

## CHECKLIST and SCHEDULE OF FEES - RECERTIFICATION OF REAL ESTATE PRELICENSE EDUCATION INSTRUCTOR

Please read instructions in its entirety prior to completing and submitting required forms.

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- ❖ **Each re-certification will expire and must be re-certified every even numbered year. Failure to re-certify will result in forfeiture of the prelicense education instructor certification. The re-certification deadline is November 30th of every even-numbered year (Example: 2026, 2028, etc.)**
- ❖ Only complete applications will be reviewed and considered by the Real Estate Commission. Incomplete applications will not be considered. Please allow 45 days for processing.

### Submit all of the following:

- A completed Recertification of Real Estate Prelicense Education Instructor. Recertification applications must include updated information. Please submit an updated RESUME.
- Copy of Instructor Development Workshop (IDW) completion certificate. If already on file, please indicate when IDW was completed.
- A check with appropriate fee made payable to "Commerce and Consumer Affairs"
- Fees:

1. Application (Nonrefundable)	\$50
2. Recertification Fee	\$86
Compliance Resolution Fund (CRF)	\$126 if recertification to take effect in odd-numbered year \$63 if recertification to take effect in even-numbered year
3. Restoration Fee (if certification has forfeited)	\$10

This material can be made available for individuals with special needs. Please call the Senior Real Estate Specialist at 586-2643 to submit your request.



- f.) Are there any pending disciplinary actions against you?.....  YES  NO
3. During the past 20 years have you ever been convicted of a crime where there has not been an order annulling or expunging the conviction?.....  YES  NO
4. Are there any pending lawsuits, unpaid judgments, outstanding tax obligations, or any other type of involuntary liens against you?.....  YES  NO

FOR QUESTIONS 2.b), 2.c), 2.d), 2.e), 2.f), 3, 4 ABOVE, EXPLAIN ALL 'YES' RESPONSES ON A SEPARATE SHEET. PLEASE PROVIDE INFORMATION/DOCUMENTATION INCLUDING THE DATE, PLACE AND TYPE OF COMPLAINT, CHARGE, CONVICTION, OR DISCIPLINARY ACTION AND ATTACH TO THIS RECERTIFICATION.

**I hereby certify that the statements and answers on this application and accompanying document(s) are true and correct. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of certification.**

\_\_\_\_\_

DATE

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

PRINT NAME