

**REINSTATEMENT APPLICATION
REAL ESTATE INSTRUCTOR**

GEORGIA REAL ESTATE COMMISSION
Suite 1000-International Tower
229 Peachtree Street, N. E. Atlanta,
Georgia 30303-1605
Ph: (404) 656-3916 / Fax: 404-656-3916
www.grec.state.ga.us

FOR OFFICE USE ONLY	
INSTRUCTOR # _____	
PMD: _____	FEE: _____
REC'D: _____	
CODES: _____	

Incomplete or incorrect applications will be returned unprocessed and you will be charged a \$25.00 fee.

Fee: \$225.00 if reinstating within four months since approval lapsed. If more than four months have passed since approval lapsed, there is an additional Reinstatement fee of \$25.00 for each month or part of a month after the fourth month since the approval lapsed.

SECTION 1 - INSTRUCTOR CONTACT INFORMATION

Name: _____

Residence Address:

_____ City _____ State _____

Mailing Address:

_____ City _____ State _____

Telephone Numbers: Home _____ Business _____

FAX: _____ Email Address: _____

SECTION 2-NOTICE OF CONVICTIONS OR DISCIPLINARY ACTIONS

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

____ NO ____ YES ____ YES (On File With GREC)

If **YES** and *not on file*, submit the Background Clearance Application with all required attachments.

Have you been disciplined by any 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.)

____ NO ____ YES ____ YES (On File With GREC)

If **YES** and *not on file*, submit the Background Clearance Application with all required attachments.

SECTION 3 - FEE

\$225.00 + (\$25.00 x _____ Number of Months or Parts of Months (minus four) Since Approval Lapsed) = _____ Total

Submit the fee payable to the Georgia Real Estate Commission.. You may pay with a personal, company, or business check. The Commission will not process your application without this fee.

SECTION 4-INSTRUCTOR CONTINUING EDUCATION

You must have completed at least 24 hours of approved instructor CE during the four-year renewal period in order to qualify for renewal. See Rule 520-3-.04 (2)(b).

SECTION 5-TEACHING EXPERIENCE

You must have engaged in at least sixty (60) hours of instructional contact with students in any Commission approved course during the four-year renewal period. See Rule 520-3-.04 (2)(c).

List below the name(s) of the school(s) in which you have taught Commission approved courses during the four-year renewal period.

School	# of Hours Taught	Years (From - To)

Section 6 – Lawful Presence Verification Information

For the School Director - Attach a notarized “**Lawful Presence Verification**” form, along with a “secure and verifiable document”, as detailed on our website (if not already on file with GREC).

SIGN AND DATE BELOW

I, the undersigned Instructor, certify that the information contained on this application is complete and correct to the best of my knowledge and belief.

Signature of Instructor **Date**