

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

Do's

- Do complete the application form correctly and submit with the required fee and education documents. Most deficiencies arise out of failing to answer all questions on the application.
- Do answer all questions regarding prior disciplinary action(s) 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 when mailing the application to sign it and send in the appropriate fee. Refer to form RE 206 for fee information.
- Don't send cash when mailing the application packet.
- Don't submit duplicate applications. This may result in your account being charged twice.

Questions? Please contact us at (877) 373-4542 or visit our website at www.dre.ca.gov.



DEPARTMENT OF REAL ESTATE
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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 prior disciplinary action may result in denial of the license.

There are two ways you can apply for a broker license.

1. APPLY FOR THE EXAM AND THEN THE LICENSE

Apply for a Broker Examination online through eLicensing or submit a completed form RE 400B via mail/fax, along with the exam fee, proof of experience and 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 either proof of two years, full-time licensed experience within the last five years by completing form RE 226; equivalent experience by completing form RE 227; or in lieu of experience submit copies of official transcripts showing a four-year degree earned with a major or minor in real estate.

If you mail the application packet, send the completed



exam application, fee, course transcripts, and experience documentation to the address on the back of the form. If you submit the application online, all documents will need to be electronically uploaded and fees paid online with a credit/debit card.

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 must log onto your eLicensing account to download a Broker License Application, form RE 200.

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

DRE will send an email 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

Apply for the Broker Exam/License online through eLicensing or submit a completed form RE 436 and mail it along with BOTH the exam fee and the license fee.

Make sure you answer ALL questions on the application and sign where indicated.

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.**

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

If you mail the application packet, send the completed exam application, fee, course transcripts, and experience documentation to the address on the back of the form. If you submit the application online, all documents will need to be electronically uploaded and fees paid online with a credit/debit card.

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.