

## REAL ESTATE PRINCIPAL INSTRUCTOR APPLICATION

**Instructions: This application must be completed, signed and notarized. Each question must be answered and the necessary documentation and fees attached or the application will be returned to the applicant.**

### PART I - PERSONAL INFORMATION

Applicant's Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)

Gender: \_\_\_\_\_

Home Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Personal Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Highest level of education completed: \_\_\_\_\_ Completion date: \_\_\_\_\_

Name and location of school: \_\_\_\_\_

**Have you ever been convicted of or plead guilty or nolo contendere to any crime other than a traffic violation?** \_\_\_\_ YES \_\_\_\_ NO Being convicted shall include all instances in which a plea of guilty or nolo contendere or finding of guilt is the basis for the conviction, and all proceedings in which the sentence has been deferred or suspended. (If responded Yes, provide a written report of the conviction which should include the date of the offense and of the conviction, the name and address of the court, the specific crime of which convicted or to which a guilty plea or nolo contendere [no contest] was entered, the fine, penalty and/or other sanctions imposed, and copies of the charging document and judgement of conviction or other disposition including probation or suspension of sentence. All requested documents and reports must be included with the application.)

### PART II - REAL ESTATE FIRM INFORMATION

Real Estate License Number: \_\_\_\_\_ Status:  Active  Inactive  Expired

License Issuance Date: \_\_\_\_\_ License Expiration Date: \_\_\_\_\_

Real Estate Firm: \_\_\_\_\_ Firm Phone: \_\_\_\_\_

Firm Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

COMMISSION USE ONLY

Receipt # \_\_\_\_\_

Date Paid \_\_\_\_\_

ARKANSAS REAL ESTATE COMMISSION

Phone: (501) 683-8010 Fax: (501) 683-8020

REAL ESTATE PRINCIPAL INSTRUCTOR APPLICATION (cont'd)

PART III - SCHOOL INFORMATION

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I accept the responsibility of the role of Principal Instructor for this school as well as any instructor or guest speaker at this school.

Principal Instructor Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

PART IV - ADDITIONAL REQUIRED INFORMATION

- 1. Check for \$250 made payable to AREC
2. Copy of Driver's License/Birth Certificate
3. Type of education instructor will teach (Include corresponding training certificates if not on file w/ AREC):

Grid of checkboxes for license types: Sales pre-license, Sales post-license, Continuing Education, Broker pre-license, Broker post-license, Distance Education.

PART V - NARRATIVE OF EXPERIENCE (SEE LAST PAGE)

By placing my signature below, I certify that I have read each paragraph above and acknowledge each disclosure, that all information provided in this application is true and correct, and that the Arkansas Real Estate Commission may rely on its truthfulness in considering this application.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

NO REQUEST WILL BE PROCESSED WITHOUT A NOTARIZED SIGNATURE

Notary Seal

State of \_\_\_\_\_
County of \_\_\_\_\_
Subscribed and sworn before me, a Notary Public, in and for the county and state aforesaid, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public Signature

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**REAL ESTATE PRINCIPAL INSTRUCTOR  
APPLICATION (cont'd)**

**PART V - NARRATIVE OF EXPERIENCE**

Use the space below to provide the Commission with a summary of why you are qualified to be a Principal Instructor. Please refer to specific challenges, unique situations and/or victories encountered within your employment experience and expound upon their relevance in preparing you for licensure as a Principal Instructor. Attach additional sheets if necessary.