

**LICENSE NO.: 563.**

**PART A: Instruction/Training Statement:**

\_\_\_\_ I have instructed at least one elective CE course during the current license term OR have completed a 6-hour instructor training program approved by IDFPR during the current license term.

**PART B: Child Support Statement:**

Are you more than 30 days delinquent in complying with a child support order? (Note: If you are not subject to a child support order, answer "No.")  
\_\_\_\_ No                      \_\_\_\_ Yes

**Fee Before: \$225.00 (Includes Late Penalty Fee.)  
(See Payment Options Below.)**

**PART C:**

I understand that if I provide false/fraudulent information I could lose my license, be fined and/or have other penalties assessed. I also understand the FEES ARE NOT REFUNDABLE. Therefore, I declare that I have examined this form and, to the best of my knowledge, all statements are true, correct and complete.

Signature (Required): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Email (Required): \_\_\_\_\_

DAYTIME PHONE NUMBER: (        ) \_\_\_\_\_

My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee above, but in no event shall such reduction be made in an amount greater than \$50.

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▲▲▲ FOLD AND DETACH ON PERFORATION ▲▲▲

**Department of Financial and Professional Regulation  
Division of Professional Regulation**

**RENEWAL  
NOTICE FOR:**

**LICENSED  
REAL ESTATE CE INSTRUCTOR**

**LICENSE RENEWAL INSTRUCTIONS**

1. Illinois law requires you to respond to the question regarding Instruction/Training in Part A.
2. Illinois law requires you to respond to the Child Support question in Part B. Licensees required to pay child support must certify on this renewal form to not being more than 30 days delinquent in complying with a child support order. If you are not subject to a child support order, answer "No".
3. Make any name or address changes on the reverse side of this form. Name changes must be accompanied by copies of one of the following: marriage certificate, divorce decree, court order, etc.
4. You must sign the application in the space provided and indicate your Email Address in Part C.

Failure to follow instructions will result in your license renewal being delayed. Practice after the expiration of your license shall constitute unlicensed practice which could result in civil/criminal penalties and discipline of your license.

**PAYMENT OPTIONS (Fees are NOT Refundable)**

**CHECK/MONEY ORDER:** Mail the upper portion of this renewal form along with the correct fee. Only checks and money orders, payable to the DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION, will be accepted. Only checks drawn on United States Banks within the Federal Reserve are accepted. Mailed renewals typically require four to six weeks to process. **DO NOT SEND CASH!** Placement of a STOP PAYMENT on a check results in a \$50 fine.

LICENSE NO.: 563. \_\_\_\_\_  
(write license no. above)

Please PRINT any name/address change that differs from that shown.  
Change of name must be accompanied by documentary proof.

Name: \_\_\_\_\_

Address  
Lines: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Department of Financial and Professional Regulation  
Division of Real Estate  
PO Box 7570  
Springfield, IL 62791-7570

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**\*\*\*\*\* NOTICE \*\*\*\*\***

**INCOMPLETE RENEWALS:** An incomplete renewal will be returned to you for proper completion. This will result in a substantial delay in renewing your license to practice. We cannot process your renewal by mail without the following information:

Write your license number at the top left of both pages of this renewal form

Your renewal must be signed.

A signed check or money order must be enclosed.

You must respond to the statements in Part A and Part B

If you have changed your name, you must enclose proof of a legal name change. Proof can be any one of the following: marriage certificate, divorce decree, court order, etc.