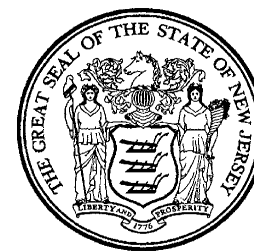




State of New Jersey
Department of Banking and Insurance
Real Estate Commission
P.O. BOX 328
TRENTON, NJ 08625-0328
PHONE: (609) 292-7272 FAX: (609) 292-0944
Main Website: www.dobi.nj.gov



Mandatory Continuing Education (MCE)

INSTRUCTOR "APPLICATION GUIDE"

IMPORTANT NOTE: Completion of this form is required by N.J.A.C. 11:5-12. The submission of false information will result in a denial of the application and may subject you to sanctions by the New Jersey Real Estate Commission. See N.J.S.A. 45:15-16.2g and N.J.A.C. 11:5-12:15.

PLEASE NOTE: All instructor applicants must review N.J.A.C. 11:5-12.10 for instructor requirements & responsibilities.

GENERAL INSTRUCTIONS

- 1.) An applicant seeking approval as a NJ real estate continuing education instructor shall apply on the forms provided by the New Jersey Department of Banking and Insurance, Real Estate Commission, Education section, and submit them with the appropriate fee.
- 2.) Carefully read and complete, legibly and in entirety, the New Jersey Continuing Education Instructor application. Enclose a resume of work experience and a \$150.00 non-refundable application fee.
 - a. **ATTORNEY:**
Also enclose an original Certificate of Good Standing (issued by the clerk of the NJ Supreme Court).
 - b. **USA (NON-NJ) REAL ESTATE LICENSE:**
Also enclose the Certification form completed, legibly and in entirety, by the appropriate regulatory entity.
- 3.) For all Continuing Education (CE) related questions, contact the New Jersey Real Estate Commission (NJREC), Education Section at: **609-292-7272** or by e-mail at **realestate@dobi.state.nj.us**

QUALIFICATIONS

An individual applying to become an approved CE Real Estate Instructor, shall meet at least one of the following criteria:

1. A college or university professor in real estate, finance, business, economics or a related field;
2. A specialist with a college degree or experience teaching one or more subjects in the topic(s) noted in their application for approval as an instructor;
3. 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;
4. A real estate instructor licensed or otherwise authorized by the agency with regulatory authority over real estate licensees in another jurisdiction who can show subject matter expertise;
5. A member in good standing of the State Bar of New Jersey who is engaged in the field of real estate related law; or
6. Persons who otherwise evidence their teaching qualifications by education or experience or a combination of the two.

MAIL ALL REQUESTED FORMS & FEES IN ONE SINGLE PACKAGE (NOT INDIVIDUALLY) TO:

NEW JERSEY REAL ESTATE COMMISSION
20 West State Street
P.O. Box 328
Trenton, New Jersey 08625-0328
Attn: NJREC Education section, 7th floor

NOTE: Make all fees payable to the "State Treasurer of NJ". (No personal checks or cash.)