#### **Initial Licensure Fees**

**Home Inspection** 

**Education Provider** 

Home Inspector Entity

Miscellaneous Real Estate

License History Certificate

Home Inspector

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Real Estate Residential Leasing Agent Broker Managing Broker Real Estate Entity/Firm Pre-License Instructor CE Instructor Education Provider	100 150 175 250 150 100 1,050
Real Estate Appraisal Temporary Practice Permit Appraiser Trainee Certified General Appraiser Certified Residential Appraiser Appraisal Management Co. Education Provider	100 225 315 315 2,500 550
Auction Auctioneer Auction Firm Education Provider	200 100 2000
Community Association Manager Community Association Manager	300

250

250

35

1,000

The Mission of the Division of Real Estate is to serve, safeguard, and promote the public welfare by ensuring that qualifications and standards for licensed real estate related professions are properly evaluated, uniformly applied, and systematically enforced. We strive to provide efficient service through effective communication and transparency in operations, while maintaining a commitment to excellence with both consumers and the industry.

#### Division of Real Estate Licensing and Education

320 West Washington Street, 3rd Floor Springfield, Illinois 62786

General Assistance: 1-888-473-4858

Professional Licensing: 1-800-560-6420

FPR.RealEstate@illinois.gov FPR.RealEstateEducation@illinois.gov idfpr.illinois.gov

TTY Line: 1-866-325-4949

**Disclaimer:** This document is for informational purposes only and is not legal advice. This document does not change any requirement of state or federal law. Please consult with your own attorney for legal advice.



# and Education Unit





## Division of Real Estate Licensing and Education Unit

The Division's Licensing and Education Unit reviews the qualifications of candidates applying for licensure under the licensing Acts administered by the Division of Real Estate.

The Education portion of the Unit focuses on the review and approval of educational licenses for each regulated profession. These efforts include the review of courses, instructor applications and education provider applications.

#### **Application Processing**

Applications for licensure are processed by a Springfield-based team that serves the entire Division. The Licensing and Education Unit processes applications for the Real Estate Brokerage, Real Estate Appraisal, Appraisal Management Companies, Home Inspection, Auction, and Community Association Management professions.

Online applications are available for most licenses within the real estate profession. The online application portal provides a quick and direct path for applicants to submit and pay for their applications.

The Unit also monitors and answers the Division's main email box, <u>FPR.RealEstate@illinois.gov</u>. This open line of communication allows for quick and efficient interaction, aiding both the Division and the professions we serve.

Transactional Help Sheets and applications for many Division of Real Estate licenses are available online at <a href="https://idfpr.illinois.gov/onlineresources.html">https://idfpr.illinois.gov/onlineresources.html</a> and <a href="https://idfpr.illinois.gov/newapplications.html">https://idfpr.illinois.gov/newapplications.html</a>.

#### **Testing**

The Division of Real Estate partners with exam vendor PSI (https://test-takers.psiexams.com/ilrep) to provide the licensure for all professions except the Community Association Manager (CAM) profession. The CAM exam process is available from registered CAM Education Sponsors, which may be found on our website at: https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/dre/prelicenseeducationproviders.pdf. The Licensing and Education Unit also supports applicants by corresponding and troubleshooting issues with the vendor. These are mainly focused on acting to resolve applicant complaints. If you encounter issues during your application or testing process, please reach out to us at FPR.RealEstate@illinois.gov.

#### Licensure Maintenance

The Licensing and Education Unit oversees the maintenance of more than 90,000 licensure records, including renewals, restorations, requests to move to inactive status, status checks, duplication of licenses, corrections, data changes, certifications of licensee records, and verifications of licensure. Licensee information may be searched and verified any time via our License Lookup page at <a href="https://online-dfpr.micropact.com/Lookup/LicenseLookup.aspx">https://online-dfpr.micropact.com/Lookup/LicenseLookup.aspx</a>.

Additionally, the Unit is responsible for answering phone and walk-in inquiries from licensees, and for providing information to other Divisions of the Department and any other State agency. It also coordinates and provides information regarding status of applications, qualifications for licensure. If you need assistance, please email <a href="FPR.RealEstate@illinois.gov">FPR.RealEstate@illinois.gov</a>.

#### Helpful Hints

You may search for a license, download help sheets, and apply for and renew your license via our online portal at <a href="https://online-dfpr.micropact.com/">https://online-dfpr.micropact.com/</a> (login required).

If you do not have access to the Internet, you may call us at 1-800-560-6420 for license renewal questions, license status checks, and information pertaining to an already licensed individual or entity.

Access help sheets of all kinds and Frequently Asked Questions (FAQs) are available on the Division's webpage at <a href="https://idfpr.illinois.gov/dre.html">https://idfpr.illinois.gov/dre.html</a>.

#### Contact Us

### Illinois Department of Financial and Professional Regulation

Division of Real Estate - Licensing Unit 320 West Washington Street, 3rd Floor Springfield, Illinois 62786

## Illinois Department of Financial and Professional Regulation

Division of Real Estate 555 W Monroe Street, 5th Floor Chicago IL 60661

General Inquires: FPR.RealEstate@illinois.gov

Complaint Intake Unit: FPR.REcomplaint@illinois.gov