



**Real Estate Board**  
**POST LICENSE EDUCATION (PLE)/CONTINUING EDUCATION (CE)**  
**INSTRUCTOR APPROVAL APPLICATION**

**I. Instructor Information**

1. Instructor's Full Legal Name: \_\_\_\_\_  
 (First, Middle, Last)
2. Provide at least **one** of the following identification numbers\*:  
 **Social Security Number** and/or 

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

 - 

|  |  |
|--|--|
|  |  |
|--|--|

 - 

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

  
 Virginia DMV Control Number 

|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|

  - Enter the same identification number as used on examination, previous applications or licenses on file with the department.
  - \* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.
3. Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
4. Contact Number \_\_\_\_\_ Primary Telephone
5. Email Address \_\_\_\_\_

**II. Education**

1. **Education - List all higher education completed (in chronological order):**

| Dates<br>MM/YY |     | Name<br>College/University/Vocational | Credit Hrs.<br>(Total hours received) | Major/<br>Studies | Minor<br>Received | Degree<br>Received |
|----------------|-----|---------------------------------------|---------------------------------------|-------------------|-------------------|--------------------|
| Start          | End |                                       |                                       |                   |                   |                    |
|                |     |                                       |                                       |                   |                   |                    |
|                |     |                                       |                                       |                   |                   |                    |
|                |     |                                       |                                       |                   |                   |                    |
|                |     |                                       |                                       |                   |                   |                    |

2. List any relevant coursework, honors, or awards received at the institutions listed above as they relate to Real Estate or the subject/course you would like to teach:

**III. Professional Experience**

1. List all jurisdictions in which you are licensed to practice real estate:  
 (Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

| BOARD USE ONLY | DATE | FEE | TRANS CODE | ENTITY # | FILE #/LICENSE # | ISSUE DATE |
|----------------|------|-----|------------|----------|------------------|------------|
|                |      |     |            |          |                  |            |

| Professional License Type<br>(Salesperson/Broker) | State/Jurisdiction | Initial Date<br>MM/YY | End Date<br>MM/YY | No. of months w/<br><b>Active</b> Experience |
|---|--------------------|-----------------------|-------------------|--|
|   |                    |                       |                   |  |

2. List all **current** and/or **expired** licenses, certification or registrations obtained in Virginia or any other jurisdiction as it relates to Real Estate:

| Type of License, Certification, or Registration | License, Certification, or Registration Number | Status<br>Current/Expired/Inactive | Expiration Date<br>(if applicable) |
|---|--|------------------------------------|------------------------------------|
|   |  |                                    |                                    |
|   |  |                                    |                                    |
|   |  |                                    |                                    |

3. List your professional experience as an **Instructor** in topics related to Real Estate:  
(Only include the experience gained in the last five (5) years prior to the date on this worksheet.)

| Organization Name | Course/<br>Subject Matter | Employment Dates |                 | State/<br>Jurisdiction | VA Approved<br>Course?                             |
|-------------------|---------------------------|------------------|-----------------|------------------------|--|
|                   |                           | Start<br>MM/YY   | Finish<br>MM/YY |                        |  |
|                   |                           |                  |                 |                        | <input type="radio"/> No <input type="radio"/> Yes |
|                   |                           |                  |                 |                        | <input type="radio"/> No <input type="radio"/> Yes |
|                   |                           |                  |                 |                        | <input type="radio"/> No <input type="radio"/> Yes |
|                   |                           |                  |                 |                        | <input type="radio"/> No <input type="radio"/> Yes |

4. List **all** certifications/designations you have received related to **Real Estate**:

A Board approved list of certifications/designations are located on the Board's website under Applications & Forms/Education Providers - Instructor Certificate: [https://www.dpor.virginia.gov/boards/Real\\_Estate/A490-0230ADES.pdf](https://www.dpor.virginia.gov/boards/Real_Estate/A490-0230ADES.pdf)

| Organization Name | Certification/Designation | Awards/Honors Received |
|-------------------|---------------------------|------------------------|
|                   |                           |                        |
|                   |                           |                        |
|                   |                           |                        |

#### IV. Courses & Topics

1. Post-License Education (PLE) and Continuing Education (CE) categories - select **all** that apply
- A. Approval Categories - The approval categories are inclusive of all courses listed in the category. Select all courses for which you feel qualified to be considered for approval. The education and professional experience listed above must document your qualifications to teach in each category for which you are being considered.

1. Virginia Approved Pre-License Education Instructor - Applicants with a **current**, Board issued pre-license instructor license may request approval to teach all categories except Current Industry Issues and Trends (PLE) and Other (CE Real Estate related.)

Virginia License Number 

|   |   |  |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|--|
| 0 | 2 |  |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|--|

 Expiration Date \_\_\_\_\_

- 2. Practicing Real Estate Attorney - Applicants who are licensed attorneys who practice in the area of real estate may request approval to teach Contract Writing (PLE); Real Estate Law and Board Regulations(PLE); Virginia Agency Law (PLE); Legal Updates (CE mandatory); Real Estate Agency (CE mandatory); Real Estate Contracts (CE mandatory); Property Rights (CE real-estate related); Contracts (CE real-estate related); Deeds (CE real-estate related); Leases (CE real-estate related); Liens (CE real-estate related); Real Property and title Insurance (CE real-estate related); Brokerage and Agency Contract Responsibility (CE real-estate related); Search,, Examination and Registration of Title (CE real-estate related); Title Closing (CE real-estate related); Regulatory Statues (CE real-estate related); Real Estate Board Regulations (CE real-estate related); Business Law (CE real-estate related); and Federal Real Estate Law (CE real-estate related).
- 3. Fair Housing - Fair Housing (PLE, CE mandatory, CE real-estate related); Americans with Disabilities Act (CE real-estate related)
- 4. Real Estate Law and Board Regulations - Real Estate Law and Board Regulations (PLE); Legal Updates (CE mandatory); Property Rights (CE real-estate related); Real Estate Board Regulations (CE real-estate related); Building Codes and Design (CE real-estate related); Local Laws and Zoning (CE real-estate related); Common Interest Ownership (CE real-estate related)
- 5. Ethics and Standards of Conduct- Ethics and Standards of Conduct (PLE, CE, CE real-estate related)
- 6. Agency Law - Virginia Agency Law (PLE); Real Estate Agency (CE mandatory); Brokerage and Agency Contract Responsibilities (CE real-estate related)
- 7. Contracts - Contract Writing (PLE); Real Estate Contracts (CE mandatory); Contracts (CE real-estate related); Leases (CE real-estate related)
- 8. Escrow - Escrow Requirements (PLC, CE real-estate related)
- 9. Finance -- Real Estate Related Finance (PLE); Mortgages and Deeds of Trust (CE real-estate related); Types of Mortgages (CE real-estate related); Real Estate Financing (CF real-estate related)
- 10. Title - Deeds (CE real-estate related); Liens (CE real-estate related); Real Property and Title Insurance (CE real-estate related); Search, Examination and Registration of Title (CE real-estate related); Title Closing (CE real-estate related)
- 11. Investment -Investment (CE real-estate related); Real estate investments (CE real-estate related)

#### B. Additional Categories

- 1. Current Industry Issues and Trends (PLE): Course title - \_\_\_\_\_
- 2. Risk Management (PLE)
- 3. Broker Management/Agent Supervision (CE)
- 4. Broker Supervision Requirements (CE)
- 5. Taxes in Real Estate (CE real-estate related)
- 6. Real Property Management (CE real-estate related)
- 7. Appraisal of Real Property (CE real-estate related)
- 8. Planning Subdivision Developments and Condominiums (CE real-estate related)
- 9. Regulatory Statutes (CE real-estate related)

- 10. Housing Legislation (CE real-estate related)
- 11. Land Use (CE real-estate related)
- 12. Business Law (CE real-estate related)
- 13. Real Estate Economics (CE real-estate related)
- 14. Federal Real Estate Law (CE real-estate related)
- 15. Commercial Real Estate (CE real-estate related)
- 16. Environmental Issues Impacting Real Estate (CE real-estate related)
- 17. Other (CE real-estate related): Course title - \_\_\_\_\_

**V. Discipline & Signature**

1. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?
  - No
  - Yes  If yes, complete the [Disciplinary Action Reporting Form](#).

2. Additional Qualifications:

Include additional information you would like the Board to consider when reviewing this worksheet. The additional qualifications should be related to real estate or the subject/course you would like to teach.

3. I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this request.

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_