

Section VIII – Instructions

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at 850.487.1395.

1. Requirements for Real Estate Instructor License

- a. Applicant must be at least 18 years old.
- b. Applicant must possess a high school diploma or its equivalent.
- c. Applicant must possess a social security number to apply.
- d. Applicant must submit electronic finger prints.
 - i. Pursuant to Chapter 475, Florida Statutes, electronic fingerprinting is mandatory for all real estate sales associate, real estate broker, and real estate appraiser applicants. Electronic fingerprinting allows applicants to have their fingerprints scanned and electronically submitted to the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI).
 - ii. Electronic Fingerprinting is located at various convenient sites throughout the state. See http://www.myfloridalicense.com/dbpr/servop/testing/documents/finger_faq.pdf for more information.
- e. Applicant must meet one of the qualifications noted in Section IV, above.

2. General Information and Instructions

- a. **Section I**
 - i. Check the box.
- b. **Section II**
 - i. Fill out each section completely.
 - ii. In the Full Legal Name section, applicants must use the name as it appears on his or her social security card. Do not use nicknames or initials.
- c. **Sections III (a), (b), and (c)**
 - i. Question 1:
 - a. If you answer “yes” to this question, you must complete Section III (b) [*make additional copies as necessary*] of the application and provide a copy of the arrest report, copies of the disposition or final order(s), and documentation proving all sanctions have been served and satisfied. **You must supply this documentation for each occurrence.** If you are unable to supply this documentation, a certified statement from the clerk of court for the relevant jurisdiction stating the status of records is required.
 - b. If you are still on probation, you must supply a letter from your probation officer, on official letterhead, stating the status of your probation.
 - ii. Question 2:
 - a. If you answer “yes” to this question, you must complete Section III (b) [*make additional copies as necessary*] of the application and provide a copy of the judgment or decree. You must also supply documentation proving all sanctions have been served and satisfied, or if not, stating the current status of any proceedings.
 - iii. Question 3:
 - a. If you answer “yes” to this question, you must complete Section III (c) [*make additional copies as necessary*] of the application and supply copies of documentation explaining the denial or pending action.

- iv. Question 4:
 - a. If you answer “yes” to this question, you must complete Section III (c) [*make additional copies as necessary*] of the application and supply copies of the order(s) showing the disciplinary action taken against the license, or documentation showing status of the pending action.
- d. **Section IV**
 - i. Check the box that corresponds to the method by which you plan to meet the requirements for a real estate instructor permit.
 - ii. For method one:
 - a. In order to qualify for the state real estate school instructor exam an applicant must:
 1. Submit admissions authorization letter (from the Department’s contract vendor) at the time of examination.
 2. Submit proof of identification at the time of the examination.
 - b. Testing Information:
 1. An applicant will be notified when approved for the examination, and must appear for examination within two years from the date the application was received by the Department of Business and Professional Regulation (DBPR).
 2. The testing vendor will be notified, by DBPR, once the application has been approved. The testing vendor will contact the applicant with the required testing administration information.
 3. The examination fee will be paid separately by the applicant to the testing vendor.
 4. After the applicant passes the exam, the testing vendor will upload the results to DBPR’s system. At that point the system will automatically issue a license number. This can take up to ten working days. After DBPR issues the license, it still takes ten to twelve working days before DBPR mails the license.
 - iii. For method two:
 - a. Have the relevant institutions submit pertinent certified official transcripts as appropriate.
 - iv. For method three:
 - a. Have the relevant institutions submit pertinent certified official transcripts as appropriate.
 - b. Submit appropriate documentation of the required extensive experience.
 1. See Section IV of this application itself, above.
- e. **Section V**
 - i. Check all applicable boxes.
 - ii. If you wish to take the examination in Spanish, see <http://www.myfloridalicense.com/dbpr/re/LicensureInformation.html> for more information.
 - iii. NOTE: If you have a disability and require special accommodations in taking this examination, you must submit a "Request for Special Accommodations" application along with your application. If accommodations are not requested in advance, we cannot guarantee the availability of accommodations. For more information see <http://www.myflorida.com/dbpr/servop/testing/ADA.html>.
- f. **Section VI**
 - i. The applicant must sign the attestation statement.

g. Section VII

- i. All applicants that are not residents of Florida must complete the Irrevocable Consent to Service section.

3. Other Information

a. Employment Information

- i. Upon passing the examination or approval of this application, whichever is applicable, an applicant will receive a certificate of licensure (permit). This does not mean that the applicant's permit is "active". The applicant can then activate his or her permit upon securing employment by properly filing form # DBPR RE 6 with DBPR. If you need to start work immediately, submit completed form # DBPR RE 6 with this application.

b. Refunds

- i. Submitting this application and required fees implies your intent to pursue licensure. The department must receive your written request for a refund, per Chapter 215.26 (2), Florida Statutes, no more than 3 years after the right to a refund has accrued.
- ii. For more information on refunds, see also Rule 61J2-2.0261 of the Florida Administrative Code.