

Application for Real Estate Pre-License Instructor

Georgia Real Estate Commission
Suite 1000-International Tower
229 Peachtree Street N.E.
Atlanta, Georgia 30303-1605

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

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. Contact an approved School for information on teaching post-license or continuing education courses. For more information on Instructor and School requirements see the School Policy Manual at www.grec.state.ga.us.

Fee

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

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

Please type or clearly print your responses.

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)

You are asked to provide your social security account number (SSAN) on this application. The disclosure of your SSAN is mandatory. Failure to disclose your SSAN shall result in the denial of your application. The SSAN is used by the GREC to report to child support and student loan enforcement agencies, to verify your identity, in an investigation, or, other purpose, as the GREC may deem necessary. The GREC shall not release your SSAN to any third party except as required by law, to another licensing agency or law enforcement agency. Legal authority for this disclosure may be found in O.C.G.A. § 19-11-9.1, O.C.G.A. § 20-3-295 (a) (9) (b) & (c) and Public Law 93-579 § 7(2) (A) Privacy Act of 1974.

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 I – 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
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(B) Instructor Development Workshop

Approved School	Course Name	Number of Credit Hours	Date Completed
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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 Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

School Name	Course Name	Number of Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section II - 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 III – 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 IV Formal General Education

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

____ High School

____ Bachelor Degree

____ Associate Degree

____ Graduate Level Degree

Section V – 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 VI – Convictions or Disciplinary Actions

Failure to disclose all convictions, nolo contendere pleas, First Offender sentences and disciplinary sanctions are grounds for denial of your license.

Please check “Yes” or “No” to the following questions:

1. ___ Yes ___ No In Georgia, or in 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) 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?
2. ___ Yes ___ No Have you been disciplined by the Georgia Real Estate Commission or 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 or special requirements placed on your right to operate as a licensee.)

(A) If you have answered YES to Question 1, you must attach a certified copy of:

- (1) the citation, accusation, information or indictment that led to **every** conviction and
- (2) a certified copy of the sentence and/or Final Disposition of **every** conviction, nolo contendere plea, or First Offender Sentence

Obtain certified copies from the Clerk of Court in the court in which each conviction, nolo contendere plea, and First Offender sentence occurred.

If the court disposition is unavailable, you must provide a letter from the court stating that the documents are not available.

(B) If you have answered YES to Question 2, for **every disciplinary action attach:**

- (1) a certified copy of the final order of the agency that imposed the disciplinary action and
- (2) any allegations that preceded the final order.

Obtain certified copies from the agency that imposed the disciplinary action.

(C) If you have answered YES to Question 1 or Question 2, you must also attach an explanation of the circumstances surrounding **every conviction and/or **every** disciplinary action.**

Failure to supply these documents will result in the Commission’s returning the application unprocessed.

Section VII: GCIC Report - Everyone must provide a GCIC with this application!

A copy of the Georgia Crime Information Report (GCIC) on the applicant must accompany all applications. Georgia residents (or previous residents, for example, if you leased or owned a residence in Georgia, attend college here, or served in the military here) 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. Depending on the law enforcement agency's policy, there may be a waiting period to obtain the report. 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).

Failure to supply a GCIC report will result in the Commission's returning the application unprocessed.

Section VIII – 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

Section VIX – 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: _____

If you have any questions concerning this application, contact the Education Advisor at (404) 656-0794 or email cdurant@grec.state.ga.us

December 20111