Application for Real Estate Pre-License Instructor

For Office Use Only:
INSTRUCTOR # _____
PMD: FEE:
RECD:
RETURN:
CODE:

Georgia Real Estate Commission
Suite 1000-International Tower
229 Peachtree Street N.E.
Atlanta, Georgia 30303-1605
Phone: 404-656-3916 / Fax: 404-656-6650
www.grec.state.ga.us

Rule 520-2-.03 outlines the requirements to approve Real Estate Instructors to teach real estate pre-license courses. Applicants may view the Commission's rules at www.grec.state.ga.us. The Commission does **not** require that Instructors who teach only post-license or continuing education courses submit an application to the Commission.

For more information on Instructor and School requirements see the **School Policy Manual** at www.grec.state.ga.us .

Attach a cashier's check or money order for $175.00 made payable to the Georgia Real Estate Commission.
The Commission cannot accept personal checks or business checks for this application.

Incomplete applications will be returned unprocessed and charged an additional $25.00 fee.

Applicant Information

Name: _____

Social Security #: *** _____ Date of Birth: _____

Residence Address: _____
Street Number Street Name

_____
City State Zip County

Mailing Address: _____
Street Number Street Name *OR* PO Box

_____
City State Zip County

Telephone Numbers: Home: ( ) _____ Business: ( ) _____

Cell: ( ) _____ Fax: ( ) _____

Email: _____

*****NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)**
The Georgia Real Estate Commission will not release your SSAN to any third party, except as required by law.

Click here Worksheet.xls for a "Self Evaluation Points Worksheet" to help you evaluate your own application using the same method the Commission uses to evaluate your application.

Section 1 – Real Estate Education

1. Pre-License Instructor Applicant Education Requirements:
   Each applicant must successfully complete within one year **prior** to making an application for Instructor approval:
   (A) A Salespersons Pre-license Course and
   (B) A Commission approved Instructor Development Workshop
   List below the school, the name of the course, the number of credit hours, and the date completed for each of these two requirements.

(A) Salespersons Pre-License Course

Approved School	Course Name	Number of Credit Hours	Date Completed

(B) Instructor Development Workshop

Approved School	Course Name	Number of Credit Hours	Date Completed

2. List below the courses approved by the Georgia Real Estate Commission or by another state's commission that you have completed in order to qualify for a real estate license:

Commission Name	Course Name	Number of Credit Hrs

3. List below any college or university courses in real estate that you have completed:

School Name	Course Name	Number of Credit Hours

Section 2 - Real Estate Licensure

1. Georgia Real Estate License Number _____
2. Number of Years Licensed in Georgia _____
3. Status of Georgia Real Estate License ___ Active ___ Inactive ____ Lapsed
4. Please list any real estate license held in any other state:

State	License Number	Years Licensed

Section 3 – Teaching Experience

1. List any real estate courses approved by the Georgia Real Estate Commission or any other state's real estate commission that you have taught. Include the name of the school where you taught and the number of hours you taught the course.

Approved Course Name	Approved School	Number of Hours Taught

2. List any real estate courses not approved by a real estate commission that you have taught. Include the name of the school or organization where you taught the course and the number of hours you taught the course. Examples of this type of course include real estate firm training courses or real estate seminars for the public.

Course Name	School or Organization	Number of Hours Taught

3. List any teaching experience not addressed above.
Include formal education teaching experience (elementary school, high school, or college courses) and any other informal education teaching experience such as internet courses or military instruction.

Type of Institution	Name of Institution or Organization	Number of Years or Times Taught

Section 4 - Formal General Education

Check below the highest level of formal education you have completed:

____ High School ____ Bachelor Degree

____ Associate Degree ____ Graduate Level Degree

Section 5 – Real Estate Experience

1. List the professional associations to which you belong and the number of years that you have belonged to each association.

Professional Association	Number of Years
_____	_____
_____	_____
_____	_____
_____	_____

2. List the real estate professional designations that you have earned and the year in which you earned the designation.

Designation	Year Earned
_____	_____
_____	_____

3. List any jobs or professions in an auxiliary field related to the real estate industry in which you have worked and the number of years you worked in each job or profession.

Job or Profession	Number of Years
_____	_____
_____	_____
_____	_____

4. Indicate the approximate number, location, and years of experience in real estate brokerage transactions. If your experience in real estate is in an area that does not involve real property sales or leasing, please provide additional information on your experience in a statement attached to this application.

Brokerage Transactions	Number	Location	Years (____-____)
Commercial			
Land			
Property Management			
Residential - Conventional			
Residential - FHA			
Residential - VA			
Timesharing			
Other			

5. List below the real estate continuing education courses approved by the Georgia Real Estate Commission or by another state's real estate commission that you have completed within the past four years:

School Name	Course Name	Completion Date

Section 6 – Convictions or Disciplinary Actions

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.

(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

Section 7 - Criminal Background Report

A copy of the **Georgia Crime Information Report (GCIC)** on the applicant **must accompany** this application. Georgia residents can obtain a GCIC from any local sheriff's office or police department. Applicants who have not lived in Georgia must submit a report from their resident state, province, or territory that is equivalent to the GCIC. Such reports must not be more than 60 days old. If the applicant is aware of any conviction, nolo contendere plea, or first offender sentence that is not on the GCIC report, the applicant must disclose such conviction(s).

Section 8 – Lawful Presence Verification Information

Attach a notarized **Lawful Presence Verification** form and a Secure and Verifiable as detailed on our web site at www.grec.state.ga.us is required. (If not already on file with GREC). You may access the form in the "Forms and Applications" section of the site.

Section 9 – Sign and Date this application in the space below:

I, the undersigned applicant, do hereby certify that all of the information given in this application is true to the best of my knowledge and belief and I do hereby authorize any authorized representative of the Georgia Real Estate Commission to receive any criminal history and/or a full lifetime driver history record information pertaining to me which may be in the files on any federal, state, or local criminal justice agency.

SIGNATURE: _____ DATE: _____