

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



DEPARTMENT OF CONSUMER AFFAIRS BUREAU OF REAL ESTATE

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PDE_16-147



Obtaining a California Real Estate Broker License



TO OBTAIN A BROKER 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 broker license.

1. APPLY FOR THE EXAM AND THEN THE LICENSE

Complete and submit the Broker Examination Application, form RE 400B, along with the \$95 exam fee.

Submit proof of completion of eight courses in real estate. The eight courses must include courses in Real Estate Practice, Real Estate Finance, Legal Aspects of Real Estate, Real Estate Appraisal, and either Economics* or Accounting*, plus three courses from the following list of electives:

- Real Estate Principles
- Real Estate Office Administration
- Business Law
- Escrows
- Mortgage Loan Brokering and Lending
- Common Interest Developments
- Computer Applications in Real Estate
- Property Management
- Advanced Real Estate Finance
- Advanced Legal Aspects of Real Estate
- Advanced Real Estate Appraisal

*** Note: If both Economics and Accounting courses are completed, then only two courses from the list of electives are required for a total of eight courses.**

Submit proof of two years, full-time licensed experience within the last five years by completing form RE 226, or submit proof of equivalent experience within the last five years by completing form RE 227.



Mail the completed exam application, fee, course transcripts, and experience documentation 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 Broker License Application, form RE 200.

Complete and submit the license application, along with the required \$300 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 Broker Exam/License Application form RE 436. Make sure you answer ALL questions on the application and sign where indicated.

Submit BOTH the exam fee (\$95) and the license fee (\$300) for a total of \$395.

Submit proof of completion of eight courses in real estate. The eight courses must include courses in Real Estate Practice, Real Estate Finance, Legal Aspects of Real Estate, Real Estate Appraisal, and either Economics* or Accounting*, plus three courses from the following list of electives:

- Real Estate Principles
- Real Estate Office Administration
- Business Law
- Escrows
- Mortgage Loan Brokering and Lending
- Common Interest Developments
- Computer Applications in Real Estate
- Property Management
- Advanced Real Estate Finance
- Advanced Legal Aspects of Real Estate
- Advanced Real Estate Appraisal

***Note: If both Economics and Accounting courses are completed, then only two courses from the list of electives are required for a total of eight courses.**

Submit proof of two years, full-time licensed experience within the last five years by completing form RE 226, or submit proof of equivalent experience within the last five years by completing form RE 227.

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, course transcripts, and experience documentation 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.