



**LICENSING CHECKLIST FOR:**  
**PRE-LICENSE INSTRUCTOR RENEWAL**  
Appraisal / Mortgage / Real Estate

State of Utah  
Department of Commerce  
Division of Real Estate

All the following items are required and must be completed in order to renew a license for a Pre-License Instructor. If the application is not complete at the time of submission, **it will delay approval and could result in a denial.** Fees are nonrefundable and are due at the time of application submission.

1.  Affirmation of having taught a certified education course during the preceding two years.
2.  List of each course you intend to teach and include the name of the school and location.
3.  Evidence of attending an Instructor Development Workshop, for a minimum of 12 hours CE credit, within the past two years.
4.  Documentation for “yes” answers as required.
5.  For an Appraiser USPAP Instructor: Evidence of being a current AQB Certified USPAP Instructor.
6.  Non-refundable \$75 application fee.

**Late Renewal (within 30 days) complete all the above and:**

1.  Pay non-refundable \$50 late fee.

**Late Renewal (31 days to 6 months) complete all the above and:**

1.  submit proof of having completed six classroom hours of education related to the appropriate real estate course or teaching techniques.
2.  Pay non-refundable \$50 late fee.

I certify that I have submitted the above items in a completed form and I understand that an **incomplete application could result in delays or a denial.**

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Signature of Applicant

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Date of Application