

ARKANSAS REAL ESTATE COMMISSION

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

REAL ESTATE SCHOOL LICENSE APPLICATION

INSTRUCTIONS:

1. Complete the entire form
2. Include \$500 for a Main School License (or \$300 for a Branch School License)
3. Photos of school location
4. Attach a roster of approved instructors and guest speakers
5. Attach a copy of school policies

PART I - SCHOOL INFORMATION

Name of School: _____

Principal Instructor: _____ Instructor License Number: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____ PO Box: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Toll Free Number: _____

Email Address: _____ Web Address: _____

Fax Number: _____

Do you have an ownership interest in the school? ___ Y ___ N. If no, please provide written documentation from the owner of the school authorizing your use of the requested school.

PART II - TYPE OF EDUCATION TO BE OFFERED

Salesperson Pre-license Classroom DistanceSalesperson Post-license ClassroomBroker Pre-license ClassroomBroker Post-license ClassroomContinuing Education Classroom Distance

COMMISSION USE ONLY

Receipt # _____

Date Paid _____

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**REAL ESTATE SCHOOL LICENSE
APPLICATION (cont'd)**

PART III - COMPLIANCE

Is the school currently approved/licensed in other states: _____ If YES, please list the state(s): _____

Has this school ever had a professional license or certificate suspended or revoked? _____ If YES, please provide written documentation as to the cause of the suspension or revocation including not less than: the state in which the action took place, the date of the action, and any other pertinent information concerning the suspension or revocation.

Has the owner of this school ever had a professional license or certificate suspended or revoked? _____ If YES, provide written documentation as to the cause of the suspension or revocation, the name of the school, the state where the incident occurred, the date of the action, and any other pertinent information concerning the suspension or revocation.

Has the Arkansas Real Estate Commission been placed on the school's email and mailing lists? _____ If NO, please add AREC to the school's email and mailing lists.

Student Records - Student records are required to be maintained by the school. Submit a copy of the student record documents.

Maintenance of Records - Method of record maintenance and accessibility to records.

How does your school maintain student records (attendance, academic progress, etc.)?

Paper Records Electronic Records Both Paper and Electronic Records

STATEMENT OF COMPLIANCE

Under penalty of perjury, I declare and affirm that the statements made on this form, including any attached sheets, are true, complete, and accurate, and I affirm that I have read Regulation 16.2 (a)4 and Arkansas Code §17-42-500 et.seq. and the Rules and Regulations of the Arkansas Real Estate Commission and that if a license is granted, I will operate in compliance with the laws of Arkansas and the Regulations of the Arkansas Real Estate Commission.

Principal Instructor's Name: _____

Principal Instructor's Signature: _____ Date: _____