



Montana Board of Realty Regulation
301 S. Park Ave., 4th Floor
PO Box 200513
Helena, MT 59620-0513
PHONE: 406-841-2204 FAX: 406-841-2323
E-MAIL: dlibsdrre@mt.gov WEBSITE: www.realestate.mt.gov

TO: Real Estate Instructor Applicants
FROM: Board of Realty Regulation Education Committee
RE: Continuing Education Application Requirements

The following is a checklist of items that you must provide to the Board of Realty Regulation. Incomplete applications will not be reviewed. **Refunds will not be issued for incomplete or denied applications.**

1. Each complete instructor application and fee must be submitted at least 30 days prior to the intended course date. Please note, instructor applications requiring additional review or additional information may take in excess of 90 days for review.
2. Submit a current resume with the course application. As the applicant, it is your responsibility to provide adequate information for approval. Resumes or attached biographies should directly address the instructor's ability to teach the topic(s) for which they are requesting approval.
3. Instructors are not automatically approved.
4. In order for distance education courses to be approved in Montana, they must first be certified by the Association of Real Estate License Law Officials (ARELLO) and then submitted to the Board of Realty Regulation for content review. If you intend to provide distance education, please make sure it is ARELLO approved prior to submitting a course or instructor application.

Send a complete application packet and all fees to Education Director, Board of Realty Regulation, P.O. Box 200513, Helena, MT 59620-0513. DO NOT SEND CASH. Make check or money orders payable to the Board of Realty Regulation. You may also pay with a credit card or e-check by completing the attached authorization form.



Montana Board of Realty Regulation
301 S. Park Ave., 4th Floor
PO Box 200513
Helena, MT 59620-0513
PHONE: 406-841-2204 FAX: 406-841-2323
E-MAIL: dlibsdrre@mt.gov
WEBSITE: www.realestate.mt.gov

CONTINUING EDUCATION INSTRUCTOR APPLICATION

Fill out form below, sign and submit it, along with a non-refundable \$87.50 application fee to the address above. **Applications submitted without an up-to-date resume will not be considered.**

INSTRUCTOR & INSTITUTION INFORMATION:

Instructor's Name: _____

Telephone: _____ Fax: _____

Email: _____

Address _____
(Street, P.O. Box) (City) (State) (Zip)

Institution: _____

Telephone: _____ Fax: _____

Email: _____

Address _____
(Street, P.O. Box) (City) (State) (Zip)

Subject Matter You Wish to Teach: _____

Have you previously been approved as an instructor by the Board of Realty Regulation? If yes, please indicate your most recent approval #. _____

EDUCATIONAL BACKGROUND:

High School Diploma Received from: _____

Location: _____ Year Diploma Received: _____

College/University Attended: _____

Location: _____ # of Years Attended: _____

Diploma Received: Yes No Year Diploma Received: _____

Post-Secondary Education (including any designations):

Licensing Information: Indicate if you are licensed in real estate or any other occupation. Include date of initial licensure. (Attach additional sheets if necessary.)

Professional experience: **Please attach a copy of an up-to-date resume including your vocational and instructional experience.**

I hereby certify that the information supplied on this application and supporting materials is true and correct.

Applicant's signature: _____ DATE _____