



Licensing Process and Deadlines For Reciprocal Applicants

Student Name: _____

Instructor Name: _____

Course (check one): Reciprocal Salesperson Prelicense _____ Reciprocal Broker Prelicense _____

The following deadlines must be explained to every student in reciprocal prelicense 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 a copy must be made for the student to keep for future reference.

1. **Successful completion of the 6-hour prelicense course:** The 6-hour prelicense course for both salespersons and brokers must be completed within one year of the start date. The start date for distance education courses is the date of course enrollment 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 reciprocal examinations must be taken through 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 AMP. _____
3. **Submitting Application for a Reciprocal Salesperson's or Reciprocal Broker's License:** The Application for a Reciprocal Salesperson's and for a Reciprocal 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 exam site. All appropriate license fees and documentation must accompany the application. Documentation includes, but is not limited to, a certification of licensure from the state where originally licensed by prelicense coursework and examination as identified in Rule 790-X-1-.18. _____
4. **Failure to comply** with any of these time frames could result in the applicant having to repeat the course and/or retake the exam. _____

The preceding deadlines have been explained to me by my instructor, and I understand the licensing requirements that must be met for 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: _____

THIS FORM MUST BE EXPLAINED TO AND SIGNED BY EVERY STUDENT. IT IS TO BE KEPT ON FILE AT THE SCHOOL AND MADE AVAILABLE FOR SCHOOL AUDITS AND APPROPRIATE COMMISSION HEARINGS.

DO NOT SEND THIS FORM TO THE ALABAMA REAL ESTATE COMMISSION!