



Licensing Process and Deadlines

Student Name: _____

Instructor Name: _____

Course (check one): Salesperson Prelicense ____ Post License ____ Broker Prelicense ____

The following deadlines must be explained to every student in prelicense and post license courses. Students must initial after each item and sign the form signifying they understand. The form must be kept on file at the school and copies must be made for students to keep for future reference.

The following are the most important items for each course:

Salesperson Prelicense: All items

Post License: Items 4, 5, and 6

Broker Prelicense: Items 1, 2, and 3

1. **Successful completion of the 60-hour prelicense course:** The 60-hour prelicense course for both salespersons and brokers must be completed within one year of the start date. The start date for classroom courses is the first session of class and the end date is the date the final course exam is passed. The start date for distance education courses is the date the course material is first accessed and the end date is when all required documentation is submitted to the provider. _____
2. **Successful completion of the state license examination:** The salesperson and broker examinations must be taken through PSI/AMP and passed within six months of the end date of the appropriate prelicense course. Students will not be able to schedule the state exam until the instructor electronically submits verification of course completion to PSI/AMP. _____
3. **Submitting Application for a Temporary Salesperson's or Original Broker's License:** The Application for a Temporary Salesperson's License and the Application for a Broker's License must be submitted to the Commission within 90 days of passing the appropriate state license examination. Please note this is 90 calendar days and the first day is the day the exam is passed. The exam score report and application are a combined document that will be received at the test site. All appropriate license fees and documentation for minimum age, U.S. citizenship, state residency, and high school completion as identified in Rule 790-X-2-.01 must accompany the application. _____

4. **Completion of the Salesperson's 30-hour post license course:** A person shall be required to have a temporary license issued prior to taking a post license course as identified in Rule 790-X-2-.03. If a salesperson's temporary license is issued on active status, the 30-hour post license course must be completed within six months AND an application for a permanent/original license submitted to remain on active status. The six-month period begins on the first day of the month following issuance of the temporary license and concludes on the last day of the sixth month. For example, a temporary license is issued on June 10. The six months will begin on July 1 and end on December 31. _____

5. **Submitting Application for a Permanent/Original Salesperson's License:** Every temporary salesperson MUST take a 30-hour post license course and submit the Application for an Original Salesperson License within 12 months. The 12 months begin on the first day of the month following issuance of the temporary license and conclude on the last day of the twelfth month. This deadline applies to both active and inactive licensees. The application for an original salesperson's license can be found on the Commission's website at www.arec.alabama.gov. _____

6. **A Lapsed Temporary Salesperson's License:** Failure to submit application and have the permanent/original license issued within the 12-month time frame described above will result in the license lapsing, and the applicant will have to begin the licensing process again with the prelicense course. _____

The preceding deadlines have been explained to me by my instructor, and I understand the licensing requirements that must be met for temporary and permanent licensure. I also understand that I may contact the Real Estate Commission at any time if I have questions.

Student Name: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

<p>THIS FORM MUST BE EXPLAINED TO AND SIGNED BY EVERY STUDENT. IT IS <u>TO BE KEPT ON FILE AT THE SCHOOL</u> AND MADE AVAILABLE FOR SCHOOL AUDITS AND APPROPRIATE COMMISSION HEARINGS.</p>
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DO NOT SEND THIS FORM TO THE ALABAMA REAL ESTATE COMMISSION