



## SCHOOL APPLICATION INSTRUCTIONS

There are two types of schools in Alabama Real Estate License Law:

- (1) Approved Schools offer continuing education (CE) courses only.
- (2) Licensed Schools offer prelicense and post license courses as well as CE courses.

Please follow the instructions given below for your type of school.

**NOTE:** Colleges and universities will follow the instructions for an Approved School even if they plan to offer prelicense courses since licensure is not required.

### Approved Schools

1. Submit an *Administrator Application*. If the person who will serve as the Administrator is already licensed, the current license number will be used on the application. If the individual does not hold an Alabama license, an ID number must be obtained.

The *Administrator Application* is found on the Commission's website in *Education Resources* under the *Professionals* heading.

The link to obtain an ID number is found in *ID Number Registration* under the *Professionals* heading.

Submit the *Administrator Application* by emailing it to Brittni Jones Anderson at [brittni.anderson@arec.alabama.gov](mailto:brittni.anderson@arec.alabama.gov).

The Administrator will receive an approval email. Attached to the email will be an Administrator Manual and instructions explaining how to complete the Administrator exam, which must be successfully completed online before courses are offered.

2. Once you are notified that the *Administrator Application* has been approved, submit the online School Application, which is found in *Available Services* after the Administrator logs in to [www.arec.alabama.gov](http://www.arec.alabama.gov). There is no fee to become an Approved School.
3. You will receive an email with your approval number.

## Licensed Schools

1. Submit an *Administrator Application*. If the individual who will serve as the Administrator is already licensed, the current license number will be used on the application. If the individual does not hold an Alabama license, an ID number must be obtained.

The *Administrator Application* is found on the Commission's website in *Education Resources* under the *Professionals* heading.

The link to obtain an ID number is found in *ID Number Registration* under the *Professionals* heading.

Submit the *Administrator Application* by emailing it to Brittni Jones Anderson at [brittni.anderson@arec.alabama.gov](mailto:brittni.anderson@arec.alabama.gov).

The Administrator will receive an approval email. Attached to the email will be an Administrator Manual and instructions explaining how to complete the Administrator exam, which must be successfully completed online before courses are offered.

2. Once you are notified that the *Administrator Application* has been approved, obtain a surety bond for \$20,000 with the Alabama Real Estate Commission as the Trustee. The surety bond form to be completed by your surety company is found in *Education Resources* under the *Professionals* heading.

Email or mail the completed surety bond form to Brittni Jones Anderson at [brittni.anderson@arec.alabama.gov](mailto:brittni.anderson@arec.alabama.gov) or 1201 Carmichael Way, Montgomery, AL 36106.

3. Once you have been notified that the surety bond has been accepted by the Commission, submit the School Application online. The School Application is found in *Available Services* after the Administrator logs in with their email and password.
4. Once you are notified that the School Application has been approved, return to the School Application and pay the license fee. If the application is approved during the first year of the education approval period, you will pay \$500. If the application is approved during the second year of the education approval period, you will pay \$250.
5. You will be notified once the Commission has accepted your payment and issued your license number.

**NOTE:** All schools, administrators, instructors, and courses are renewed June 15 through September 30 of odd-numbered years.

If you have any questions about the school application process, contact Brittni Jones Anderson at 334.353.9996 or [brittni.anderson@arec.alabama.gov](mailto:brittni.anderson@arec.alabama.gov).