



State of New Jersey
 Department of Banking and Insurance
 Real Estate Commission
 20 West State Street
 P.O. Box 328
 Trenton, NJ 08625-0328
 PHONE: 609-292-7272



FAX: 609-292-0944; WEBSITE: www.dobi.nj.gov

"NJ PRE-LICENSED INSTRUCTOR APPLICATION"

FOR LICENSES ISSUED IN THE 1 ST "ODD" YEAR OF A TWO-YEAR TERM	FOR LICENSES ISSUED IN THE 2 ND "EVEN" YEAR OF A TWO-YEAR TERM
Application Fee (Due at application submission): \$ 50.00	Application Fee (Due at application submission) \$ 50
License Fee (Due at Seminar): \$200.00	License Fee (Due at Seminar): \$100

***ALL FEES ARE NON-REFUNDABLE *** N.J.S.A. 45:15-10.7 – Application for issuance of license as a NJ Real Estate Instructor; fees.

TO OBTAIN A CERTIFICATE OF EXAMINATION ELIGIBILITY, APPLICANTS MUST PROVIDE THE FOLLOWING:

- YES NO Current NJ Broker: Min. 2 yrs. Full-Time (FT) experience (exp.) required.
- YES NO Non-NJ Broker: Min. 3 yrs. FT exp. & current Licensure History required. US State Initials →
- YES NO Bachelor's degree? If YES, you must submit your official transcript from the accredited college or University you graduated from OR a copy of your official diploma.
NOTE: Prior to application submission, all applicants must complete 150 hours of required NJ Broker courses.

4.) APPLICATION AND FEE:

- Each submitted application must contain an Application Fee. After application approval, the applicant will be issued an official Certificate of Examination Eligibility.
- All applicants must first pass the formal NJ real estate Pre-License Instructor examination and then be fingerprinted.
- Finally, successful new Instructors **MUST** physically attend at least one, of the two, mandatory Pre-Licensure Instructor's seminars held in the Fall and Spring of the same calendar year. **NOTE:** Contact Lori Marazzo (NJREC) at (609) 940-7391 or lori.marazzo@dobi.nj.gov who will e-mail details regarding the next mandatory instructor seminar.

5.) LICENSE FEE:

- The Licensing fee must be submitted with pass notice, fingerprint receipt before a license will be provided. Which is normally emailed to the applicant 3-5 business days after the mandatory seminar.

6.) PAYMENT DETAILS (APPLICATION AND LICENSE FEES):

- All fees are payable to: "THE STATE TREASURER OF NEW JERSEY". ACCEPTABLE PAYMENT TYPES ONLY : Broker's Business Checks, Cashier or Certified Checks and Money Orders. **NO PERSONAL CHECKS ACCEPTED**

PLEASE PRINT LEGIBLY OR TYPE. ILLEGIBLE OR INCOMPLETE APPLICATIONS MAY BE RETURNED & PROCESSING DELAYED

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Full Name (First, MI, Last)		License Reference #	(*) Social Security #	
Mr.	Mrs.	Ms.	(*) – Social Security # disclosure is mandatory for child support enforcement purposes and is established at P.L. 1996, c.7 and N.J.A.C. 11:5-3.5				
Home Mailing Address			Apt/Suite	City	State	Zip Code	
WORK Phone (w/Area Code)		CELL Phone (w/Area Code)		County	Complete E-MAIL Address		

SUBMISSION OF FALSE INFORMATION ON THIS FORM MAY SUBJECT YOU TO SANCTIONS BY THE NJ REAL ESTATE COMMISSION

I certify that the information contained on this application and all attachments are true and correct, and the real estate commission may rely on its truthfulness in considering this application.

I further certify that I am a citizen of the US, or legally present in this country, and that my responses to the "screening questions" on my exam date were true and remain unchanged as of today & that I have informed the commission about: any prior convictions and/or criminal charges now pending against me, any parole or probation I am now serving, any revocations, suspensions, surrenders for cause or denials of any professional license; and/or child support arrearages that exceed 6 months or child support-related warrants outstanding against me.

Any questions pertaining to the certification of the above statement, please contact the NJREC Education Bureau at (609) 292-7272.

Date (mm/dd/yy)

SIGNATURE Name of Applicant