

**REINSTATEMENT APPLICATION  
REAL ESTATE APPROVED INSTRUCTOR**

**GEORGIA REAL ESTATE COMMISSION  
Suite 1000-International Tower  
229 Peachtree Street, N. E.  
Atlanta, Georgia 30303-1605  
(404) 656-3916**

FOR OFFICE USE ONLY	
INSTRUCTOR # _____	
APPRAISER # _____	
PMD: _____	PI: _____
CODES: _____	

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

**Fee: renewal fee of \$225.00 if reinstating with 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 approve lapsed.**

**SECTION I - INSTRUCTOR INFORMATION**

Name \_\_\_\_\_

Home (Street) Address:

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Mailing Address:

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Telephone Numbers: Home \_\_\_\_\_ Business \_\_\_\_\_

FAX: \_\_\_\_\_ Email Address: \_\_\_\_\_

**SECTION II-NOTICE OF CONVICTIONS OR DISCIPLINARY ACTIONS**

- Yes  No 1. Have you ever 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) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?
- Yes  No 2. Have you been disciplined by the Georgia Real Estate Commission or 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 or special requirements placed on your right to operate as a licensee.)

If you answered **YES** to question 1 above, attach a certified copy of **a)** the citation, accusation, information, or indictment that led to the conviction and **b)** a certified copy of the sentence of every conviction. Obtain certified copies from the Clerk of Court in the county in which each conviction occurred. If you have answered **Yes** to question 2 above, for every disciplinary action attach **a)** a certified copy of the final order of the licensing agency that imposed the disciplinary action and **b)** any allegations that preceded the final order. Obtain certified copies from the agency that imposed the disciplinary action. You must also attach an explanation of the circumstances surrounding every conviction and sanction and three letters of recommendation. **FAILURE TO SUPPLY ALL OF THESE DOCUMENTS WILL DELAY THE PROCESSING OF YOUR APPLICATION.**

**SECTION III - 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.*

**Complete and Sign Page Twp**

**SECTION IV-INSTRUCTOR CONTINUING EDUCATION**

Attach verification of completion of any instructor continuing education courses that you have completed during the four-year renewal period. Annual school meetings count for six hours of continuing education credit. You must have completed at least twenty-four in-class hours of approved instructor CE courses during the four-year renewal period in order to qualify for renewal. See Rule 520-3-.04 (2)(b).

**SECTION V-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 **prelicense courses** during the four-year renewal period.

School	# of Hours Taught	Years (From - To)

List below the name(s) of the school(s) in which you have taught Commission approved **postlicense or continuing education course(s)** during the last four years:

School	# of Hours Taught	Years (From - To)

**Section VI – Lawful Presence Verification Information – Everyone must provide this information!**

Attach a Secure and Verifiable Document & a Notarized Affidavit as Detailed in the Lawful Presence Verification form on our web site at [www.grec.state.ga.us](http://www.grec.state.ga.us)

**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**