

Louisiana Real Estate Commission
State of Louisiana
Office of the Governor

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

CERTIFIED REAL ESTATE PRELICENSING INSTRUCTOR APPLICATION
Initial Fee: \$35.00

IMPORTANT: Company, personal, cashier's checks, and money orders, made payable to the Louisiana Real Estate Commission, are accepted. Applicants must qualify for instructor certification based on education and experience in real estate and related subjects, prior to taking the instructor assessment examination. Prelicensing instructors must take and pass both the National and State portions of the examination. The testing facility will email the applicant to schedule their examinations.

GENERAL INFORMATION

Name: _____ Social Security Number: _____

Physical Address: _____
Street Address City State Zip Code

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

Telephone Number: _____ Date of Birth: _____

Email address: _____

Applicants must qualify in at least one of the following categories. Indicate your education qualifications below. **Must attach documentation of qualifications claimed.**

- ☐ A bachelor's degree with a major in real estate from an accredited college or university.
- ☐ A bachelor's degree from an accredited college or university and at least two years experience in real estate brokerage.
- ☐ A real estate broker's license and a minimum of five years experience in the area of proposed study.
- ☐ A Juris Doctorate degree or the equivalent from an accredited law school and a minimum of three years experience in the area of proposed study.
- ☐ Two years experience as a qualified instructor or professor in the business, finance, or economics department of an accredited college or university.
- ☐ Any qualifications, which in the opinion of the Commission, constitutes the equivalent of one or any combination of the above-mentioned qualifications.

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TEACHING AND PROFESSIONAL EXPERIENCE – If not applicable, enter N/A in the blank.**Teaching Experience** – List previous or current teaching experience, beginning with the most recent and **attach documentation**.

Name of Institution	Address	Subject Taught	Hours per Week	Dates (From – To)
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Teaching Credentials – List below and **attach a copy of the license/certification**.

Name of Issuing Agency	State	Type of License	License Number
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Occupational Experience – List employers for the last five years, beginning with the most recent.

Name of Employer	Address	Telephone Number	Position Held	Dates (From – To)
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Name of Employer	Address	Telephone Number	Position Held	Dates (From – To)
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Name of Employer	Address	Telephone Number	Position Held	Dates (From – To)
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Other - List other official credentials, designations, or comparable information and **attach documentation**.

If licensed as a real estate salesperson or broker, list below.

☐ SALESPERSON: License Number: _____ Number of Years Licensed: _____ State: _____☐ BROKER: License Number: _____ Number of Years Licensed: _____ State: _____

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

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Has the applicant ever had a diploma, certificate, teaching credential or license denied, revoked, or suspended? If yes, attach a detailed letter of explanation. ☐ YES ☐ NO

For what certified real estate school will you be teaching? **Provide a signed verification letter from certified real estate school.** If you will not be teaching for a certified real estate school at the time of this submission, enter N/A in the blank below.

Name of Real Estate School

REFERENCES

- Must attach two letters attesting to your qualifications and experience in teaching/lecturing.

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 Applicant

Print Name

Date