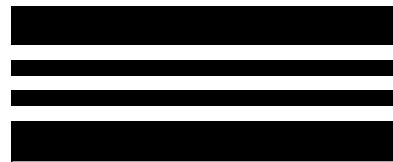




Real Estate School Application



You can use this form to apply for or renew approval to operate as a real estate school. Approved schools can also use this form to report a change of administrator, to add a co-administrator, or to report a change of address or school name.

Allow 45 days for processing original applications and applications with changes. Approval is made upon receipt to renewal applications with no changes. When approved, we will email your school with instructions on how to set up your Box account. Use your Box account to upload course applications and course related documentation only. Approval is good for two years.



Send this completed form with a check or money order payable to the Department of Licensing to:

**Real Estate
Department of Licensing
PO Box 9021
Olympia, WA 98507**

Select one:

- Original application – **\$250 non-refundable fee and all attachments listed on the next page**
- Renewal application for school ID number _____ – **\$250 non-refundable fee**
- Change of administrator (signatures of all parties required) – **no fee**
- Add co-administrator – **no fee**
- Change of address – **no fee**
- Change of school name – **no fee**
- Change of school ownership (provide documentation to support ownership change) – **no fee**

School information

FULL LEGAL NAME of school		School ID number <i>(if applicable)</i>	
Physical address			
City		State	ZIP code
Mailing address <i>(if different)</i>			
City		State	ZIP code
(Area code) Telephone number	(Area code) Fax number	Email address	
Contact person			(Area code) Telephone number <i>(if different)</i>
Form of ownership <input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited partnership <input type="checkbox"/> Limited liability partnership <input type="checkbox"/> Limited liability company			
If change of ownership, provide documentation to support ownership change.			
Answer the following			
Is this a subsidiary of another corporation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "Yes," attach proof of current registration with the Washington Secretary of State's office and the name, address, and (area code) telephone number of the agent.			

Administrator information

FULL LEGAL NAME of administrator and co-administrator <i>(if applicable)</i>
Experience as administrator <i>(attach additional pages if necessary)</i>
Educational institutions <i>(describe)</i>
Course or program delivery <i>(describe)</i>
Business activities related to real estate <i>(describe)</i>
Administrative experience in the field of real estate <i>(describe)</i>

Legal

Answer the following
 For each "Yes" response below attach a letter of explanation.

1. Have you been convicted of a crime within the last ten years? Yes No

2. Have you ever been found in violation of any local, state, or federal antidiscrimination law? Yes No

3. Has disciplinary action been taken against any professional license issued to you or any owner of the school in this state or in any jurisdiction? Yes No

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

_____	X
Date and place	Signature of current/outgoing administrator acknowledging transaction <i>(attach letter of explanation if unavailable)</i>
_____	X
Date and place	Signature of co-administrator acknowledging transaction <i>(if applicable)</i>
_____	X
Date and place	Signature of new/succeeding administrator

Original applications only must include all of the following:

- Required publication. This is your school pamphlet, booklet, or information sheet that contains:
 - date of publication
 - name and address of school
 - name and address of the administrator and telephone numbers of the school's administrative offices
 - list of courses
 - description of all course prerequisites
 - The school's policy regarding:
 - admission procedure
 - causes for dismissal and conditions for readmission
 - attendance requirements, leave, absences, makeup work, and tardiness
 - standards of progress required of the student, including a definition of the grading system of the school, the minimum grades considered satisfactory and the conditions for reentrance for those students whose course study is interrupted
 - refund policy of registration or tuition fees, record retrieval fee, or any other charges, including procedures a student shall follow to cancel enrollment before or after instruction has begun
 - The statement: "This school is approved under RCW 18.85 RCW; inquiries regarding this or any other real estate school may be made to: Real Estate, Department of Licensing, PO Box 9021, Olympia, WA 98507"
 - Dated supplements or errata sheets so as to maintain accuracy of the information in the publication, which shall clearly indicate that such information supersedes that which it contradicts and/or replaces elsewhere in the publication.
- Course description available for distribution to prospective and enrolled students
- Administrator resume
- The non-refundable fee