



**Montana Board of Realty Regulation**  
301 S. Park Ave., 4<sup>th</sup> Floor  
PO Box 200513  
Helena, MT 59620-0513

**PHONE: 406-841-2204 ~ FAX: 406-841-2323**

**E-MAIL: [dlibsdrre@mt.gov](mailto:dlibsdrre@mt.gov) ~ WEBSITE: [www.realestate.mt.gov](http://www.realestate.mt.gov)**

TO: Real Estate Instructor Applicants  
FROM: Board of Realty Regulation Education Committee  
RE: Continuing Education Instructor 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 application 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.

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Send a complete application packet and all fees to Education Director, Board of Realty Regulation, PO 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.



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### 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 & PROVIDER INFORMATION:

Instructor's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

Course Provider's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street, P.O. Box) (City) (State) (Zip)

Topic(s) You Wish to Teach:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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: \_\_\_\_\_