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IDAHO REAL ESTATE COMMISSION  
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STATE OF IDAHO

## REAL ESTATE COMMISSION

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### Course Application Process

Effective 10/5/06, Revised 7/17/07

- 1) Download the application from <http://www.irec.idaho.gov/edcorner/apps-renewals.html> and print out the course application.
- 2) Complete the application in its entirety, including all required attachments. Incomplete applications will be returned to the applicant with a list describing which items were incomplete or missing. Applications that are returned may be resubmitted within 30 days to use the original application fee. If the resubmitted application is received by the Commission after 30 days, an additional application fee must be paid.
- 3) All course applications are reviewed by the Education Council. Applications must be received on or before the 1<sup>st</sup> of the month to be reviewed at the next scheduled Council meeting.
- 4) Pursuant to Idaho Code 54-2036(1) this fully completed application must be submitted at least 2 months prior to any proposed course offering. Applications received less than 2 months prior to the first scheduled course offering will not be considered.
- 5) Submit the application with all required attachments and the appropriate fee to the Commission's Education Department in person or via mail. Faxed and emailed applications will no longer be accepted.
- 6) The fully completed original application and its attachments must be submitted plus one (1) copy of the completed application and its attachments.
- 7) Upon receipt, the application is date stamped and receipted in.
- 8) Within five (5) business days of the application being received, the Education Department will send an email to the address listed on the application verifying receipt. This email will also inform the applicant if the application is being returned. The application may also be reviewed by the Education Council.
- 9) If the applicant has not received official certification notice or been contacted by the Education Department within 30 days of application receipt, the applicant may contact the Education Department.
- 10) Upon approval of the application, an official certification notice will be sent to the address on the application.
- 11) In the event the application is denied, the applicant will receive an explanation.

EQUAL OPPORTUNITY EMPLOYER