

Louisiana Real Estate Commission  
State of Louisiana  
Office of the Governor

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

**APPLICATION FOR REAL ESTATE SCHOOL CERTIFICATE OF AUTHORITY**  
**Initial Fee: \$650.00**

**IMPORTANT:** Company, personal, cashier's checks, and money orders, made payable to the Louisiana Real Estate Commission, are accepted. Approval of this application **does not** include course material or instructors. Each course and instructor used by an approved real estate school **must** undergo a separate application and approval process.

**GENERAL INFORMATION**

School Name: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Street Address City State Zip Code

Mailing address: \_\_\_\_\_  
Street Address/PO Box City State Zip Code

Telephone Number: \_\_\_\_\_ School Director: \_\_\_\_\_

Email address: \_\_\_\_\_

Type of organization: ☐ Proprietorship ☐ Corporation ☐ LLC ☐ Partnership ☐ Non-Profit

a. **Proprietorship** applicants shall submit a copy of all licenses, permits, and/or registrations required by the Louisiana Clerk of Court in the parish(es) where the proprietorship will operate, as it relates to the authority to conduct business in this state.

b. **Corporation and Limited Liability Company (LLC)** applicants shall submit a copy of the Registration Certificate issued by the Louisiana Secretary of State's office. If licensed as an out of state corporation or LLC, include a copy of the Certificate of Authority.

c. **Partnership** applicants shall submit a copy of the Certificate of Registry issued by the Louisiana Secretary of State as proof that a contract of partnership or statement of a foreign partnership has been duly registered in the Central Registry for Contracts of Partnership.

d. **Non-profit** applicants shall submit a copy of the Certificate of Incorporation issued by the Louisiana Secretary of State.

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Will any of the following be used in association with the real estate school? If yes, **attach a copy of all related registration certificates issued by the Louisiana Secretary of State.**

Trade Name: ☐ YES ☐ NO    Trademark: ☐ YES ☐ NO    Service Mark: ☐ YES ☐ NO

Branch School Location(s):

|                |      |       |          |
|----------------|------|-------|----------|
| Street Address | City | State | Zip Code |
| Street Address | City | State | Zip Code |
| Street Address | City | State | Zip Code |

In accordance with R.S. 37:1460(C), the Commission shall not certify or accept educational hours for credit from any real estate school or vendor in which a substantial economic interest is held by a legislator or member of the commission, member of his/her immediate family, or any entity in which he/she directly or indirectly holds a substantial economic interest. Please indicate whether the applicant is in compliance with this statute. If no, attach a detailed letter of explanation. ☐ YES ☐ NO

Has the applicant ever been convicted, pled guilty, or nolo contendere to the crimes of forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud, or theft, or has been convicted of a felony or crime involving moral turpitude in any court of competent jurisdiction. If yes, attach a detailed letter of explanation. ☐ YES ☐ NO

### EXPERIENCE

List any other state in which the applicant has ever been approved as a real estate school to offer prelicense courses and attach documentation.

State: \_\_\_\_\_ Approval Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

State: \_\_\_\_\_ Approval Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Has the certification/approval ever been denied, revoked, or suspended? If yes, attach a detailed letter of explanation. ☐ YES ☐ NO

List any real estate and related experience you wish to be considered by the Commission in evaluating your application. Attach documentation.

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### COURSE INFORMATION

Indicate below which course(s) you plan to offer, if approved.

☐ SALESPERSON RE 101      ☐ BROKER RE 201      ☐ BROKER RE 202      ☐ BROKER RE 203

Tuition Cost: Indicate the cost of each course you intend to offer below.

Course 101: \$ \_\_\_\_\_ Course 201: \$ \_\_\_\_\_

Course 202: \$ \_\_\_\_\_ Course 203: \$ \_\_\_\_\_

List any additional cost/expenses to be incurred by the student.

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Indicate the school's policies regarding the following:

Pass/Fail Policy:

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Attendance/Missed Classes Policy:

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**REQUIRED ATTACHMENTS** – In addition to any previously requested documentation, the following must be submitted to complete this application.

- Proof of \$10,000 surety bond issued by an insurance company that is authorized to conduct business in Louisiana. Bonds shall be in favor of the State of Louisiana and conditioned for the protection of the contractual rights of students who attend real estate courses offered by the real estate school. A sample Surety Bond Form is available at [www.lrec.gov](http://www.lrec.gov).
- Financial statement for the legal entity or individual seeking the Certificate of Authority.
- A proposed student contact that will be used by the real estate school.

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- A minimum of two (2) letters of reference relating to applicant's integrity, character, and responsibility.
- List of primary instructors and include a resume for each instructor.

**ACKNOWLEDGEMENT:** I hereby certify the information contained herein, and all supplementary information submitted with this application for the purpose of obtaining a Certificate of Authority, is true and correct to the best of my knowledge.

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Signature of School Owner

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Print Name

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Date