



Minnesota Department of Commerce  
 85 7th Place East, Suite 280  
 Saint Paul, MN 55101  
 PHONE: 651-539-1599

DOC OFFICE USE ONLY

APPROVED       DENIED       RETURNED

By \_\_\_\_\_ Date \_\_\_\_\_

**Real Estate Use Only**  
**ADDITIONAL COORDINATOR APPLICATION**  
**(NO FEE)**

**REAL ESTATE PROVIDER #**

**DATE PROCESSED**

IMPORTANT – This form can only be used by REAL ESTATE education providers.

**REAL ESTATE PROVIDER INFORMATION**

Provider / School Name \* \_\_\_\_\_

Provider Physical Location - Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

FEIN \_\_\_\_\_ Business Phone \_\_\_\_\_ Ext \_\_\_\_\_ Toll Free Number \_\_\_\_\_

**Make sure that you are submitting the most current revision of this application located at <http://mn.gov/commerce/>. Outdated submissions will be returned without review.**

**COORDINATOR INFORMATION ----- All Information is Required.**

**FULL LEGAL NAME**

Last Name \_\_\_\_\_, First Name \_\_\_\_\_, Middle \_\_\_\_\_

Social Security Number \_\_\_\_\_, DOB \_\_\_\_\_

Coordinator Daytime Business Address: \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, Zip \_\_\_\_\_.

Coordinator **Direct** Business E-mail Address \_\_\_\_\_

Coordinator **Direct** Business Phone \_\_\_\_\_ Ext \_\_\_\_\_ Toll Free Number \_\_\_\_\_

**A Coordinator must meet one of the three qualifications listed below.**

**Check at least one qualification;** complete the requested information; and attach required documentation.

**5 years experience within the previous six years, in the regulated industry for which Provider offers license education courses**

**(Attach Copy of Real Estate License (if hold/held current/past), Resume and/or Bio, and a signed and dated experience verification letter from Supervisor.)**

Name and Location of Entity where applicant obtained Real Estate industry experience

(City/State) \_\_\_\_\_.

Dates Employed from (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_

<input type="checkbox"/> <b>Degree in Education plus 2 years experience during the immediately preceding five-year period in the regulated industry for which Provider offers license education courses</b>	<p><b>(Attach Copy of Transcript)</b></p> <p>Name and Location of Educational Institution where applicant obtained degree _____</p> <p>(City/State) _____.</p> <p>Name of Degree _____ Major _____</p> <p>Dates of Attendance from (mo/yr) _____ to (mo/yr) _____</p> <p><b>(Attach Copy of Real Estate License (if hold/held current/past), Resume and/or Bio, and a signed and dated experience verification letter from Supervisor.)</b></p> <p>Name and Location of Entity where applicant obtained Real Estate industry experience _____</p> <p>(City/State) _____.</p> <p>Dates Employed from (mo/yr) _____ to (mo/yr) _____</p>
<input type="checkbox"/> <b>3 years full-time experience administering an education program (experience must be within 5 years immediately prior to application)</b>	<p><b>(Attach Copy of Real Estate License (if hold/held current/past), Resume and/or Bio, and a signed and dated experience verification letter from Supervisor.)</b></p> <p>Name and Location of Educational Institution where applicant was administrator _____</p> <p>(City/State) _____.</p> <p>Describe Educational Program _____ Title _____</p> <p>Dates Employed from (mo/yr) _____ to (mo/yr) _____</p>

<p><b>All Licensing Education <b>Coordinator</b> applicants must answer the following questions. Please answer YES if the Applicant has ever:</b></p>		
<p>1. Been affiliated with any License Education Provider as an owner, officer, manager, solicitor, or coordinator that has been approved, licensed, or registered in any state including Minnesota? Attach explanation if, Yes.</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>2. Had any occupational, professional or vocational license or permit censured, suspended, revoked, canceled, terminated, or been the subject of any type of administrative action in any state including Minnesota? If yes, you must attach:  a) a written statement, signed and dated by applicant, explaining the circumstances of each incident,  b) a copy of the Notice of Hearing or other document that states the charges and allegations, and  c) a copy of the official document which establishes the resolution of the charges or any final judgment.</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>3. Been owner, principal, officer, partner or owned stock in any company that has failed in business, made a compromise with creditors, or filed a bankruptcy petition or been declared bankrupt?  If yes, attach written explanation signed and dated by applicant (including specific dates), list the company name(s), and attach copy of the company's bankruptcy disposition; this includes personal bankruptcies for individual proprietors.</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>4. Been charged, indicted, pleaded to, or convicted of any criminal offense in any Court? Include felonies, gross misdemeanors or misdemeanors. Do not include traffic violations less than felony. If yes, you must attach:  a) a written statement, signed and dated by applicant, explaining the circumstances of each incident,  b) a copy of the charging document,  c) a copy of the official document which establishes the resolution of the charges or any final judgment, and  d) if currently on probation, attach letter from probation officer stating your compliance with terms of probation.</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>5. Is this Coordinator currently <b>or previously</b> licensed in Real Estate in any state including MN? If yes, submit the license type, license number, and attach verifiable documentation.</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>

## **PROVIDER CERTIFICATION & SIGNATURE**

I hereby certify that all of the information submitted in this application and attachments is true and complete, and that this document has not been altered in any manner from the form adopted by the Department of Commerce. **I further certify that the individual listed and signing below on this application as the individual coordinator has our complete authority and permission to act as the Minnesota education coordinator for our business entity.**

**CORPORATION / LLC  
SIGNATURE OF OFFICER**

**PARTNERSHIP / LP / LLP  
SIGNATURE OF PARTNER**

**INDIVIDUAL PROPRIETOR  
SIGNATURE of owner INDIVIDUAL**

Authorized Officer's Signature (Mandatory)
Printed Name and Title
Date Signed

General Partner's Signature (Mandatory)
Printed Name
Date Signed

Individual's Signature (Mandatory)
Printed Name
Date Signed

## **COORDINATOR APPLICANT CERTIFICATION & SIGNATURE**

- I understand that a Coordinator is responsible for supervising the Provider's license education program and assuring compliance with Minnesota education laws, including signing course completion certificates if used, maintaining student attendance records, being available to instructors and students throughout course offerings, supervision of course instructors, ensuring coverage of all points in the course outline approved by the Commerce Department, ensuring adequacy of classroom facilities, and investigating complaints.
- I understand that a Coordinator is responsible for notifying the Commerce Department within 10 days of any change in applications for approval on file with the Commerce Department, and for notifying the Commerce Department within 10 days of any felony or gross misdemeanor conviction, or of disciplinary action taken against any occupational license held by, the Provider, Coordinator or an instructor teaching an approved offering.
- I certify that all of the information submitted in this application and attachments is true and complete, and that this document has not been altered in any manner from the form adopted by the Commerce Department.

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**Printed Coordinator Applicant Name (Mandatory)**

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**Signature of Coordinator Applicant (Mandatory)**

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**Date**



MINNESOTA DEPARTMENT OF  
**COMMERCE**

Minnesota Department of Commerce  
85 7<sup>th</sup> Place East, Suite 500, Saint Paul, MN 55101

PHONE: 651-539-1599

**BCA FORM**

**Bureau of Criminal Apprehension  
Criminal Background Check**

**THIS BCA FORM MUST BE COMPLETED AND SIGNED BY ALL APPLICANTS**

**Note:** The definition of applicant in this case includes **ALL** of the following: individual education coordinators; all officials for the education provider business entity, including but not limited to, individuals, officers, partners, directors, governors, managing members, owners, and shareholders owning 10% or more of the stock.

**Note:** The definition of business entity in this case includes but is not limited to, Individual Proprietors, Corporations, Limited Liability Companies/Corporations (LLCs), Partnerships, Limited Partnerships (LPs), and Limited Liability Partnerships (LLPs), Non-Profits.

**THE DEPARTMENT OF COMMERCE REQUIRES THIS INFORMATION TO CONDUCT CRIMINAL HISTORY CHECKS.**

TO: Bureau of Criminal Apprehension

**(Only one individual per BCA form)**

RE: Request for Criminal Background Check

<b>PROVIDE PERSON'S COMPLETE LEGAL NAME</b>	Please Print or Type
<b>LAST NAME</b> (if legal last name is hyphenated, enter both names here)	

<b>FIRST NAME</b>	<b>MIDDLE NAME</b>
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ADDITIONAL MIDDLE NAME (if applicable)	MAIDEN NAME (if applicable)	FORMER LAST NAME or OTHER NAME (if applicable)
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DATE OF BIRTH (mo/day/yr)	SOCIAL SECURITY NUMBER
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TYPE OF APPROVAL FOR WHICH YOU ARE APPLYING
<b>MN PROFESSIONAL LICENSE EDUCATION PROVIDER and/or COORDINATOR APPROVAL</b>
NAME OF THE COMPANY _____
COMPANY'S ASSUMED NAME (if applicable) _____
COMPANY'S STATE TAX IDENTIFICATION NUMBER _____
YOUR TITLE OR POSITION IN THE COMPANY _____

**CERTIFICATION AND AUTHORIZATION:**

- **I, the undersigned, and/or my company, have made application to the Minnesota Department of Commerce for approval as a regulated professional license education provider/coordinator.**
- **I certify that complete and accurate responses have been provided for all questions on the application.**
- **I hereby request and authorize the Bureau of Criminal apprehension to conduct a background check of me through their records for regulated professional license education provider/coordinator approval purposes.**

\_\_\_\_\_  
**Signature** (mandatory)

\_\_\_\_\_  
**Date**