

Louisiana Real Estate Commission
State of Louisiana
Office of the Governor

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

INITIAL APPLICATION FOR EDUCATION VENDORS
Initial Fee: \$300.00

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 vendor **must** undergo a separate application and approval process.

GENERAL INFORMATION

Vendor Name: _____ Tax ID Number: _____

Physical Address: _____
Street Address City State Zip Code

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

Telephone Number: _____ Email: _____

Owner/Director: _____ Designated Contact: _____

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 vendor? 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

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 vendor to offer continuing education courses and attach documentation.

State: _____ Approval Number: _____ Expiration Date: _____

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

List any real estate experience, including teaching experience, course development, licenses or designations, and any other related information the applicant deems pertinent to the review of this application for education vendor status. Attach documentation.

COURSE INFORMATION

Indicate below which course type you plan to offer, if approved.

☐ CONTINUING EDUCATION ☐ POST-LICENSE EDUCATION

Method used to verify attendance: _____

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Location of records: _____
Street Address City State Zip Code

What is the refund policy? _____

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

- Proof of \$5,000.00 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.
- Financial statement for the legal entity or individual seeking approved vendor status.

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.

Signature of Owner

Print Name

Date