# HOW TO APPLY FOR A REAL ESTATE LICENSE SALESPERSON/BROKER



VIRGINIA REAL ESTATE BOARD

(804) 367-8526 | reboard@dpor.virginia.gov www.dpor.virginia.gov/Boards/Real-Estate/

### STEP 1

### COMPLETE PRE-LICENSE EDUCATION

even if you are applying "by reciprocity" from another state



**60 hours** for salespersons 180 hours for brokers



#### **BROKER EXPERIENCE REQUIREMENT**

Broker applicants must have been "actively engaged" in real estate full-time (averaging 40/hours week) for 36 of the 48 months prior to applying.



no experience requirement for salesperson applicants



visit www.dpor.virginia.gov/Boards/Real-Estate/Pre-License/

for more information, approved schools and courses, and a chart of clock hours of broker education acceptable from other states

# STEP 2

#### PASS THE VIRGINIA AND NATIONAL EXAMS

exam scores are only valid for one year, and then they expire



Apply to take the national and state portions of the exam. Download the Candidate Information Bulletin from the Board's vendor, PSI Exams (https://candidate.psiexams.com/), to learn how to register.



Select GOVERNMENT/STATE LICENSING AGENCIES, choose VIRGINIA as the jurisdiction, then VA REAL ESTATE for account, and finally click on VA SALESPERSON or VA BROKER for classification.



#### **RECIPROCITY APPLICANTS:**

If you are **already** licensed in another state <u>and</u> your out-of-state license is not expired, then you only need to pass the "state" part of the Virginia exam.

exam registration by e-mail, fax, or regular mail only (no online option for reciprocity applicants)

## STEP 3

### **GET YOUR FINGERPRINTS TAKEN**

background checks expire after 45 days



If you live in Virginia, you **must** have your fingerprints taken **at a PSI testing location** in Virginia.



Even if you live outside of Virginia, you are **highly encouraged** to get your fingerprints taken **at** a <u>Virginia PSI testing location</u> because it will speed up the mandatory background check process.



If you do not live in Virginia, and are unable to get your fingerprints taken at a Virginia PSI testing location, please contact the Board office.

A complete application must be <u>on file</u> with the Board **within 45 days**-- or else you will have to get your fingerprints taken again *for an additional fee*.

# STEP 4

### PRINT, COMPLETE, SIGN + MAIL APPLICATION

use most recent form downloaded directly from DPOR website





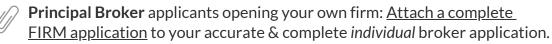
A license cannot be issued until your application is **100% accurate and complete.** 

all questions answered
all documentation + fee attached
background check is not older than 45 days



#### **Special notes for BROKER APPLICANTS:**







#### **Special notes for RECIPROCITY APPLICANTS:**

- Licensure certification from other state(s) must be dated **less than 60 days** from the time we receive your <u>complete</u> and <u>accurate</u> application.
- Certifications of licensure are required from ALL states where you are or have been licensed to practice real estate.

