

REAL ESTATE INSTRUCTOR APPLICATION

PLEASE READ CAREFULLY, AS INCOMPLETE APPLICATIONS WILL BE RETURNED.

- A \$25 non-refundable registration fee must accompany this original, signed application (photocopies are not acceptable). Fees may be paid by check or money order (made payable to the Department of State) or by MasterCard or Visa, using the enclosed credit card authorization form. Do not send cash.
- Each instructor of an approved real estate course of study **MUST SUBMIT A RESUME** to the Department of State. At least 100 points must be achieved based on the scale indicated on the **BACK OF THIS APPLICATION**. Your **RESUME MUST REFLECT** the sections of the point system for which you are claiming experience and/or academic points and satisfactory **EVIDENCE MUST BE PROVIDED**.
- **CHILD SUPPORT STATEMENT**. A signed Child Support Statement is mandatory in New York State (General Obligations Law) - regardless of whether or not you have children. **Any person who is four months or more in arrears in child support may be subject to having his or her business, professional and driver's licenses suspended.** The intentional submission of a false statement for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable pursuant to Section 175.35 of the Penal Law. It is a class E felony to offer a false instrument for filing with a state or local government with intent to defraud.

PLEASE PRINT OR TYPE.

INSTRUCTOR DATA

INSTRUCTOR'S NAME _____

HOME ADDRESS (NUMBER AND STREET; APT. NUMBER) _____

CITY	STATE	ZIP+4	COUNTY
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E-MAIL ADDRESS (IF ANY) _____

CURRENT OCCUPATION	BUSINESS TELEPHONE NUMBER	HOME TELEPHONE NUMBER
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BUSINESS ADDRESS (NUMBER AND STREET; ROOM/SUITE DESIGNATION)	()	()
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CITY	STATE	ZIP+4	
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Have you ever been convicted of a criminal offense that is a misdemeanor or felony or had any license, certification, commission or registration denied, suspended or revoked in this state or elsewhere?

Yes* No **If Yes*, attach a statement of complete details.**

Child Support Statement — *You must complete this section. If you do not complete it, your application will be returned.*

“X” A or B, below

I, the undersigned, do hereby certify that (You must “X” A or B, below):

- A. **I am not under obligation to pay child support.** (SKIP “B” and go directly to **Applicant Affirmation**).
- B. I am under obligation to pay child support (You must “X” any of the four statements below that are true and apply to you):
- I do *not* owe four or more months of child support payments.
 - I am making child support payments by income execution or court approved payment plan or by a plan agreed to by the parties.
 - My child support obligation is the subject of a pending court proceeding.
 - I receive public assistance or supplemental social security income.

Applicant Affirmation — In addition, I affirm under the penalties of perjury, that the statements made in my application, including statements made in any accompanying papers, are true and correct.

Applicant's Signature

X _____ Date _____

FOR OFFICE EFFECTIVE DATE: ___/___/___ FEE RECEIVED: \$_____ TO REVENUE: ___/___/___ RECEIPT #: _____

USE ONLY APPROVAL MAILED: ___/___/___ LABEL []

A fee of \$20 will be charged for any check returned by a bank for insufficient funds.

In order to receive approval as an instructor, an individual must achieve 100 points in the system employed below.

1. SECTION ONE—A MAXIMUM OF 50 POINTS CAN BE CLAIMED IN THIS SECTION.

(a) Licensed as a real estate broker or salesperson
Each year of experience = 10 points 1(a) _____

OR

(b) Work experience in a specialized field directly related to real estate
Each year of experience = 10 points
(Provide statement(s) from employer(s), on their letterhead, which verifies your claimed experience) or 1(b) _____

OR

(c) Attorney, admitted to New York State Bar
Each year of experience = 10 points or 1(c) _____

2. SECTION TWO—A MAXIMUM OF 50 POINTS CAN BE CLAIMED IN THIS SECTION.

Experience as an academic instructor = 10 points for each year
(Provide statements from school(s), on their letterhead, indicating each year you have taught) 2 _____

3. SECTION THREE—A MAXIMUM OF 30 POINTS CAN BE CLAIMED IN THIS SECTION.

Formal academic achievement in a specialized subject matter directly related to real estate
(5 points for each 30 hours of courses successfully completed, including pre-licensing and continuing ed courses. Proof of completion must be provided.) 3 _____

4. SECTION FOUR—(50 POINTS)

Formal training in the techniques of organizing and presenting instructional material
(Provide proof of successful completion and a detailed course outline) 4 _____

5. SECTION FIVE—ONLY ONE SELECTION MAY BE MADE IN THIS SECTION.
EQUIVALENT DEGREES WILL BE CONSIDERED.

The holder of one of the following:

(Provide transcript)

- AAS Degree 20 points 5 _____
B.A. or B.S. Degree 30 points _____
M.A. Degree, LLD or JD 40 points _____
B.A., B.S. or M.A. with a Concentration in Real Estate 50 points _____

TOTAL POINTS _____

Does your resume reflect the points you claimed and did you attach all requested documentation?