

**STATE REAL ESTATE COMMISSION**

PO Box 2649  
Harrisburg PA 17105-2649

Phone Number: 1-833-367-2762

Fax Number: 717-787-0250

[www.dos.pa.gov/estate](http://www.dos.pa.gov/estate)

## **REAL ESTATE EDUCATION PROVIDER REACTIVATION APPLICATION**

A real estate education provider must obtain the Real Estate Commission's approval before commencing operation in this Commonwealth. To obtain approval from the Commission, the real estate education provider shall:

- Have a name that is acceptable to the Commission. The Commission will *not* accept any name that appears to indicate any connection with a real estate business, franchise, network, or organization, with the exception of a trade association.
- Have a director of operations who meets the requirements outlined in 49 Pa. Code §35.342 of the Commission's Regulations (relating to the approval of the director).
- Designate a person or entity to serve as custodian of records if the real estate education provider were to terminate operations.
- Post a surety bond of \$10,000.00 to the Commonwealth for the protection of contractual rights of the real estate education provider's students.
- Have a main location that contains its administrative offices, its records, and a publicly listed telephone number for the real estate education provider's exclusive use.
- Have a location where classes are taught, which must:
  - Be suitable classroom space;
  - Not share office space, instruction space, or a common space with a real estate business, franchise, network, or organization. This paragraph does *not* apply to a real estate trade association OR to a contractual agreement between a real estate licensee and a real estate education provider to provide continuing education courses;
  - Be in compliance with applicable building, fire safety, and sanitary requirements imposed by state, county, and municipal governments.
- **Application Checklist** – Submit the following required items with the application:
  - Completed Director's Certification form
  - List of the courses, instructors, and satellite locations previously approved for your school that you wish to reactivate – this list must include the approval number and full approved name of each;
  - A reactivation fee of:
    - Education Provider: \$375
    - Satellite Location: \$15 for every location you wish to reinstate
    - Instructor: \$15 for every instructor you wish to reinstate
    - Course: \$15 for every course you wish to reinstate

***All fees are NON-REFUNDABLE regardless of the issuance of a license. A \$20.00 processing fee will be charged for any check returned unpaid by your bank, regardless of the reason.***

- A Real Estate School Surety Bond as described above;
- **For Providers located outside this Commonwealth:** A certificate of licensure or approval verifying that you are an approved education provider in the jurisdiction where you are located. The name on the license or approval letter must match the name on this application;
- **If you are changing the name of the school:**
  - Photocopy of the Pennsylvania Corporation Bureau-approved Certificate of Incorporation (for corporations), Certificate of Registration (for partnerships), or Foreign Registration Statement (for out-of state entities) showing new company name;

- Photocopy of the Pennsylvania Corporation Bureau-approved Fictitious Name Registration showing new fictitious name (if applicable);
- **If you are changing the Director and/or Owner of the school:**
  - Submit the director and/or owner application, fee, and supporting documents in conjunction with this application

**YOU MAY NOT PERFORM OR ADVERTISE ANY EDUCATION PROVIDER ACTIVITIES IN THE COMMONWEALTH OF PENNSYLVANIA UNTIL YOU ARE APPROVED BY THE STATE REAL ESTATE COMMISSION.**

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Answer all questions on this application. All information must be typed or legibly printed in black or blue ink.

1. Education Provider's Proposed Name: \_\_\_\_\_  
☐ Please check here if the name is different than the previously-approved provider name

2. Education Provider's Previous Approval Number: \_\_\_\_\_

3. Education Provider's Address: \_\_\_\_\_  
 (Street)

\_\_\_\_\_  
 (City)\_\_\_\_\_  
 (State & ZIP)\_\_\_\_\_  
 (Email Address)

4. Name of Proposed Education Director: \_\_\_\_\_

Director's E-mail Address: \_\_\_\_\_

5. Are classes offered at the above location? ☐ Yes ☐ No

6. Will classes be offered at any other location within this Commonwealth? ☐ Yes ☐ No  
 \*If yes, you will need to file a separate application to have any classroom space approved as a satellite location. The application must be filed after you have been approved as an education provider, and a separate application must be submitted for each satellite location.

7. Education Provider's Telephone Number(s): (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (Main Location)  
 (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (Administrative  
 Offices)

8. Education Provider's Custodian of Records (include name, address, telephone number, and email):

\_\_\_\_\_  
 \_\_\_\_\_

9. Type of Ownership: ☐ Corporation ☐ Limited Liability Company ☐ Partnership ☐ Sole Proprietorship

10. Entity Name of Owner: \_\_\_\_\_

11. Name and address of each owner/officer/partner (attached additional pages if needed):

\_\_\_\_\_  
 (Name)\_\_\_\_\_  
 (Address)\_\_\_\_\_  
 (Telephone Number)\_\_\_\_\_  
 (Email Address)\_\_\_\_\_  
 (Name)\_\_\_\_\_  
 (Address)\_\_\_\_\_  
 (Telephone Number)\_\_\_\_\_  
 (Email Address)\_\_\_\_\_  
 (Name)\_\_\_\_\_  
 (Address)\_\_\_\_\_  
 (Telephone Number)\_\_\_\_\_  
 (Email Address)

## **Real Estate Education Provider's Certification:**

My signature below confirms the following:

- I direct the day-to-day administration of the school.
- The Commission-approved main location of the provider contains the school's administrative office and all financial, physical plant, personnel, curriculum, scholastic and attendance records.
- The administrative office and any classrooms are separate from the business operation of a real estate business licensee, franchise, network or organization, excluding trade associations.
- The administrative office and any classrooms are in conformance with applicable building, fire safety and sanitary requirements imposed by state, county and municipal governments.
- All instructors are qualified in accordance Section 35.353 of the State Real Estate Commission's Regulations.
- The curriculum and the school's courses are taught in compliance with the Real Estate Licensing and Registration Act and the rules, regulations and policies of the State Real Estate Commission.
- The provider does hold itself out under the name approved for it by the Commission.
- The provider does not hold itself out as being recommended or endorsed by the Commission, the Department of Education or other agencies of the Commonwealth, except that the school may advertise that it has been approved by the Commission to provide instruction in real estate courses, and the credits earned in certain named courses will be accepted by the Commission toward fulfillment of the professional education prerequisite for taking the Pennsylvania real estate licensing examination.
- The provider does not hold itself out to be an educational institution that conforms to the standards and requirements prescribed for colleges and universities by the Department of Education, unless the school meets those standards and requirements.
- The provider does not make a guarantee of employment, conditional or unconditional, to a student or prospective student.
- The provider does not guarantee that successful completion of its curriculum will result in the students' passing a real estate licensing examination.
- The provider does not promote the business of a real estate licensee or a real estate organization, franchise or network.
- The provider does not recruit students for employment or affiliation with a real estate business licensee, franchise, network or organization.
- The provider does not solicit students for membership in a real estate organization, franchise or network.
- The provider does not permit instructors or guest lecturers while on school premises to wear any identification relating to the name of a real estate business licensee, franchise, network or organization.
- The provider does not solicit enrollments by means of advertisements in the employment columns of newspapers and other publications.
- The provider does not engage in advertising that is false, misleading, deceptive or degrading to the dignity of the real estate profession.
- The provider's transcripts are in compliance with the rules and regulations of the State Real Estate Commission.
- Transcripts are provided to students in compliance with the rules and regulations of the State Real Estate Commission.
- The provider is in compliance with all other provisions of the Real Estate Licensing and Registration Act and rules and regulations of the State Real Estate Commission.
- I have met all requirements and 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 of 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 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.
- I certify that the education provider:
  - Complies with 49 Pa. Code §§35.341-35.363 of the Commission's Regulations concerning the approval and administration of real estate education providers.
  - Has a director of operations who meets the requirements of 49 Pa. Code §35.342 of the Commission's Regulations that relate to approval of a director.
  - All statements are made under oath and are subject to Commission investigation. Falsification or failure to answer a question is grounds for non-issuance of an approval or suspension or revocation of an issued approval.

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(Signature of Director)

(Date)

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