REQUEST FOR APPROVAL OF SIGNIFICANT CHANGE TO PROVIDE A REAL ESTATE BROKER TRANSITION COURSE

State Form 54992 (5-12)

INDIANA REAL ESTATE COMMISSION
PROFESSIONAL LICENSING AGENCY
302 West Washington Street, Room W072
Indianapolis, Indiana 46204

INSTRUCTIONS: Submit this request to the address provided at the upper right hand side of the form.

NAME AND ADDRESS OF SCHOOL	
Name of school	School license number
Address *(number and street)*	City, state, and ZIP code

NAMES AND ADDRESSES OF DIRECTORS AND OFFICERS	
Name	Title
Residence address *(number and street)*	City, state, and ZIP code
Name	Title
Residence address *(number and street)*	City, state, and ZIP code
Name	Title
Residence address *(number and street)*	City, state, and ZIP code

NAME AND ADDRESS OF COURSE DIRECTOR	
Name	Telephone number ( )
Residence address *(number and street)*	City, state, and ZIP code

INSTRUCTOR INFORMATION	
Name	Telephone number ( )
Residence address *(number and street)*	City, state, and ZIP code
Name	Telephone number ( )
Residence address *(number and street)*	City, state, and ZIP code
Name	Telephone number ( )
Residence address *(number and street)*	City, state, and ZIP code

Describe and attach proof of minimum qualifiations required for intstructors (training, experience, certification, etc.).
Please review 876 IAC 2-3-3 Instructor Qualifications.

NAME OF INSTRUCTOR	QUALIFICATION

COURSE POLICIES

Please attach the following documents to this application:

☐	Proposed school grading policy and rules of operation
☐	Complete teaching syllabus
☐	Sample of proposed certificate to be issued to passing students
☐	Detailed proposed refund policy and schedule of fees to students

TEXTBOOKS

Please describe any textbooks to be used:

TITLE *(including edition)*	PUBLISHER

OTHER INSTRUCTIONAL MATERIALS

Please describe any video tapes, audio tapes, or other instructional materials to be used:

DESCRIPTION	PUBLISHER

COST

Cost of course to the student, including the cost of textbooks, supplemental texts and any required materials.	**$**

CERTIFICATION

I (We) the undersigned, submit this application in conformance with Section 12, Article 34 of the Indiana Code and the Rules and Regulations of the Indiana Real Estate Commission pertaining thereto for permission and authority to provide the heretofore described courses of instruction at the location specified. I (We) understand that any violation of the License Law or Rules and Regulations on my (our) part will subject me (us) to loss of approval.

I (We) further certify that to the best of my (our) knowledge, the information given in this application is true and correct.

Signature of school director	Date signed *(month, day, year)*