

# Wisconsin Department of Regulation & Licensing

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## DIVISION OF BOARD SERVICES APPLICATION FOR APPROVAL OF REAL ESTATE INSTRUCTOR

Submit one form for each instructor requesting approval. Please reproduce a supply for use with initial application and for future use.

1. NAME OF SCHOOL: \_\_\_\_\_

A. ADDRESS: \_\_\_\_\_  
Street City State Zip Code

B. NAME OF EDUCATION ADMINISTRATOR: \_\_\_\_\_

2. NAME OF INSTRUCTOR: \_\_\_\_\_

A. ADDRESS: \_\_\_\_\_  
Street City State Zip Code

B. DAYTIME TELEPHONE NUMBER: (during work hours) (\_\_\_\_\_) \_\_\_\_\_

C. PLEASE ATTACH THE INSTRUCTOR'S RESUMÉ. (See attachment.)

D. EDUCATIONAL BACKGROUND:

1. Years of college/university \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_

2. Education related to the practice of real estate: \_\_\_\_\_

3. Adult training classes attended: \_\_\_\_\_

E. TEACHING EXPERIENCE:

NAME OF SCHOOL	FROM		TO		SUBJECTS TAUGHT	SUPERVISOR/ MANAGER	PART- TIME	FULL- TIME
	mo	yr	mo	yr				

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**F. REAL ESTATE OCCUPATIONAL EXPERIENCE** (last 3 companies only):

EMPLOYING COMPANY	JOB DESCRIPTION	SUPERVISOR/ MANAGER	FROM		TO	
			mo	yr	mo	yr

1. For how many years has instructor-candidate practiced as a full-time real estate broker or salesperson? \_\_\_\_\_
2. For how many years has instructor-candidate practiced as a part-time real estate broker or salesperson? \_\_\_\_\_
3. Approximately how many listings has instructor candidate had during the last five years? \_\_\_\_\_
4. Approximately how many sales has instructor-candidate had during the last five years? \_\_\_\_\_

**G. PLEASE SUMMARIZE INFORMATION TO DESCRIBE YOUR QUALIFICATIONS.** How do those experiences qualify you to teach this course?

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\_\_\_\_\_  
SIGNATURE OF REAL ESTATE EDUCATION ADMINISTRATOR

\_\_\_\_\_  
DATE

**SEE NEXT PAGE**

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## INSTRUCTOR QUALIFICATIONS FOR PRE-LICENSING AND CONTINUING EDUCATION COURSES

To obtain approval, an instructor should clearly meet one of the following qualifications as set forth in sec. RL 25, Wis. Admin. Code. For the instructor's qualifications by experience or education to be adequately evaluated by the Department of Regulation and Licensing, sufficient information should be included in a resumé and/or references attached to this application.

Instructors shall possess at least one of the following minimum qualifications:

1. Be an instructor of real estate courses who is or has been engaged in the practice of teaching at an accredited institution of higher education.
2. Be a properly licensed or certified person who is engaged in the real estate aspects of appraising, financing, marketing, brokerage management, real property management, real estate counseling, real property law, or other related subjects and has been for at least 5 years continuously engaged in such practice.
3. Be a member of the state bar of Wisconsin who is engaged in the field of real estate-related law.
4. Be a person who, in the judgment of the department, is qualified by experience or education, or both, to supervise a course of study.