

SALESPERSON EXAM/LICENSE INSTRUCTIONS

RE 435A (Rev. 8/08)

Telephone: (916) 227-0904

GENERAL INFORMATION

- This combination application may be used for either of the following two purposes:
 - **Applying** for the real estate examination and the real estate license at the same time.
 - **Applying** for the real estate license during the examination process.
- The following fees must be included with your application (fees are subject to change):
 - The current examination fee is \$25 **and** the current license fee is \$120. *Total due to DRE with this application: \$145.*
 - **The fees for the examination and license are not refundable.**
 - **Fee valid for two years** — Missing requirements may be submitted anytime within the two year period after DRE receipt of your application/fee. A new application, fee, and current qualifications will be required if you fail to qualify for and pass the examination during that two year period.
- The following must be submitted before your license can be issued:
 - Proof of legal presence document (i.e., birth certificate, passport, resident alien card, etc.) **and** a State Public Benefits Statement (RE 205). Please refer to that form for further instructions.
 - Transcripts for Real Estate Principles, Real Estate Practice and/or one other required course, if not previously submitted. (Refer to Education Requirements.)
 - A copy of the completed Live Scan Service Request (RE 237) if you choose to be fingerprinted prior to taking your examination. (Refer to Fingerprint Information.)

Please read all examination and license information/instructions before completing and submitting this application; type or print in ink.

GENERAL APPLICANT INFORMATION PART A

- You may be scheduled for only one salesperson examination date at a time.
- **Name** — The name you use on your examination application must be your legal name. Provide documentation (i.e., copy of your drivers license, marriage certificate, etc.) for any name change or discrepancy between your legal name and the name you used in applying for the examination or the name on your transcripts.

- **Mailing address** — Use of a real estate school/business mailing address (item #5A-D) may cause a delay in mail delivery. If you are not a resident of California, submit a notarized Consent to Service (RE 234). You may change your mailing address online using **eLicensing** at **dre.ca.gov** or by submitting a Salesperson Examination Change Application (RE 415A).
- Business and license mailing addresses are public information and as such are posted on the Internet and made available from DRE via telephone and written requests. Please consider this when identifying such addresses.
- The examination is qualifying in nature. If you pass the examination, an actual score will not be released.

EXAMINATION SCHEDULING INFORMATION PART B

- Schedules and examination locations are subject to change.
- **Salesperson examinations are usually given:** Weekdays as needed, in Fresno, Los Angeles, Oakland, Sacramento, and San Diego. Examinations may also be given in satellite locations to accommodate the fluctuations in exam application. When satellite locations are used they may be subject to change or discontinued without notice. At **dre.ca.gov** you can view a calendar of examination dates and locations currently being scheduled. Since DRE allows reschedule requests online, by phone, and through the mail, examination dates fill quickly and a particular date may not be available; therefore, requests cannot be guaranteed.
- Once you are qualified, you can either schedule yourself for the examination or the DRE will schedule you. If you indicate on the application (Part B, item #1) that you want to schedule the examination, a letter will be sent to you advising you that you are qualified and that you may go on **eLicensing** to schedule your examination.
- If you want the earliest possible date, indicate multiple locations in Part B, item #2 and attach a separate page stating specific dates. Include your daytime phone. If you do not provide a date in Part B item #3, and do not request self-scheduling (Part B, item #1), you will be scheduled by DRE for the earliest available date in the area chosen.
- **Exam date notification** — Processing timeframes are listed at **dre.ca.gov**. These timeframes estimate when the processing of your application should be completed.
- If you have not received an examination confirmation notice within the timeframes listed on our Web site, you can obtain your scheduled date through **eLicensing** at: **dre.ca.gov**.
- If you have not yet been assigned an exam date or received

a deficiency letter and your application was submitted prior to the processing timeframes, check with your bank or credit card company to assure that DRE has processed your fee.

- Applicants with limitations requiring special accommodation must submit a Special Accommodation Request for Examination (RE 413), as well as the required documentation as noted on RE 413, with this exam application. **Do not attempt to schedule a reasonable accommodation via our Web site, as eLicensing does not provide such a service. Compliance with special requests may be limited by scheduling constraints.**
- Use *eLicensing* for expedited processing to reschedule an examination, review your examination results and records, request a duplicate schedule or result notice, and change your examination mailing address.

CURRENTLY OR PREVIOUSLY LICENSED?

- If you currently have a real estate salesperson license in California, or if your license expired less than two years ago, you are not eligible to take a salesperson examination. You may obtain a new license through the renewal process.
- If you were issued an 18-month conditional salesperson license within the last four years, that is currently suspended under the Business and Professions (B&P) Code Section 10153.4, you are not eligible to take the salesperson examination. However, if four years have elapsed from the issuance date of the suspended license, you are eligible to take a new salesperson examination.

EDUCATION REQUIREMENTS

In addition to this application and fee, salesperson applicants must submit an official transcript or credit certificate showing proof of completion of a three semester or four quarter unit college-level course or an equivalent DRE approved course in **Real Estate Principles, Real Estate Practice** and one additional course which should be chosen from the following list of courses: Accounting, Business Law, Common Interest Developments, Computer Applications in Real Estate, Escrows, Legal Aspects of Real Estate, Mortgage Loan Brokering & Lending, Property Management, Real Estate Appraisal, Real Estate Economics, Real Estate Finance, and Real Estate Office Administration.

The three semester-unit or four quarter-unit courses must be completed through a regionally accredited college or university or an approved DRE private course sponsor. Course(s) completed through a foreign institution of higher learning **must** be evaluated by a foreign credentials evaluation service approved by DRE.

Refer to *Instructions To License Applicants* handbook for further information and examination rules. The handbook is

available on the DRE Web site or from any DRE office.

GENERAL LICENSE INFORMATION PARTS C & D

- Application deficiencies such as failure to submit the proper fee, Legal Presence information, educational requirements, or completed Live Scan Service Request (RE 237) (if required) will delay processing.
- You may check to verify that your license has been issued by referencing the license status look up at: **dre.ca.gov**. Current processing timeframes for properly completed applications are posted on the Web site.
- Forms referenced in these instructions can be obtained from the DRE Web site.

Part C

- Part C must be completed by the sponsoring broker or licensed officer if you will be performing work in real estate for which a real estate license is required. **Note:** Only the sponsoring broker's or licensed officer's signature is acceptable. Signatures of office managers, other salespersons, secretaries or non-licensed officers are not acceptable, and will delay the issuance of the license.
- If a corporation is entered on Part C line #5, the licensed officer should enter his/her printed name and sign on Part C line #7 on behalf of the corporation.

Part D

- **ALL** questions (1-4) must be answered and a full explanation (5-6) must be provided if any of the questions are answered "yes." Insufficient or no explanations will delay the processing of your license.
- Read the Salesperson Certification and sign on Part D line #8.

FINGERPRINT INFORMATION

Completion & submission of RE 237

One set of classifiable electronic fingerprints is required from every real estate license applicant unless fingerprints are already on file with DRE. Applicants have the option of getting their fingerprints taken at the time they submit this application or any time thereafter. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program. A Live Scan Service Request (RE 237) may be obtained online at **dre.ca.gov**.

After you have your fingerprints taken by the live scan service provider, either submit a completed copy of RE 237 with this application or, if you choose to get your fingerprints taken at a later date, submit a completed copy of RE 237 to the Department of Real Estate, P.O. Box 187002, Sacramento, CA 95818, Attn: Fingerprint Desk. Your license will not be issued until a report from the Department of Justice is received stating that there is no criminal history, or disclosing the existence of criminal history information. If prior criminal information

is disclosed in the report, further background inquiry may be required before your license is issued.

Fingerprint services (Contact the facility for fees/hours)

Many California law enforcement agencies and other private providers provide electronic fingerprint services. You may obtain a complete list of fingerprint service providers by visiting the Department of Justice's Web site at www.ag.ca.gov. Please note that the hours of operation for each provider may vary and an appointment may be required.

Out-of-state applicants

Out-of-state residents either need to make arrangements to get their fingerprints taken at a live scan service provider in California or get fingerprinted out of state using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). A fingerprint card can be obtained by contacting the Licensing Section at (916) 227-0931. It should be taken to a local law enforcement agency for completion and submitted directly to DRE with the completed license application, license application fee, and \$51 fingerprint processing fee.

NOTICE OF APPEAL PROCESS

The Department of Real Estate has established time periods for the processing of permit applicants as required by the Permit Reform Act (Government Code Section 15374 et seq.). These time periods are set forth in Regulation 2709, Chapter 6, of Title 10, of the California Code of Regulations. Failure to comply with these time periods may be appealed to the Secretary of the Business, Transportation, and Housing Agency, 980 9th Street, Suite 2450, Sacramento CA 95814-2719, pursuant to Section 7600 et seq. of Title 21 of the California Code of Regulations. Under certain circumstances, the Secretary may require the Department of Real Estate to reimburse the applicant for the filing fees paid in connection with the application.

SUBVERSION OF EXAMINATION

DRE is affected by Sections 123, 123.5 and 496 of the Business and Professions Code which relate to test security and

provide that DRE may deny, suspend, restrict or revoke the license of an applicant or licensee who subverts or attempts to subvert a licensing examination.

In addition to any other penalties, a person found guilty of violating Section 123 of the B&P Code shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

FEES, PAYMENT & MAILING INFORMATION

Fees are also subject to change.

Fees – Salesperson

Exam\$ 25
License.....\$120

Total due to DRE
with this application **\$145**

Fingerprint Fee①\$ 51

① *Fingerprint fee* — Applicants who *reside in California* will pay a \$51 fingerprint processing fee directly to the live scan fingerprint service provider. Applicants who *reside out of state* should submit the \$51 fingerprint processing fee with their application, fingerprint card, and license fee.

Missing requirements may be submitted anytime within the two year period after DRE receipt of your application/fee. A new application, fee, and current qualifications will be required if you fail to qualify and pass the examination during that two year period.

Fees are not refunded if an applicant fails to pass the examination.

Acceptable payment methods — Cashiers' check, money order, check or credit card. (American Express, Visa, Mastercard)

- Make check or money order payable to: **Dept. of Real Estate**
- If paying by credit card, use a Credit Card Payment (RE 909).

Mail To — Department of Real Estate, P.O. Box 187001, Sacramento, CA 95818-7001

PRIVACY NOTICE

PRIVACY INFORMATION: Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

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General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. Your social security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).