



# 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.**

- 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 the course material is purchased, and the end date is when all required documentation is submitted to the course provider. Course completion includes all lessons/modules, the final examination, and submission of required documents. Schools have three business days to submit course credit to the Commission. \_\_\_\_\_
- Successful completion of the state license examination:** The salesperson and broker reciprocal license examinations must be taken through Pearson VUE and passed within six (6) months of the end date of the appropriate prelicense course. Students will not be able to schedule the state license examination until the instructor electronically submits verification of course completion to the Commission, and the Commission submits it to Pearson VUE. \_\_\_\_\_
- Submitting Application for a Reciprocal Salesperson or Reciprocal Broker License:** The Application for a Reciprocal Salesperson or a Reciprocal Broker 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 license examination is passed. The examination score report will be received at the examination site. The license application can be accessed by logging in to *Online Services* on the Commission’s website after passing the license examination. 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. \_\_\_\_\_
- Failure to comply** with any of these time frames could result in the applicant having to repeat the course and/or retake the license examination. \_\_\_\_\_

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!**