



COMMONWEALTH OF MASSACHUSETTS
Division of Professional Licensure
Board of Registration of Real Estate Brokers and Salespersons

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Website: www.mass.gov/dpl/boards/re

APPLYING FOR REAL ESTATE INSTRUCTOR PERMIT

INTRODUCTION

Pursuant to G.L. c. 112, §§ 87PP - 87DDD, the Board is permitted to issue a Real Estate Instructor Permit to any person who has satisfied the requirements of 254 CMR 4.00(7)(a)1. through 4. or the equivalent in lieu thereof as determined by the Board.

HOW TO APPLY

Beginning in 2018, all applications must be submitted online through the Division of Professional Licensure's (DPL) [ePLACE portal](#). In addition to completing the informational portions of the online application, applicants are required to upload electronic copies of all supporting documents. Please review the list below for a summary of the required documents. Applicants are advised that they should retain original copies of all supporting documents and that they may be required to submit original copies to the Board at a later date, if requested.

REQUIRED DOCUMENTS

Please review the list below for a summary of the documents required for the business license type for which you are applying:

- A Medical Certificate indicating freedom of tuberculosis
- A notarized [Criminal Offender Record Information \(CORI\) Authorization Form](#) completed and signed by the applicant.
- A recent, color photograph of the applicant (passport-style headshot).
- Related Real Estate Experience Form, see below
- If applicable, the original score report of the Teaching Methods Examination
- If applicable, an explanatory document detailing all prior or pending disciplinary actions against any professional license held by the applicant in any jurisdiction, foreign or domestic. Please include certified copies of any disciplinary documents or official records of the disciplinary action.
- If applicable, an explanatory document detailing all prior felony or misdemeanor convictions against the applicant in any jurisdiction, foreign or domestic. Please include copies of certified court records related to the conviction.

APPLICATION FEE

There is no fee for instructor application or permit.

APPLICATION REVIEW AND PROCESSING TIME

Please note that it takes a minimum of ten (10) business days for the Board to review and approve a real estate instructor applications. The Board will only review complete applications. Failure to submit all required information or supporting documents will result in your application being deemed incomplete or denied.

APPLICATION APPROVAL AND LICENSE ISSUANCE

Once approved, the Board will mail an approval letter to the mailing address provided by the applicant during the application process. Your permit information will be added to DPL's public [Instructor](#) database within twenty four (24) to forty eight (48) hours of issuance.

QUESTIONS

Question regarding the real estate instructor application process should be directed to the Board office by emailing realestateboard@mass.gov

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RELATED REAL ESTATE FIELD EXPERIENCE

TO BE COMPLETED BY THE EMPLOYER

The individual providing you with this form is in the process of becoming an approved Real Estate Instructor. As part of the approval process the Board needs to understand the nature of the applicants work experience. In order for this work experience to help the candidate qualify for approval the actual work must have been done for at least twenty-five (25) hours per week and must be in a field related to real estate. Your assistance in helping the Board to make an informed determination as to the relevance of the work history is appreciated.

NAME OF APPLICANT FOR INSTRUCTOR APPROVAL

LIST THE FOLLOWING INFORMATION AS IT PERTAINS TO THE ABOVE NAMED APPLICANT
(ATTACH ADDITIONAL PAPER AS NEEDED)

_____ TO _____
JOB TITLE DATES OF EMPLOYMENT

COMPANY / BUSINESS NAME:

BRIEFLY DESCRIBE THE NATURE OF YOUR COMPANY OR BUSINESS

(SUPERVISOR) BRIEFLY DESCRIBE THE DAILY RESPONSIBILITIES OF THE APPLICANT AS THEY
APPLY TO THE REAL ESTATE FIELD

HOURS WORKED PER WEEK: _____

I ATTEST UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE INFORMATION CONTAINED
HEREIN IS TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND ABILITY.

EMPLOYER SIGNATURE DATE

EMPLOYER PRINT NAME