Pennsylvania
Department of State
State Real Estate Commission

DIRECTOR OF REAL ESTATE EDUCATION PROVIDER APPLICATION FOR APPROVAL

Before completing this application, make sure this is the most recent version by comparing this application with the one available on our website at: **www.dos.pa.gov/estate**.

The applicant for director of a real estate education provider shall have a combination of experience in teaching, supervision, and educational administration which, in the opinion of the Commission, will enable the applicant to competently administer a real estate education program in areas that include, but are not limited to, the following: evaluation of instructor performance, evaluation of curriculum and specific course content, analysis of course examinations, and management of records and facilities.

The director for a real estate education provider is responsible for day-to-day administration, including evaluation of instructor performance, evaluation of curriculum and specific course content, analysis of course examinations, management of records and facilities, and otherwise assuring compliance with 49 Pa. Code §§ 35.352-35.363.

Application Checklist

Attach the following documentation:

☐ A non-refundable $75.00 check or money order made payable to the "Commonwealth of Pennsylvania."

All fees are non-refundable. A $20.00 processing fee will be charged for any check returned unpaid by your bank, regardless of the reason.

NOTE: *This fee is not applicable if this application is being submitted with an initial real estate education provider application.*

☐ Detailed employment resume showing experience in teaching, supervision and administration necessary to completely administer a real estate education program, including, but not limited to, evaluation of instructor performance, evaluation of curriculum and specific course content, analysis of course examinations, and management of records and facilities.

☐ Criminal Background Check completed by the State Police where the applicant resides and dated within 180 days of the date this application is received in the Commission office.

- If you reside in Pennsylvania, background checks may be obtained at: https://epatch.pa.gov/home.
- If you reside outside the state of Pennsylvania, you must obtain a background check from the State Police in that state.
- The background check must contain the Applicant's **date of birth and social security number.**
- The background check must either state "**No Record**" or "**Record Exists**." Background checks that reflect "**Pending**" "**Under Review**," or **"Under Request"** cannot be submitted. Questions regarding the status of a background check must be directed to the State Police.
- If "**Record Exists**"—submit **originals** of the following for EACH felony or misdeameanor conviction:
  - The conviction summary information provided by the State Police
  - Certified copies of court documents;

- Letter from Probation Officer, dated within 90 days, indicating current probationary status/completion date;
- Police reports;
- Employment History (resume);
- Detailed description (in applicant's words) of the circumstances surrounding the conviction, the basis for the conviction and the disposition of the conviction;
- A signed and dated reference letter from the employing broker, on the company letterhead, indicating that the broker is aware of all conviction(s) and is willing to hire the applicant;
- Two signed and dated character references from individuals who are not related to or residing with the applicant.

☐ If this application is being submitted to change the director of an existing education provider, a resignation letter from the previous director must be submitted.

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Answer all questions on this application in black or blue ink.

1. Applicant's Name: _____
(Last name, First Name, Middle Name/Initial)

2. Applicant's Home Address: _____
(Street)

_____
(City) (State & ZIP)

3. Applicant's Telephone Number: (__ __ __) __ __ __ - __ __ __ __ (Home)

(__ __ __) __ __ __ - __ __ __ __ (Business)

4. Applicant's Email Address: _____
☐ Check this box if you wish to receive correspondence regarding this application via email. Be sure to add ra-realestate@pa.gov to your address box.

5. Applicant's Social Security Number: __ __ __ - __ __ - __ __ __ __

6. Real Estate Education Provider Name and Approval Number:

_____
(Write "Pending" in place of Approval Number if one has not yet been issued.)

7. Instructor Approval Number, if applicable: _____

8. Has this Commission or any other Real Estate Commission ever issued you a real estate license?

☐ Yes – Type of License(s): _____ License Number: _____
☐ No

9. **Social Security Certification**

Note that disclosing your social security number on this application is mandatory in order for the State Real Estate Commission to comply with the requirements of the federal Social Security Act pertaining to child support enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. §4304.1(a). In order to enforce domestic child support orders, the Commonwealth's licensing boards must provide to the Department of Public Welfare information prescribed by DPW about the licensee, including the social security number.

10. **Applicant's Certification**

I certify that:

- I have met all requirements and that all information supplied on this application is true and correct to the best of my knowledge and belief.
- To the best of my knowledge, I am not the subject of discipline or a current investigation or proceeding alleging misconduct under a licensing law or criminal law of either this Commonwealth or another state.
- I have read, understand and agree to comply with the Pennsylvania Real Estate Licensing and Registration Act and the Commission's regulations.
- I agree to permit the disclosure of my licensure record, including any disciplinary history from every state in which I am or have been licensed, or will be licensed in the future.
- I understand that any false statement made by me is subject to the penalties of 18 Pa. C.S. §4904 (relating to unsworn falsification to authorities) and may result in a disciplinary sanction against my license and/or me.
- I am aware of the criminal penalties for tampering with public records or information pursuant to 18 Pa. C.S. §4911.

_____

(Applicant's Signature) (Date)

11. **Owner's Certification**

I/We do hereby request that approval be granted to _____ (applicant) as Director of _____ (real estate education provider name). I/We believe the applicant to have a combination of experience in teaching, supervision and education administration which enables the applicant to competently administer a real estate education program.

_____

(Owner's Name) (Printed Name) (Date)