

**SALESPERSON EXAMINATION APPLICATION**

RE 400A (Rev. 7/04)

**GENERAL INFORMATION**

- **Fee** — Refer to RE 206 or DRE Web site for current fees. Additional information on reverse side.
- Please read all information before completing this application. *Type or print in ink.*
- This is an original examination application and should be submitted *only* if you have examination eligibility (see reverse).
- You may only be scheduled for one salesperson examination date at a time.
- The name you use on your examination application must be your legal name.
- Please use a personal mailing address (item #2); use of a real estate school/business mailing address may cause a delay in mail delivery.
- **Applicant mailing lists** —The lists of examinee names and addresses are provided, upon request, to institutions who wish to offer educational opportunities. Your name and address will be provided unless you responded “no” to item #11.

the mail, examination dates fill quickly and a particular date may not be available and therefore, requests cannot be guaranteed.

- If you want the earliest possible date, indicate more than one choice on line #9 and attach a separate page stating specific dates. Include your daytime phone.
  - If you do not provide a date on line #10, you will be scheduled for the earliest available date in the area chosen.
  - **Exam date notification** — Notification of your examination, date, time, and location will normally occur within three weeks of examination application submittal. If you do not receive an examination confirmation notice after three weeks, you can access our Web site to obtain your scheduled date.
- If you have not yet been assigned an exam date or received a deficiency letter and your application was submitted at least four weeks ago, check with your bank or credit card company to assure that DRE has processed your fee before contacting our Sacramento Office. Check the Application Processing Timeframes posted on the DRE Web site to more accurately estimate when your application processing should be completed.
- Applicants with physical limitations requiring special accommodation must submit a written request which describes the limitation and the special accommodation requested. Compliance with special requests may be limited by scheduling constraints.

**EXAMINATION SCHEDULING INFORMATION**

- **Salesperson examinations are usually given:** Weekdays as needed, *except* Wednesday, in Fresno, Los Angeles, Oakland, Sacramento, and San Diego. *Schedules and examination locations are subject to change.* At [www.dre.ca.gov](http://www.dre.ca.gov) you can view a calendar of examination dates currently being scheduled. Since DRE allows reschedule requests on-line, by phone, and through

*Continued on reverse side.*

1. APPLICANT'S NAME — LAST	FIRST	MIDDLE
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2. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX		
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CITY	STATE	ZIP CODE
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3. SOCIAL SECURITY NUMBER	4. DATE OF BIRTH (MM/DD/YYYY)	5. RESIDENCE PHONE # W/AREA CODE	6. BUSINESS PHONE # W/AREA CODE
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7. Have you **ever** applied for a California real estate exam under your current name or any other names (i.e., maiden name, former married names, AKA's, etc.)? .....  NO  YES  
 If YES, list all names used: \_\_\_\_\_

8A. Do you now hold or have you **ever** held a California real estate license? .....  NO  YES  
 If YES, answer 8B and complete 8C, D, E and F below.

8B. Has your California real estate license been previously revoked? .....  NO  YES

8C. TYPE OF LICENSE	8D. IDENTIFICATION NUMBER	8E. EXPIRATION DATE	8F. NAME ON LICENSE
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9. EXAM AREA PREFERENCE <input type="checkbox"/> SACRAMENTO <input type="checkbox"/> FRESNO <input type="checkbox"/> SF/OAKLAND <input type="checkbox"/> SAN DIEGO <input type="checkbox"/> LOS ANGELES/ANAHEIM	10. EARLIEST DATE YOU CAN TAKE EXAM (mm)      (dd)      (yyyy)	11. MAILING LIST (Refer to Applicant List above.) <input type="checkbox"/> NO <input type="checkbox"/> YES
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DRE ONLY

EXAM ID	PROCESSOR #
DATE KEYED	

**Certification**

I hereby certify under penalty of perjury that I am aware of and meet all examination requirements as set forth on page 2. I also understand that the fee remitted will not be refunded under any circumstances (Section 10207 of the B&P Code).

12. ORIGINAL SIGNATURE OF APPLICANT	DATE
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- Use **www.dre.ca.gov** (eLicensing) to reschedule an examination, review your examination results and records, request a duplicate schedule or result notice, and change your examination mailing address.
- If you are simultaneously making application for both the salesperson and broker examinations, you must submit a separate package (application, qualifying documentation and fee) for each examination to be scheduled. Fees are not transferable from one exam to another and will not be refunded.
- **Exam 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 and pass the examination during that two year period.

### 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 Section 10153.4 Business and Professions (B&P) Code, 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.

### EXAMINATION REQUIREMENTS

In addition to this application and fee, salesperson applicants must submit a transcript or credit certificate showing proof of completion of a three semester or four quarter unit college-level course in **Real Estate Principles** or an equivalent DRE approved course. Alternatively, applicants may be scheduled for this examination by certifying under penalty of perjury that they are currently enrolled in an acceptable **Real Estate Principles** course. Proof of completion of the course must be submitted before the original license can be issued.

All salesperson license applicants are required to submit evidence (official transcripts) of completion of a college-level course in **Real Estate Practice** and one additional course in specified areas either before or within 18 months of the issuance of their original license (B&P Code Section 10153.4(a)). The additional course may be selected from the following: 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

**PRIVACY NOTICE:** 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.*

Department of Real Estate 2201 Broadway Sacramento, CA 95818	Managing Deputy Commissioner IV Licensing Telephone: (916) 227-0931
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General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorizes the maintenance of this information.

A social security number must be included to enable the fingerprints to be processed.

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

Estate Economics, Real Estate Finance, 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.

Applicants who do not submit proof of successfully completing the two additional courses either before or at the time they submit their original license application will be issued an 18-month conditional license. If this education requirement is not met within the 18-month period, your license will be automatically suspended.

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.

### FINGERPRINT INFORMATION

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 after they have submitted their examination application or after passing their examination. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program. A Live Scan Service Request (RE 237) will be sent with your scheduling notice. 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), provided upon passing the examination. Out of state examination applicants may request a blank fingerprint card by contacting the Licensing Section at (916) 227-0931. Fingerprint processing fees are not refunded if an applicant fails to pass the examination.

### FEE, PAYMENT & MAILING INFORMATION

**Fee** — Refer to Exam & Licensing Fees (RE 206) or the DRE Web site for current fees. Fees are subject to change.

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

- Make check or money order payable to: **Dept. of Real Estate**
- If paying by credit card, mail/fax a Credit Card Payment (Exams) (RE 298). Do not fax multiple requests.

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

information is not provided, 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. In addition, processing may be delayed.

The information requested in this form is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business address 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 other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).