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|  | **State of New Jersey****Department of Banking and Insurance****Real Estate Commission****P.O. BOX 328****TRENTON, NJ 08625-0328****PHONE: (609) 292-7272/(609)940-7391** **FAX: (609) 292-0944****Main Website:** [**www.dobi.nj.gov**](http://www.dobi.nj.gov) |  |  |  |  |  |  |  |  |  |  |
|  |  | **I** |  |  |  |  |  |  |  |  |
|  |  | (Instructor Reference Number) |
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|  |  | **CE INSTRUCTOR APPLICATION** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **APPLICATION FEE** | **ONLY PAYMENT TYPES ACCEPTED** | **CASH RECEIPT NO.** | **RECEIPT DATE (mm/dd/yy)** |
| **$150.00** (non-refundable) |  [ ]  Business Check | [ ]  Certified Check |  |       |
|  |  [ ]  Cashier’s Check | [ ]  Money Order |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **- DO NOT WRITE ABOVE THIS LINE - FOR AUTHORIZED NJREC USE ONLY -** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **PAYEE🡪 “STATE TREASURER OF NJ”. Payment types only: Business checks/bank cashier/certified checks/money orders.** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.** | **Are you currently licensed as a NJ Real Estate Pre-Licensure Instructor?** | **[ ]  YES [ ]  NO** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.** | **Are you currently licensed as a NJ Real Estate CE Instructor?** | **[ ]  YES [ ]  NO** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **If YES, please enter your NJ License Reference Number:** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **3.** | **Are you currently a NJ Real Estate licensee? [ ]  YES [ ]  NO** If **YES**, please select only one of the following license types: |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **[ ]  Salesperson** | **[ ]  Broker-Salesperson** | **[ ]  Broker** |  **[ ]  Salesperson licensed with Referral Company** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4.** |  |  |
|  | **FULL NAME** (First, MI, Last) |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5.** |       |  |       |  |       |  |       |  |
|  | **Public -** (Business Street Address) - Line 1 |  | (City) |  | (State) |  | (Zip Code) |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7.** |       |  |       |  |       |  |
|  | **Public -** (Business Phone # with Area Code) |  | **Public -** (Business Phone # with Area Code) |  | **NJREC Only -** (Cell Phone # with Area Code) |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8.** |       |  |       |  |
|  | **Public -** (Business Website) |  | **NJREC Only -** (Personal E-Mail, must be complete) |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **9.** | **TOPICS YOU ARE SEEKING APPROVAL TO TEACH** **(Select all that apply):** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **CORE TOPIC AREAS** |  |  |  |  |  |  |  |  | **ELECTIVE TOPIC AREAS** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **ETHICS** | **[ ]**  | **LAND USE** |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **AGENCY** | **[ ]**  | **FINANCING** (Mortgage alternatives) |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **DISCLOSURE** | **[ ]**  | **SEASONAL RENTALS** |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **REAL ESTATE LICENSEE STATUTES/RULES** | **[ ]**  | **REAL ESTATE VALUATION** |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **FAIR HOUSING/NJ LAW AGAINST DISCRIMINATION**(\*Out of State applicants must demonstrate knowledge of NJ Law) | **[ ]**  | **PROPERTY MANAGEMENT** |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **LEGAL REQUIREMENTS ON ESCROW MONIES & FINANCIAL RECORDKEEPING** | **[ ]**  | **COMMERCIAL REAL ESTATE PROPERTY** |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **NJ & FEDERAL ENVIRONMENTAL LAWS/RULES PERTINENT TO THE PRACTICE OF REAL ESTATE BROKERAGE** | **[ ]**  | **FORECLOSURES SHORT-SALE TRANSACTIONS** |  |
|  |  |  |  |  |  |  |  |
|  | **[ ]**  | **LEGAL ISSUES** (For example: Listing Agreements, Sales Contracts, Leases, Attorney Review, Forms of Ownership and Deed Restrictions) | **[ ]**  | **REQUIREMENTS OF & TRANSACTIONS SUBJECT TO THE REAL ESTATE FULL DISCLOSURE ACT & THE NJ REAL ESTATE TIMESHARE ACT** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **[ ]**  | **REAL ESTATE LICENSEE SAFETY** |  |  |  |  | **[ ]**  | **SPECIFIC ASPECTS OF RESIDENTIAL REAL ESTATE TRANSACTIONS (SARRET):** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **[ ]**  | **REAL ESTATE FINANCIAL LITERACY AND PLANNING** |  | **SARRET Topic Area:** |  |  |
|  |  | (Real Estate Licensee: Personal Finance Planning) |  |  |  |
| **10.** | **Are you an ARELLO approved Instructor? [ ]  YES [ ]  NO** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | If **YES**, enter the ARELLO number: |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11.** | **Are you an approved Instructor for real estate CE in another State?** | **[ ]  YES [ ]  NO** |  |  |  |
|  | If **YES**, list State(s) and related State Reference Number for each entry below: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | (State Initials) | (State Reference Number) |  | (State Initials) | (State Reference Number) |  |
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|  | (State Initials) | (State Reference Number) |  | (State Initials) | (State Reference Number) |  |
|  | ***Note: Please provide teaching experience and qualifications on your current attached resume, that you wish to be considered for each topic you choose in Section 9. If not complete, applications will be returned or possibly denied.*** ***ALSO, you may submit a letter of professional reference to support your application.*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **12.** | **CHECK ALL THAT APPLY: (This does not guaranty you a license.)** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **[ ]**  | **A college, or university, professor in real estate, finance, business, economics or a related field.** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **[ ]**  | **A specialist, with a college degree, or experience teaching one or more subjects in the topic area(s) noted in section 8.) above. NOTE: Provide college transcript(s) with evidence of mastery of subject matter.** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **[ ]**  | **Possess at least three years of experience in a profession, trade, or technical occupation in the real estate field related to the subject matter of proposed instruction.** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **[ ]**  | **A real estate Instructor licensed, or otherwise authorized by the agency, with regulatory authority over real estate licenses in another jurisdiction that can show subject matter expertise.** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **[ ]**  | **A member in good standing of the State Bar of New Jersey, or another US State specifically** |  |  |  |
|  |  |  |  | **who is engaged in the field of real estate related law. Must submit letter of Good Standing.** | **(State Initials)** |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **NOTE: TO ALL OUT-OF-STATE(NON-NJ) ATTORNEYS, if checking the LEGAL ISSUES category, under the CORE TOPIC AREAS, you must provide documentation pertaining to your knowledge/expertise of NJ real estate law.** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **[ ]**  | **Persons who evidence their teaching qualifications by education experience or experience or a combination of the two.** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **[ ]**  | **Persons who have teaching experience, please attach a detailed resume with details about teaching experience.** |  |
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