Louisiana Real Estate Commission
9071 Interline Avenue
Baton Rouge, LA 70809
(225) 925-1923 or (800) 821-4529 (LA only)
Fax (225) 925-4501
www.lrec.gov

LREC USE ONLY

Action: _____

By: _____

INITIAL APPLICATION FOR EDUCATION VENDORS

Fee…… $300.00

Personal checks, company checks, cashier's checks, and money orders are accepted. Make fees payable to the Louisiana Real Estate Commission. Please do not send cash through the mail.

In accordance with R.S. 37:1460(C), the Commission shall not certify or accept educational hours for credit from any real estate school or vendor in which a substantial economic interest is held by a legislator or member of the commission, member of his/her immediate family, or any entity in which he/she directly or indirectly holds a substantial economic interest. Please indicate whether the applicant is in compliance with this statute. If no, attach a detailed letter of explanation. YES □ NO □

GENERAL INFORMATION

1. Type of vendor approval requested: □ Continuing Education □ Post-license Education

2. Vendor name: _____

3. Address: _____

City, State, Zip: _____

4. Phone number: ( ) _____ 5. Tax ID number: _____

6. Program director: _____

7. Type of business: □ Proprietorship □ Corporation □ LLC □ Partnership □ Non-profit

a. **Proprietorship** applicants shall submit a copy of all licenses, permits, and/or registrations required by the Louisiana Clerk of Court in the parish (es) where the proprietorship will operate, as it relates to the authority to conduct business in this state.

b. **Corporation and Limited Liability Company (LLC)** applicants, both domestic and foreign, shall submit a copy of the Certificate of Authority issued by the Louisiana Secretary of State as proof that the applicant is authorized to conduct business in this state.

c. **Partnership** applicants shall submit a copy of the Certificate of Registry issued by the Louisiana Secretary of State as proof that a contract of partnership or statement of a foreign partnership has been duly registered in the Central Registry for Contracts of Partnership.

d. **Non-profit** applicants shall submit a copy of the Certificate of Incorporation issued by the Louisiana Secretary of State.

8. List any other state in which the applicant has ever been approved as a real estate education vendor. Use a separate sheet, if necessary:

a. State: _____ Approval Number: _____ Expiration Date: _____

b. State: _____ Approval Number: _____ Expiration Date: _____

TRADE NAME, TRADEMARK, OR SERVICE MARK

9. Will any of the following be used in association with an approved vendor status? If yes, attach a copy of all related **registration certificates** issued by the Louisiana Secretary of State.

Trade name YES □ NO □ Trademark YES □ NO □ Service mark YES □ NO □

RECORDS OF ATTENDANCE AND REFUND POLICY

9. Method used to verify attendance: _____

10. Who will maintain attendance records? _____

11. Location of records: _____

12. What is the refund policy? _____

ADDITIONAL ATTACHMENTS

13. In addition to any previously requested documentation, the following must be submitted to complete this application. Use a separate sheet, if necessary:

a. **Surety bond** – Proof of $5,000.00 coverage issued to the applicant by an insurance company authorized to do business in Louisiana. The bond shall be in favor of the State of Louisiana and conditioned for the protection of the contractual rights of those students attending real estate education courses offered by said vendor. See sample Surety Bond Form at **www.lrec.gov**.

b. **Financial statement** for the person or legal entity seeking approved education vendor status.

c. **Experience/Capability** – List any real estate experience, including real estate instruction, course development, licenses or designations, and any other related information that the applicant deems pertinent to the review and approval of this application for education vendor status.

IMPORTANT: Approval of this application **does not** include course material or instructors. Each course and instructor used by an approved vendor must undergo a separate application and approval process. See additional information at www.lrec.gov.

I hereby certify that the information contained herein, and all supplementary information submitted with this application for approved education vendor status, is true and correct to the best of my knowledge.

Signature of Applicant or Authorized Representative: _____

Print name here: _____ Date: _____