**TO APPLY:**

******

Submit this completed application along with copies of your exam transcripts and/or exam completion certificates to: [education@car.org](mailto:education@car.org). Applications sent via email are strongly preferred. To apply by mail: C.A.R. Education, CTC Program, 525 S. Virgil Avenue,  
Los Angeles, CA 90020. Please allow up to three (3) weeks upon receipt to process your application. Incomplete applications will take longer to process.

**Please fill out this form in its entirety.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name as you would like it to   to appear on your certificate** | | | | | |
| **Street Address** | | **City** | | **State** | **Zip code** |
| **Email address** | | | **Phone number** | | |
| * **Non-licensed** | * **Licensed - Your BRE#** | | | | |

**You must take and successfully complete the required transaction coordinator courses. Please indicate which courses you have taken and when you passed the course exam.**

**IF YOU ARE A NON-LICENSED APPLICANT**

1. **Fundamentals of Transaction Coordination** Date Exam Passed:
2. **Transaction Talk Workshop** Date Exam Passed:
3. **Real Estate Do’s and Don’ts for Non-Licensees** Date Exam Passed:
4. **Elective:** Date Exam Passed:

**IF YOU ARE A LICENSED APPLICANT**

1. **Fundamentals of Transaction Coordination** Date Exam Passed:
2. **Transaction Talk Workshop** Date Exam Passed:
3. **Elective #1:** Date Exam Passed:
4. **Elective #2:** Date Exam Passed:

**ELECTIVES *(see above for requirements)***

* **All About Disclosures OR Disclosures 1 & 2: What You Need to Know**
* **California Residential Purchase Agreement (RPA)**
* **Risk Management**
* **Transaction Coordination 2: Beyond the Contract**