

FORM 3040 - REAL ESTATE INSTRUCTOR RECORD OF QUALIFICATIONS

FEE \$50

(Lines will expand as needed)

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| NAME OF INSTRUCTOR | | DATE EMPLOYED | |
| NAME OF SCHOOL | | | |
| ADDRESS (LOCATION) | | | |
| CITY | STATE | ZIP | |

Complete each area for which this instructor is seeking approval to teach. If requesting licensing in more than one area, duplicate copies of required documentation are not necessary.

(A) PRE-LICENSURE

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| (1) | Have completed courses in real estate of at least sixty (60) classroom hours at a recognized school, not including attendance at courses specifically designed for continuing education (Attach copies of certificates showing completion of 60 hours); AND |
| (2) | Have not less than a high school diploma or GED (Attach a copy of transcript, diploma or GED certificate); AND |
| (3) | Have in Real Estate five (5) continuous years of work experience within the past five (5) years - (Complete the information on the last page) AND |
| (4) | Hold and maintain a current active Arkansas Real Estate Broker License (Attach a copy of your current broker license). |

(B) POST-LICENSURE

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| (1) | Have completed courses in real estate at least sixty (60) classroom hours at a recognized school, not including attendance at courses specifically designed for continuing education (Attach copies of certificates showing completion of 60 hours); AND |
| (2) | Have not less than a high school diploma or GED (Attach a copy of transcript, diploma or GED certificate); AND |
| (3) | Have in Real Estate five (5) continuous years of work experience and licensure within the past five (5) years - (Complete the information on the last page) AND |
| (4) | Hold and maintain a current active Arkansas Real Estate Broker License (attach a copy of current broker license); AND |
| (5) | Have completed the post-licensure course for salespersons and brokers at a recognized school (Attach copies of certificates showing completion of post-licensure education for salespersons and brokers); AND |

(C) CONTINUING EDUCATION INSTRUCTORS

(1) For topics that are Arkansas specific, the instructor shall:

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| (a) | Have completed courses in real estate of at least sixty (60) classroom hours at a recognized school, not including attendance at courses specifically designed for continuing education (Attach copies of certificates showing completion of 60 hours); AND |
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| (b) | Have not less than a high school diploma or GED (Attach a copy of transcript, diploma or GED Certificate); AND |
| (c) | Have in Real Estate five (5) continuous years of work experience and licensure within the past five (5) years (Complete and attach FORM 3200 – WORK HISTORY FOR INSTRUCTOR QUALIFICATIONS); AND |

AND

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| (e)(i) | Hold and maintain a current active Arkansas Real Estate Broker License (Attach a copy of current broker license); OR |
| (e)(ii) | Hold a license to practice law in Arkansas and be engaged in full-time practice with a substantial emphasis in real estate as demonstrated by appropriate documentation (Attach a copy of your current law license and supporting documentation). |

(2) For topics that are real estate general, the instructor shall:

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| (a) | Have completed courses in real estate of at least sixty (60) classroom hours at a recognized school, not including attendance in courses specifically designed for continuing education (Attach copies of certificates showing completion of 60 hours); AND |
| (b) | Have not less than high school diploma or GED (Attach a copy of transcript, diploma or GED Certificate); AND |
| (c) | Have in Real Estate five (5) continuous years of work experience within the past five (5) years (Complete and attach FORM 3200 WORK HISTORY FOR INSTRUCTOR QUALIFICATIONS); |

AND

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| (d)(i) | Hold and maintain a current active Arkansas Real Estate Broker License (Attach a copy of Real Estate Broker License); OR |
| (d)(ii) | Hold and maintain a current active Real Estate Broker License from another state and are approved as a real estate instructor in their home state (Attach a copy of your current license and proof that you are an approved instructor); OR |
| (d)(iii) | Hold and maintain an appropriate active license from another state for the topic teaching and are an approved real estate instructor in their home state (Attach a copy of your current license and proof that you are an approved instructor); OR |
| (d)(iv) | Is an approved instructor of courses in real estate related subjects offered by the National Association of Realtors, the National Association of Real Estate Brokers, or their societies, institutes, or councils or have a Distinguished Real Estate Instructor (DREI) Designation from the Real Estate Educators Association (REEA) (Attach proof from the appropriate organization); OR |
| (d)(v) | Hold a license to practice law in Arkansas and be engaged in full-time practice with a substantial emphasis in real estate (Attach a copy of your current law license and supporting documentation). |

WORK HISTORY - EXPERIENCE THAT INCLUDES TEACHING, TRAINING, CLINICALS, INTERNSHIPS, EXTERNSHIPS, OR INSTRUCTING WILL NOT BE CONSIDERED AS WORK EXPERIENCE.

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| PLACE OF EMPLOYMENT | | | | | |
| ADDRESS (LOCATION) | | | | | |
| CITY | STATE | ZIP | PHONE NUMBER | | |
| NAME UNDER WHICH EMPLOYED | | START DATE (MM/YYYY) | END DATE (MM/YYYY) | | |
| TITLE OF POSITION HELD | | | Supervisor's Name | | |
| DESCRIBE WORK EXPERIENCE AS RELATED TO PROGRAM BEING PRESENTED | | | | | |

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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.

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| Printed Name of Official | Title |
| Signature of Official | Date |