DO'S AND DON'TS FOR EXAM/LICENSE APPLICANTS

Do's

- Do complete the application form correctly and submit with the required fee. Most deficiencies arise out of failing to answer all questions on the application.
- Do answer all questions regarding convictions or prior disciplinary action honestly and truthfully.
- Do submit evidence of course completion. Copies of course completion certificates or official transcripts are generally acceptable evidence of completed courses and should accompany the application.

Don'ts

- Don't forget to sign the application and send in the appropriate fee. Refer to form RE 206 for fee information.
- Don't send cash.
- Don't mail or send in duplicate applications. This may result in your account being charged twice.

Questions? Please contact us at **(877) 373-4521** or visit our website at **www.calbre.ca.gov**.

STATE OF CALIFORNIA

dca

DEPARTMENT OF CONSUMER AFFAIRS

CalBRE

DEPARTMENT OF CONSUMER AFFAIRS
BUREAU OF REAL ESTATE
1651 Exposition Blvd.
Sacramento, CA 95815
Public Information Line: (877) 373-4542
Fax: (916) 263-8943
www.calbre.ca.gov

PDE_16-146

Obtaining a California Real Estate Salesperson License

TO OBTAIN A SALESPERSON LICENSE

You must:

- Be at least 18 years of age.
- Be honest and truthful. Conviction of a crime or failure to disclose a conviction or prior disciplinary action may result in denial of the license.

There are **two** ways in which you can apply to obtain a salesperson license.

1. APPLY FOR THE EXAM AND THEN THE LICENSE

Complete and submit the Salesperson Examination Application, form RE 400A, along with the $60 exam fee.

Submit proof of completion of a course in Real Estate Principles, a course in Real Estate Practice, and one course from the following list of electives:

- Real Estate Appraisal
- Real Estate Finance
- Real Estate Economics or General Economics
- Legal Aspects of Real Estate
- Real Estate Office Administration
- General Accounting
- Business Law
- Escrows
- Mortgage Loan Brokering
- Common Interest Developments
- Computer Applications in Real Estate

Mail the completed exam application, fee, and course transcripts to the address on the back of the form. Please check our website for current processing timeframes.

Once your application has been processed and all qualifications have been met, you will receive an e-mail notifying you that you may schedule your exam date through our eLicensing system.

After you pass the examination, you will be sent a Salesperson License Application, form RE 202.

Complete and submit the license application, along with the required $245 fee. You must also submit a completed Live Scan Service Request, form RE 237. A license cannot be issued until CalBRE receives fingerprint response information from the Department of Justice.

An e-mail will be sent to you once your license has been issued.

License certificates can be printed online using our eLicensing system.

2. APPLY FOR THE EXAM AND LICENSE AT THE SAME TIME

To apply for the examination and license at the same time:

Complete Salesperson Exam/License Application, form RE 435. Make sure you answer ALL questions on the application and sign where indicated.

Submit BOTH the exam fee ($60) and the license fee ($245) for a total of $305.

Submit proof of completion of a course in Real Estate Principles, a course in Real Estate Practice and one course from the following list of electives:

- Real Estate Appraisal
- Real Estate Finance
- Real Estate Economics or General Economics
- Legal Aspects of Real Estate
- Real Estate Office Administration
- General Accounting
- Business Law
- Escrows
- Mortgage Loan Brokering
- Common Interest Developments
- Computer Applications in Real Estate

Submit a completed Live Scan Service Request, form RE 237. A license cannot be issued until CalBRE receives fingerprint response information from the Department of Justice.

Mail the completed exam application, fee, and course transcripts to the address on the back of the form. Please check our website for current processing timeframes.

Once your application has been processed and all qualifications have been met, you will receive an e-mail notifying you that you may schedule your exam date through our eLicensing system.

After you have passed the examination, and assuming there are no outstanding deficiencies, your license number will be issued at the exam site.

License certificates can be printed online using our eLicensing system.