



State of New Jersey
 Department of Banking and Insurance
 Real Estate Commission
 P.O. BOX 328
 TRENTON, NJ 08625-0328
 PHONE: (609) 292-7272
 FAX: (609) 292-0944
 Main Website: www.dobi.nj.gov

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(Instructor Reference Number)

Mandatory Continuing Education (MCE)
"INSTRUCTOR APPLICATION"

| APPLICATION FEE | ONLY PAYMENT TYPES ACCEPTED | CASH RECEIPT NO. | RECEIPT DATE (mm/dd/yy) |
|-------------------------------------|---|------------------|-------------------------|
| \$150.00 (non-refundable) | <input type="checkbox"/> Business Check <input type="checkbox"/> Certified Check <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Money Order | | |

- DO NOT WRITE ABOVE THIS LINE - FOR AUTHORIZED NJREC USE ONLY -

All fees to be made payable to "STATE TREASURER OF NJ". No personal checks, cash or credit cards are accepted.

1 Are you currently licensed as a NJ Real Estate Pre-Licensure Instructor? YES NO

2 Are you currently licensed as a NJ Real Estate Salesperson, Broker-Salesperson, Broker or Referral Agent? YES NO
 If YES, please select one of the following license types:

- Salesperson
 Broker- Salesperson
 Broker
 Referral Agent

3 _____
 FULL NAME (First, MI, Last)

4 _____
 Public - (Business Street Address) - Line 1 (City) (State) (Zip Code)

5 _____
 Public - (Business Street Address) - Line 2 (City) (State) (Zip Code)

6 _____
 Public - (Business Phone # with Area Code) Public - (Business Phone # with Area Code) **NJREC Only - (Cell Phone # with Area Code)**

7 _____
 Public - (Business Website) **NJREC Only - (Personal E-Mail)**

8 TOPICS YOU ARE SEEKING APPROVAL TO TEACH (Please select all that apply):

CORE TOPIC AREAS

- ETHICS
- AGENCY
- DISCLOSURE
- REAL ESTATE LICENSEE STATUTES/RULES
- FAIR HOUSING/NJ LAW AGAINST DISCRIMINATION
- LEGAL REQUIREMENTS ON ESCROW MONIES & FINANCIAL RECORDKEEPING
- NJ & FEDERAL ENVIRONMENTAL LAWS/RULES PERTINENT TO THE PRACTICE OF REAL ESTATE BROKERAGE
- LEGAL ISSUES (For example: Listing Agreements, Sales Contracts, Leases, Attorney Review, Forms of Ownership and Deed Restrictions)

ELECTIVE TOPIC AREAS

- LAND USE
- FINANCING
- SEASONAL RENTALS
- REAL ESTATE VALUATION
- PROPERTY MANAGEMENT
- COMMERCIAL REAL ESTATE PROPERTY
- FORECLOSURES SHORT-SALE TRANSACTIONS
- REQUIREMENTS OF & TRANSACTIONS SUBJECT TO THE REAL ESTATE FULL DISCLOSURE ACT & THE NJ REAL ESTATE TIMESHARE ACT
- SPECIFIC ASPECTS OF RESIDENTIAL REAL ESTATE TRANSACTIONS (SARRET):

SARRET Topic Area: _____

9 Are you an ARELLO approved Instructor? YES NO

If YES, enter the ARELLO number:

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10 Are you an approved Instructor for real estate CE in another State? YES NO

If YES, list State(s) and State Reference Number for each entry below:

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(State Initials)

(State Reference Number)

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(State Initials)

(State Reference Number)

11 CHECK ALL THAT APPLY:

- A college, or university, professor in real estate, finance, business, economics or a related field.
- A specialist, with a college degree, or experience teaching one or more subjects in the topic area(s) noted in section 8 above. **NOTE: Provide college transcript(s) with evidence of mastery of subject matter.**
- Possess at least three years of experience in a profession, trade, or technical occupation in the real estate field related to the subject matter of proposed instruction.
- A real estate Instructor licensed, or otherwise authorized by the agency, with regulatory authority over real estate licenses in another jurisdiction that can show subject matter expertise.
- A member in good standing of the State Bar of New Jersey, or another US State specifically _____, who is engaged in the field of real estate related law. **Must submit letter of Good Standing.** (State Initials)
- Persons who evidence their teaching qualifications by education experience.
- Persons who have teaching experience, please attach a detailed resume with details about teaching experience.

12 **Attach a current resume, and any other materials, evidencing your qualifications specified in 11. Above for approval as an Instructor. You may also submit a letter of professional reference to support your application if you wish to do so.**