PMD: _____
Recd: _____
Fee: _____
Returned: _____
School Code: _____

Application to Open A Real Estate School

SECTION I – Applicant/Organization Information

School Name: _____

School Location Address: _____

City: _____ State: _____ Zip: _____ County: _____

School Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Main Phone: _____ Fax : _____

Email: _____ Web Site: _____

SECTION II – Fees (See Rule 520-1-04)

Submit a Cashiers Check or Money Order for \$175.00 with this application. The Commission will NOT consider this application for approval without this fee. The Commission will return this application unprocessed if a company check or personal check is submitted.

Incomplete or incorrect applications will be returned and charged \$25

SECTION III – School Director and School Coordinator

List below those persons designated by the organization as the School Director and School Coordinator (see Rule 520-2-.02(2)(a))

School Director: _____

SSN: _____ Date of Birth : _____

Phone: _____

School Coordinator: _____

SSN: _____ Date of Birth : _____

Phone: _____

Notification of request for social security account number (SSAN)

The GREC shall not release your SSAN to any third party except as required by law.

SECTION IV – Questions Concerning Disciplinary Actions or Criminal Charges

Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your approval. Additional information about the Background Clearance is located on the website at www.grec.state.ga.us.

The School Director Must Answer The Questions Below:

(1) In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

YES NO

You must answer YES to this question even if:

- (a) you have been pardoned for the criminal offense;
- (b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
- (c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

If YES, you must include the following documents with this application, UNLESS you have already submitted them to this agency:

- (A) For **every** occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction **AND** a **certified copy** of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.
- (B) For **every** occurrence (including that of a single DUI) provide a **detailed written statement** that includes:
 - 1) an explanation of the circumstances surrounding every conviction
 - 2) whether you have made any required restitution
 - 3) whether you have completed all conditions of your sentence
 - 4) whether you are on parole or probation (*and the date it will end*)

(2) Have you ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

YES NO

(3) Have you ever been disciplined by any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

YES NO

If you answered "YES" to question (3), you must include the following documents with this application, UNLESS you have already submitted them to this agency:

- (A) For **every** occurrence, provide a **certified copy** of the final order from the licensing agency that imposed the disciplinary action.
- (B) Provide a **detailed written statement** that includes:
 - 1) an explanation of the circumstances surrounding the disciplinary action
 - 2) whether you have made any required payment
 - 3) whether you have completed all conditions of your disciplinary action
 - 4) whether your license is currently suspended or revoked

SECTION V – Attachments

See Rule 520-2-.02 and the regulations noted with each item below. Applicants may view the Commission's regulations at the Commission's website, www.grec.state.ga.us. For more information on each of the items below, see Chapters 1 and 2 of the **School Policies and Procedures Manual**, also available on the Commission's website.

Attach information detailing the following

(Items 4, 6, 7, 10 & 11 may not apply to independent-study, computer-based courses):

1. a detailed proposal of records management for retaining for at least five years records which will reflect the attendance (or for computer-based courses the completion of each module of instruction) and scores earned by a student on all graded exercises and examinations (520-2-. 02);
2. if subject to the Nonpublic Postsecondary Educational Institutions Act of 1990, O.C.G.A. 20-3-250.1 et. seq., a copy of the current certificate issued by the Nonpublic Postsecondary Education Commission;
3. a list of all directors and owners of the school including their names and addresses. If the school is a sole proprietorship, the names and addresses of the partners if the school is a partnership, the names and addresses of the members if the school is a limited liability company (if a member is a corporation, the names and addresses of the officers of the corporation member), and the names and addresses of each officer if the school is a corporation.;
4. a statement of the school's make-up policy regarding attendance, if any (520-2-.02);
5. a statement of the school's entrance qualifications for students;

6. a statement that it can make available to its students materials the Commission may require for use in a particular course or courses and that it has video or audio equipment available to present Commission required material ;
7. a statement that it will conduct in-class courses in environments that are appropriate for learning;
8. a statement that it has the capability to follow Commission authorized procedures for electronically registering its students for qualifying examinations with the Commission's approved vendor and to communicate electronically any required roster letters to that vendor (if approved, the school may be required to purchase from the Commission's vendor the appropriate software and/or sample examinations) and that it has the capability to and will enter student's completion data using the Commission's online course completion application;
9. a statement that the school will comply with all related provisions of the Americans with Disabilities Act (ADA) and that the school will not discriminate in its fees, enrollment, or completion policies on the basis of race, color, sex, religion, national origin, familial status, or handicap;
10. a bibliography of all texts and reference materials for use in the course(s);
11. a comprehensive description of the measures and standards it will employ to evaluate student performance in order to determine whether a student successfully completes a course (520-2-.02);
12. a list of proposed instructors (520-2-.02);
13. a Real Estate Course Code application for each course you plan to offer upon school approval, including the course description, detailed outline and learning objectives for each course.
14. a copy of the Notice to Students required by Rule 5 20-2-. 02;
15. the name of a school director and/or coordinator who shall be responsible for certifying student completion of all courses covered under chapter 520-2 {type or print the name(s) on page 1 of this application; indicate the daytime phone number(s) of the director and/or coordinator if these are different from the phone number(s) listed for the school on page 1 };
16. **For independent-study, computer-based courses only** a description and documentation of the method by which each element of mastery is to be accomplished (520-2-.04(11)) or a copy of the certificate from the Association of Real Estate License Law Officials (ARELLO) for each computer-based course; and **for independent-study, computer-based courses only**: a statement that the school will utilize the testing program(s) as described in Rule 520-2-.11(10)© (4) or a copy of the ARRELLO certificate from the Association of Real Estate License Law Officials (ARELLO) for each computer-based course.
17. a copy of the Georgia Crime Information Center report (GCIC) on the director's criminal history must accompany all applications. If you are not a resident of Georgia, attach an equivalent report from your state of residency. This report must not be more than 60 days old. A report from a party other than a law enforcement agency in not acceptable.
18. For the School Director - Attach a notarized **Lawful Presence Verification** form and a Secure and Verifiable document, as noted on our web site at www.grec.state.ga.us (unless already on file with GREC).

SECTION VI – Certification and Signatures

I certify that I have reviewed Chapter 520-2, Standards for Real Estate Courses, and that I agree to comply with its provisions. I further certify that I have reviewed this application in its entirety and that to the best of my knowledge it is complete and correct.

I certify that I am authorized by the school to bind it to any settlement of a contested case before the Commission, as defined in Chapter 13 of Title 50, the "Georgia Administrative Procedure", in which the school may be named a respondent.

Signature of Director: _____

Date: _____

I certify that I have reviewed Chapter 520-2, Standards for Real Estate Courses, and that I agree to comply with its provisions. I further certify that I have reviewed this application in its entirety and that to the best of my knowledge it is complete and correct.

Signature of Coordinator: _____

Date: _____