



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: Prelicense Education Instructor Applicants  
FROM: Board of Realty Regulation Education Committee  
RE: Prelicensing 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 60 days prior to the first intended course date. Please note, instructor applications requiring additional review or additional information may take in excess of 90 days for review.
2. Each complete instructor application and fee must be received at **least 15 business days prior to a board meeting**. Board meeting dates may be found at the Board's website at [www.realestate.mt.gov](http://www.realestate.mt.gov): Board Info.: Board Meetings.
3. 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.
4. Instructors are not automatically approved.
5. 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.
6. A separate prelicense instructor application must be submitted for each type of prelicensing course (salesperson, broker, property manager).

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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. **DO NOT fax or e-mail the application as original signatures are required.**



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### PRELICENSING INSTRUCTOR APPLICATION

Fill out form below, sign and submit it, along with a non-refundable \$87.50 application fee to the address above.

I AM APPLYING TO BECOME A PRELICENSING INSTRUCTOR FOR (CHECK ONLY ONE):  
SALESPERSON                      BROKER                      PROPERTY MANAGER

#### **INSTRUCTOR & COURSE PROVIDER INFORMATION:**

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

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

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

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

Course Provider: \_\_\_\_\_

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

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

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

#### **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):

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

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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 \_\_\_\_\_