

## Examination Instructions and License Process

**APPLICATION** - An application form can be obtained from the Commission office or from the entity where the applicant completed the schooling. An applicant can only take the examination if they have successfully completed the required prelicense course, as approved by the Commission. The only exception to this rule may apply to a nonresident or previously licensed applicant. Further, a broker applicant must meet the 2 years experience requirement within the required time period or its equivalent. Please refer to the Education Department icon for a listing of approved prelicense entities.

The application must be fully completed and notarized. Commission staff can verify a signature in lieu of a notary; however, the applicant must have two forms of identification. The applicant will also be asked for a picture identification.

If any part of the application is incomplete, the application can not be approved. The applicant may either wait until the application is approved or the applicant may be allowed to take the examination if the applicant signs a contingency form, which is an acknowledgement by the applicant that the applicant understands that the application has not received approval but desires to take the examination even though approval has not been attained. If the applicant successfully passes the examination, the license will not be issued until all required documents are received and the application has received final approval.

The last page of the provision sales or sales associate application allows the applicant to sign up with a broker prior to taking the examination. It is not a requirement to have this part of the form completed prior to taking the examination. This is only included as a matter of convenience so that the applicant can proceed to have their license issued in the event they pass the examination and receive final approval of the application. This also allows the applicant the option of placing their license on an inactive status in the event they have not selected a broker.

**EXAMINATION AVAILABILITY** - The Commission administers examinations on regular working days from 8:30 a.m. to 1:00 p.m. The examination is administered on a walk-in basis that allows the examination to be taken at any time during those hours. The Commission is closed on Saturday and Sunday and all authorized holidays. Holiday listings are located at the end of this page.

- **Length of Examinations** - The provisional sales associate or sales associate examination is three (3) hours in length and the broker examination is six (6) hours in length.
- **Examination Fees** - The examination fee for a provision sales or sales associate is \$60.00, and the fee for a broker examination is \$75.00.
- **Computer Examination** - Examinations are administered via computer. Upon completing the examination, results are received within minutes. The Examination attendant obtains the results and the applicant will be notified immediately.
- **Written Examination** - A written examination is available for an additional charge of \$20.00. In the event a written request is received by the Commission due to a disability, the Commission may waive the fee.

**GRADE VALIDITY** - A passing examination score is valid for ninety (90) days. An applicant may request in writing for an extension of the validity period. At the discretion of the Commission, the validity period may be extended.

### **OBTAINING A LICENSE UPON PASSING THE EXAMINATION**

- **Provisional sales associate or sales associate** - Upon successful completion of the examination and the application receiving final approval the applicant will be required to have a broker sign a form verifying sponsorship or the applicant may place their license on an inactive status. If the applicant selected a broker and the broker has already completed the reverse side of the application the applicant will be required to pay the license and education and recovery fund fee. If the reverse side of the application is not completed by a broker, the Examination attendant will provide the applicant with either a Application for Issuance of a Provisional Sales Associate or Sales Associate License form or an Inactive Status Request form.
- **Broker** - Upon successful completion of the examination and the application receiving final approval the applicant will be required to select the broker license type. These options are explained in the Broker Licensing Options under the Licensing icon. Each license type requires different forms; however, the license and education and recovery fund fee is the same.
- **Active or Inactive Status** - A license fee is required whether the requester places their license on an active or inactive status.
- **Receipt of License** - No person shall begin operations in the real estate business without first having actually been issued their numbered license certificate.

All licenses are mailed to the business address of the sponsoring broker.