

APPLICATION FOR PRELICENSE/POST LICENSE INSTRUCTOR

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Application Fee: \$ 50.00 – Between 10/1/24 and 9/30/25
\$ 100.00 – Between 10/1/25 and 9/30/26

Complete this form online and print it for submission OR print the form and complete it in black or blue ink. Mail your application and the appropriate documentation to the Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, AL 36106. Payment will be due upon final approval.

Applicant MUST have a minimum score of 70 points to move forward in the approval process. Documentation MUST be attached for points to be awarded. Applicant will receive no points in any area which is not sufficiently documented.

Final Score

Name _____ License # _____

School Name _____

School Address (Including city/state/zip) _____

Signature of Applicant _____ Date _____

I. Active Real Estate Experience	Units	Points
A. Active Salesperson License	1 pt. per year	_____
B. Active Broker License (Prelicense instructor must have a Broker's License.)	2 pts. per year	_____
Company with whom licensed _____	Total (Max. 20)	<input style="width: 50px; height: 25px; border: 1px solid black;" type="text"/>

II. Real Estate Education	Units	Points
A. College Credit Courses in Real Estate (5 pts. each for 3 Semester or 5 Quarter hour course)	_____ Courses	_____
B. Real Estate Professional Designation Courses (3 pts. for each course completed up to 12 pts.)	_____ Courses	_____
C. Prelicense Courses Completed (2 pts. per 15 classroom hours up to 10 pts.)	_____ Hours	_____
D. Post License Courses Completed (2 pts. per 15 classroom hours up to 8 pts.)	_____ Hours	_____
E. Continuing Education Courses Completed (.5 pts. per 3 classroom hours up to 10 pts.)	_____ Hours	_____
F. Real Estate Training Courses Completed (1 pt. per course up to 5 pts.)	_____ Courses	_____
<i>Course MUST have been at least one day in length to be acceptable. (Examples: Board Orientation, Franchise Training, etc.)</i>	Total (Max. 20)	<input style="width: 50px; height: 25px; border: 1px solid black;" type="text"/>

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III. Formal Education (Choose appropriate level of education completed. NOT a cumulative score)	Units	Points
A. High School	5 pts.	_____
B. 2-Year Degree (Or college level studies between 2- and 4-year degrees)	10 pts.	_____
C. 4-Year Degree	15 pts.	_____
D. 4-Year Degree with Major in Real Estate	20 pts.	_____
E. Master's Degree or Higher	20 pts.	_____
Total (Max. 20)		<input style="width: 50px; height: 20px;" type="text"/>

IV. Teaching Experience	Units	Points
A. Formal Institution (Elementary, Secondary, Postsecondary, College, University)		
<i>Submit official documentation which includes the name of courses along with dates taught.</i>		
1. Full-Time Instructor	10 pts. per year	_____ Years
2. Adjunct Faculty	2.5 pts. per course	_____ Courses
	5 pts. per Real Estate course	_____ Courses
B. Commission-Approved Courses (If previously taught in Alabama or any other state)		
1. Salesperson Prelicense Course (3 pts. per 15 classroom hours up to 12 pts.)		_____ Hours
2. Broker Prelicense Course (3 pts. per 15 classroom hours up to 12 pts.)		_____ Hours
3. Continuing Education (1 pt. per 3 classroom hours up to 10 pts.)		_____ Hours
4. Post License Course (3 pts. per 15 classroom hours up to 12 pts.)		_____ Hours
5. Guest Lecturer for AREC-Approved Course (1 pt. per class session up to 3 pts.)		_____ Courses
C. Informal Institution		
1. Real Estate Designation Courses (5 pts. per course)		_____ Courses
2. Board Orientation (2 pts. for each course up to 6 pts.)		_____ Courses
3. Real Estate Miscellaneous Courses (3 pts. for each course up to 10 pts.)		_____ Courses
D. Instructor Development Courses Completed		
1. One-Day Workshops (5 pts. for each workshop up to 20 pts.)		_____ Workshops
2. Workshops Lasting Two or More Days (10 pts. for each workshop up to 20 pts.)		_____ Workshops
3. Online Instructor Course (10 pts. for approved 12 hour IDW up to 20 pts.)		_____ Courses
4. CDEI (Certified Distance Education Instructor) Designation		_____ 10 pts.
E. Apprenticeship		
<i>Points awarded for attendance of an entire Prelicense or Post License Course taught by an approved instructor via live presentation in which applicant must teach at least 20% of the course under supervision of the approved instructor. MUST submit letter of verification from the approved instructor.</i>		
60 Hour Salesperson Prelicense Course		_____ 10 pts.
30 Hour Post License Course		_____ 5 pts.
60 Hour Broker Prelicense Course		_____ 10 pts.
Total (Max. 35)		<input style="width: 50px; height: 20px;" type="text"/>

V. Real Estate and Related Experience	Units	Points
A. Member of Real Estate Professional Organization (1 pt. per year)	_____ Years	_____
B. Licensure/Certification in Auxiliary Field (1 pt. per year up to 5 pts.)	_____ Years	_____
C. Closed Brokerage Transactions (.2 pts. for each transaction up to 5 pts.)	_____ Transactions	_____
<i>May verify by notarized statement from broker(s) giving date transaction(s) closed.</i>		
Total (Max. 5)		<input style="width: 50px; height: 20px;" type="text"/>

Total From Page 2

Total From Page 1

Total From All Categories