

SALESPERSON EXAM/LICENSE INSTRUCTIONS

RE 435A (Rev. 1/16)

GENERAL INFORMATION

- This combination application may be used for the following purpose:
 - **Applying** for the real estate salesperson examination and the real estate salesperson license at the same time.
- The application must be mailed. You cannot apply using *eLicensing*.
- The following fees must be included with your application (fees are subject to change):
 - The current examination fee is \$60 **and** the current license fee is \$245. *Total due to CalBRE with this application: \$305.*
 - **The fees for the examination and license are not refundable or transferable to another application pursuant to B&P Code section 10207.**
 - **Fee valid for two years** — 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:
 - 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). (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

- You may be scheduled for only one salesperson examination date at a time.
- **Name** — To avoid delays 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 or certificates.
- **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 **www.calbre.ca.gov** or by submitting a Salesperson Examination Change

Application (RE 415A). *Note: Changing your exam address online *will not* change the mailing address on your license application.

- Business and license mailing addresses are public information and as such are posted on the Internet and made available from CalBRE 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

- Schedules and examination locations are subject to change.
- You must have an active exam application on file before you can schedule yourself on *eLicensing*.
- **Salesperson examinations are usually given:** Weekdays as needed, in Fresno, Los Angeles, Oakland, Sacramento, and San Diego. At **www.calbre.ca.gov** you can view a calendar of examination dates and locations currently being scheduled. Since CalBRE 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 CalBRE will schedule you. If you indicate on the application (item #14) 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 item #15 and attach a separate page stating specific dates. If you do not provide a date in item #16, and do not request self-scheduling (item #14), you will be scheduled by CalBRE for the earliest available date in the area chosen.
- **Exam date notification** — Processing timeframes are listed at **www.calbre.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 **www.calbre.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 CalBRE has processed your fee.
- Applicants with limitations requiring reasonable accommodations must submit a Reasonable

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 reasonable accommodation 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.

All exam scheduling transactions done by the examinee in **eLicensing** are final.

EDUCATION REQUIREMENTS

In addition to this application and fee, salesperson applicants must submit official transcripts only (unofficial transcripts are not accepted) or credit certificate showing proof of completion of a three semester or four quarter unit college-level course or an equivalent CalBRE 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 CalBRE private course sponsor. Course(s) completed through a foreign institution of higher learning **must** be evaluated by a foreign credentials evaluation service approved by CalBRE. Refer to the Examination Applicant Foreign Education Information (RE 223) for foreign education.

Refer to **Instructions To License Applicants** handbook for further information and examination rules. The handbook is available on the CalBRE Web site or from any CalBRE office.

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.

GENERAL LICENSE INFORMATION

Application deficiencies such as failure to submit the proper fee, educational requirements, or completed Live Scan Service Request (RE 237) will delay processing.

You may check to verify that your license has been issued by referencing the license status look up at **www.calbre.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 CalBRE Web site.

Once you pass the exam and are issued the license, you may use **eLicensing** to retrieve a copy of your license certificate. CalBRE no longer mails out license certificates.

Items 20 through 27

- 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 item #21, the licensed officer should enter his/her printed name on item #27 and sign on item #26 on behalf of the corporation.

Items 28 through 38

- **ALL** background information questions (items 28-33) must be answered and a full explanation 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 and date items #37 and #38.

FINGERPRINT INFORMATION

Completion & Submission of RE 237

One set of classifiable electronic fingerprints is required from every real estate license applicant. 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 **www.calbre.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 Bureau of Real Estate, P.O. Box 137002, Sacramento, CA 95813, 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 **877-373-4542**. It should be taken to a local law enforcement agency for completion and submitted directly to CalBRE with the completed exam/license application, exam/license application fee, and \$49 fingerprint processing fee.

NOTICE ABOUT THE SAFE ACT

All CalBRE licensees who conduct residential mortgage loan activities, as outlined in the federal SAFE Act, must obtain a mortgage loan originator (MLO) license endorsement in order to perform these types of activities (SB 36, Calderon, Chapter 160, Statutes of 2009). MLO license endorsement applications must be submitted through the Nationwide Multistate Licensing System & Registry (NMLS) and applicants must successfully complete the National test with uniform State content, submit a MLO license endorsement filing through NMLS and pay required license endorsement fees, submit fingerprints to NMLS, satisfy the 20 hour pre-license education requirement, and submit authorization for NMLS to obtain a credit report. All MLO license endorsements expire on December 31st and must be renewed annually by submitting a renewal filing through NMLS along with the appropriate fees, and evidence of completion of 8 hours of continuing education, as specified. Detailed information regarding obtaining a MLO license endorsement can be found on our Web site.

RE 866 Filing Requirements

All CalBRE licensees must report to the Bureau of Real Estate if they make, arrange, or service loans secured by residential property, 1 to 4 units, under the authority of the Real Estate Law. The report must be made within 30 days of commencing such activity and must be completed online using Form RE 866 – Mortgage Loan Activity Notification. Penalty fees can apply for failure to submit this required notification.

SUBVERSION OF EXAMINATION

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

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.
 Bureau of Real Estate Managing Deputy Comm. IV
 1651 Exposition Blvd. Licensing, Examinations, & Education
 Sacramento, CA 95815 Telephone: 877-373-4542
 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 Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Bureau of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. These code

sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Bureau of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Bureau to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.
 The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Bureau 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 Bureau'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 Business Oversight, Department of Insurance, Department of Consumer Affairs, California Bar Association).

examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

FEES, PAYMENT & MAILING INFORMATION

Fees are subject to change.

Fees – Salesperson

Exam\$ 60
 License\$245

*Total due to CalBRE
 with this application \$305*

Fingerprint Fee①\$ 49

① *Fingerprint fee* — Applicants who *reside in California* will pay a \$49 fingerprint processing fee directly to the live scan fingerprint service provider. Applicants who *reside out of state* should submit the \$49 fingerprint processing fee with their exam/license application, fingerprint card, and exam/license fee.

Missing requirements may be submitted anytime within the two year period after CalBRE 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.

The fees for the examination and license are not refundable or transferable to another application pursuant to B&P Code section 10207.

Acceptable payment methods — Cashiers' check, money order, check or credit card.

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

Mail To — Bureau of Real Estate, P.O. Box 137001, Sacramento, CA 95813-7001.

CalBRE Licensing can be contacted toll free at **877-373-4542**.