



# Division of Licensing Services

New York State  
Department of State  
Division of Licensing Services  
Bureau of Educational Standards  
P.O. Box 22001  
Albany, NY 12201-2001  
(518) 486-3803  
<https://dos.ny.gov>

## Real Estate Instructor Application

### PLEASE READ CAREFULLY, AS INCOMPLETE APPLICATIONS WILL BE RETURNED.

- » A \$25 non-refundable registration fee must accompany this original, signed application (photocopies are not acceptable). Fees may be paid by check or money order (made payable to the Department of State) or by MasterCard or Visa, using a credit card authorization form. Do not send cash.
- » Each instructor of an approved real estate course of study **MUST SUBMIT A RESUME** to the Department of State. At least 100 points must be achieved based on the scale indicated on the **BACK OF THIS APPLICATION**. Your **RESUME MUST REFLECT** the sections of the point system for which you are claiming experience and/or academic points and satisfactory **EVIDENCE MUST BE PROVIDED**.
- » **CHILD SUPPORT STATEMENT**. A Child Support Statement is mandatory in New York State (General Obligations Law) regardless of whether or not you have children. **Any person who is four months or more in arrears in child support may be subject to having his or her business, professional and driver's licenses suspended.** The intentional submission of a false statement for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable pursuant to Section 175.35 of the Penal Law. It is a class E felony to offer a false instrument for filing with a state or local government with intent to defraud.

### PLEASE PRINT OR TYPE.

#### INSTRUCTOR DATA

INSTRUCTOR'S NAME \_\_\_\_\_

HOME ADDRESS (NUMBER AND STREET; APT. NUMBER) \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP+4 \_\_\_\_\_

COUNTY \_\_\_\_\_

E-MAIL ADDRESS (IF ANY) \_\_\_\_\_

CURRENT OCCUPATION \_\_\_\_\_

BUSINESS TELEPHONE NUMBER \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_

( ) \_\_\_\_\_

( ) \_\_\_\_\_

BUSINESS ADDRESS (NUMBER AND STREET; ROOM/SUITE DESIGNATION) \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP+4 \_\_\_\_\_

Have you ever been convicted of a criminal offense that is a misdemeanor or felony or had any license, certification, commission or registration denied, suspended or revoked in this state or elsewhere?

Yes\*

No

If Yes\*, attach a statement of complete details.

**Child Support Statement** - By signing this application, I certify that as of the date of this application, I am not under an obligation to pay child support **OR** if I am under an obligation to pay child support, I am not four or more months in arrears in the payment of child support, or I am making payments by income execution or by court agreed payment or repayment plan or by plan agreement or by plan agreed to by the parties or my child support obligation is the subject of a pending court proceeding, or I am receiving public assistance or supplemental security income.

**Applicant Affirmation** - I affirm under the penalties of perjury, that the statements made in my application, including statements made in any accompanying papers, are true and correct.

In addition, I affirm under the penalties of perjury that I will meet the obligations of all applicable statutory and regulatory requirements pertaining to the instruction of the established curriculum.

*Applicant's Signature*

X \_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICE EFFECTIVE DATE: \_\_\_/\_\_\_/\_\_\_ FEE RECEIVED: \$\_\_\_\_\_ TO REVENUE: \_\_\_/\_\_\_/\_\_\_ RECEIPT #: \_\_\_\_\_

USE ONLY APPROVAL MAILED: \_\_\_/\_\_\_/\_\_\_ LABEL [ ]

A fee of \$20 will be charged for any check returned by a bank for insufficient funds.

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# Real Estate Instructor Application

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In order to receive approval as an instructor, an individual must achieve 100 points in the system employed below.

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**1. SECTION ONE—A MAXIMUM OF 50 POINTS CAN BE CLAIMED IN THIS SECTION.**

(a) Licensed as a real estate broker or salesperson  
Each year of experience = 10 points 1(a) \_\_\_\_\_

**OR**

(b) Work experience in a specialized field directly related to real estate  
Each year of experience = 10 points  
**(Provide statement(s) from employer(s), on their letterhead, which verifies your claimed experience)** or 1(b) \_\_\_\_\_

**OR**

(c) Attorney, admitted to New York State Bar  
Each year of experience = 10 points or 1(c) \_\_\_\_\_

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**2. SECTION TWO—A MAXIMUM OF 50 POINTS CAN BE CLAIMED IN THIS SECTION.**

Experience as an academic instructor = 10 points for each year  
**(Provide statements from school(s), on their letterhead, indicating each year you have taught)** 2 \_\_\_\_\_

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**3. SECTION THREE—A MAXIMUM OF 30 POINTS CAN BE CLAIMED IN THIS SECTION.**

Formal academic achievement in a specialized subject matter directly related to real estate  
**(5 points for each 30 hours of courses successfully completed, including pre-licensing and continuing ed courses. Proof of completion must be provided.)** 3 \_\_\_\_\_

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**4. SECTION FOUR—(50 POINTS)**

Formal training in the techniques of organizing and presenting instructional material  
**(Provide proof of successful completion and a detailed course outline)** 4 \_\_\_\_\_

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**5. SECTION FIVE—ONLY ONE SELECTION MAY BE MADE IN THIS SECTION.  
EQUIVALENT DEGREES WILL BE CONSIDERED.**

The holder of one of the following:

**(Provide transcript)**

AAS Degree . . . . .	20 points	5 _____
B.A. or B.S. Degree . . . . .	30 points	_____
M.A. Degree, LLD or JD . . . . .	40 points	_____
B.A., B.S. or M.A. with a Concentration in Real Estate . . . . .	50 points	_____

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**TOTAL POINTS** \_\_\_\_\_

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**Does your resume reflect the points you claimed and did you attach all requested documentation?**