

FORM 3040 - REAL ESTATE INSTRUCTOR RECORD OF QUALIFICATIONS

FEE \$50

(Lines will expand as needed)

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

(1)	Have completed at least sixty (60) classroom hours in real estate courses at a recognized school, not including attendance in 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 five (5) continuous years of work experience in real estate and licensure within the past five (5) years (Complete and attach FORM 3200 – WORK HISTORY FOR INSTRUCTOR QUALIFICATIONS); AND
(4)	Hold and maintain a current active Arkansas Real Estate Broker License (Attach a copy of your current broker license).

(B) POST-LICENSURE

(1)	Have completed at least sixty (60) classroom hours in real estate courses at a recognized school, not including attendance in 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 five (5) continuous years of work experience in real estate and licensure within the past five (5) years (Complete and attach FORM 3200 – WORK HISTORY FOR INSTRUCTOR QUALIFICATIONS); 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
(6)	Annually attend not less than two of the quarterly Real Estate Instructor Workshops held jointly by the Arkansas Real Estate Commission and State Board of Private Career Education (Attendance will be monitored by SBPCE).

(C) CONTINUING EDUCATION INSTRUCTORS

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

(a)	Have completed at least sixty (60) classroom hours in real estate courses 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 a high school diploma or GED (Attach a copy of transcript, diploma or GED Certificate); AND
(c)	Have five (5) continuous years of work experience in real estate and licensure within the past five (5) years (Complete and attach FORM 3200 – WORK HISTORY FOR INSTRUCTOR QUALIFCAITONS); AND
(d)	Annually attend not less than two of the quarterly Real Estate Instructor Workshops held jointly by The Arkansas Real Estate Commission and State Board of Private Career Education (Attendance will be monitored by SBPCE).

AND

(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 (Attach a copy of your current law license and supporting documentation).

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

(a)	Have completed at least sixty (60) classroom hours in real estate courses 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 five (5) continuous years of work experience in real estate within the past five (5) years (Complete and attach FORM 3200 WORK HISTORY FOR INSTRUCTOR QUALIFICATIONS);

AND

(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 be 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).

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.

Printed Name of Official		Title	
Signature of Official (Sign in Blue Ink)		Date	