ILLINOIS AUCTION CONTINUING EDUCATION COURSE LICENSE RENEWAL APPLICATION

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION
Division of Real Estate
320 West Washington Street
Springfield, Illinois 62786
fpr.realestateeducation@illinois.gov

Important Notice: Completion of this form is necessary to accomplish the requirements outlined in the Illinois Auction License Act. Disclosure of this information is REQUIRED. Failure to comply may result in this form not being processed. This form has been approved by the Agency Forms Coordinator. For more Information please view [http://www.ilga.gov/commission/jcar/admincode/068/06801440sections.html](http://www.ilga.gov/commission/jcar/admincode/068/06801440sections.html) Administrative Rules.

SCHOOL NAME: SCHOOL LICENSE #:445

SCHOOL ADDRESS: PHONE:

ADMINISTRATOR NAME: EMAIL:

INSTRUCTOR NAME(s): WEB ADDRESS:

PROFESSIONAL LICENSE NUMBER(s) if applicable

Please select the type of course being applied for and course license number:

☐ CE Mandatory (446) _________________________  ☐ CE Elective (446) ________________________

Please enter the name of the course:

Please enter the total course hours requested: _____

Please select ONE delivery method for the course being applied for:

☐ Live Interactive Delivery (check all that apply)  ☐ Online Distance  ☐ Home Study

☐ Classroom  ☐ Interactive Webinar (Live - Simultaneous)  Learning Management System (LMS) *Administrator Level User Name and Password must be provided

Home Study/Correspondence/Internet (Non-LMS)

What type of proctored exam will this course require (Home Study/Correspondence Courses):

☐ Paper/Written  ☐ Digital/Internet

All course applications must include the following:

☐ SUBMITTED IN A LETTER SIZE (8½ X 11) FILE FOLDER LABELED WITH COURSE NAME, SCHOOL NAME AND LICENSE NUMBER TYPED ON THE FOLDER. SUBMIT SEPARATE APPLICATIONS.

☐ INCLUDE THE MATERIALS LISTED BELOW:

☐ COURSE DESCRIPTION

☐ COMPREHENSIVE TIMED OUTLINE (MUST CONTAIN TIME SPENT ON EACH TOPIC AND TOTAL COURSE TIME EXCLUDING TIME SPENT ON EXAM)

☐ LEARNING OBJECTIVES

☐ COURSE FINAL EXAM (25 QUESTIONS FOR EVERY 3 HOURS APPROVED)

☐ SEPARATE EXAM ANSWER KEY (MANDATORY)

☐ COPY OF THE SCHOOLS WRITTEN PROCTOR AGREEMENT AND EXAM PROCTOR POLICY

☐ ANY MATERIALS PROVIDED TO THE STUDENTS INCLUDING, TEXTBOOKS, INSTRUCTOR NOTES, POWERPOINT, ETC. MUST BE SENT VIA USB, DVD OR HARD COPY. EMAILED DOCUMENTS WILL NOT BE ACCEPTED

☐ INSTRUCTOR RESUME/BIO AND COPY OF LICENSE IF APPLICABLE

MAIL ALL MATERIALS TO: 320 WEST WASHINGTON STREET, REAL ESTATE - EDUCATION, 3RD FL, SPRINGFIELD, IL 62786

As an authorized representative of the licensed Education Provider, I understand that if I provide false or fraudulent information the School could be disciplined and/or fined. I read this application in its entirety and to the best of my knowledge all statements are true, correct, and accurate.

Authorized Representative Signature  Authorized Representative Printed Name  Date