

# EQUIVALENT EXPERIENCE VERIFICATION

RE 227 (Rev. 9/17)

This form is only for *unlicensed* real estate equivalent experience that does not require a CalBRE license.  
Please read instructions on page 3 before completing this form. Incomplete forms can significantly delay processing.

## EQUIVALENT EXPERIENCE

1. APPLICANT'S NAME — LAST, FIRST & MIDDLE

2. APPLICANT'S RESIDENCE ADDRESS — STREET ADDRESS, CITY, STATE, & ZIP CODE

3. APPLICANT'S PHONE NUMBER

4. NAME OF EMPLOYER

5. ADDRESS OF EMPLOYER — STREET ADDRESS, CITY, STATE, & ZIP CODE

6. TITLE OF APPLICANT'S POSITION WITH EMPLOYER

7. TYPE OF EXPERIENCE CLAIM

8. APPROXIMATE VOLUME OF ACTIVITY COMPLETED WHILE PERFORMING IN THE ABOVE CAPACITY?

9. APPROXIMATE EARNINGS

10. WORK TIME DEVOTED

FULL TIME

PART TIME

11. APPROXIMATE HOURS PER WEEK

12. CONTINUOUS EMPLOYMENT CERTIFICATION (MM/DD/YY)

FROM

TO

13. **DETAILED** DESCRIPTION OF RESPONSIBILITIES (ATTACH EXTRA SHEETS IF NECESSARY. ATTACHMENTS MUST BE SIGNED BY APPLICANT AND CERTIFIERS.)

14. DID THE ACTIVITY DESCRIBED ABOVE REQUIRE A LICENSE, SUCH AS FROM THE DEPARTMENT OF BUSINESS OVERSIGHT (FORMERLY DEPARTMENT OF CORPORATIONS), NATIONWIDE MORTGAGE LICENSING SYSTEM AND REGISTRY (NMLS), OR OUT OF STATE LICENSING ENTITY?.....

YES

NO

IF YES COMPLETE ITEMS 15A AND 15B.

15A. PROVIDE NAME OF LICENSING ENTITY.....

15B. PROVIDE THE LICENSE NUMBER.....

### Certification

*I hereby certify under penalty of perjury that the above employment information is true and correct.*

16. SIGNATURE OF APPLICANT

➤

17. DATE

CERTIFICATIONS

APPLICANT'S NAME — LAST, FIRST & MIDDLE

NAME OF EMPLOYER

Certification

I hereby certify to the nature and scope of the applicant's activities as described on page 1 or attached (attachments must be signed by certifiers). Realizing that a false certification is basis for suspension or revocation of my real estate license, if any, under Sections 10177(a), 10177(f), and 10177(h) of the Real Estate Law, I certify under penalty of perjury that the foregoing is true and correct.

Certifier #1 - REQUIRED	CERTIFYING SIGNATURE ➤	DATE
	PRINTED NAME OF SIGNER	POSITION TITLE AT COMPANY
	COMPANY OR CORPORATION NAME (IF ANY)	
	BUSINESS ADDRESS	BUSINESS TELEPHONE NUMBER
	Do you hold a California real estate license? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If YES, list the identification number. ....	
	Was the applicant employed by this company or you during the period indicated on page 1? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Explain how you are aware of the applicant's experience below.	

Certification

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Certifier #2 - REQUIRED	CERTIFYING SIGNATURE ➤	DATE
	PRINTED NAME OF SIGNER	POSITION TITLE AT COMPANY
	COMPANY OR CORPORATION NAME (IF ANY)	
	BUSINESS ADDRESS	BUSINESS TELEPHONE NUMBER
	Do you hold a California real estate license? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If YES, list the identification number. ....	
	Y <del>a</del> the applicant employed by this company or you during the period indicated on page 1? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Explain how you are aware of the applicant's experience below.	

	<b>INSTRUCTIONS</b>	
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**Instructions**

- Submit this form with a completed Broker Examination Application (RE 400B) or Broker Exam/License Application (RE 436) and the proper fee for the broker examination.
- Read carefully before completing and signing this form.
- Type or print clearly in ink.
- If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

**Equivalent Experience**

A claim of equivalent experience, in lieu of the two years of sales experience required for the broker examination, may be based on any combination of salesperson experience and equivalent experience, which considered as a whole, would satisfy the intent of the law. An applicant who has not been active as a licensed real estate salesperson may be eligible for the broker examination, provided the Equivalent Experience Verification (RE 227) form showing real estate-related experience is submitted.

The RE 227 form must be completed in full and must have two verifying signatures on each form. The two verifiers can not be related to the applicant by blood or marriage. When submitting the RE 227 form, it is important that you provide sufficient detail to enable the Bureau to perform an evaluation, including for example, providing the property addresses, property types, description of duties with each property, and the dates of involvement with each property. Additional documentation that should be submitted includes but is not limited to proof of employment (W2's or 1099's), proof of ownership of property, proof of being an officer of a corporation or partner in a partnership or LLC, copy of professional license issued to applicant, etc. The Bureau may conduct further inquiry and request additional documents when evaluating equivalent experience.

If your equivalent experience required a professional license, you will need to list the licensing entity and your license number(s) with that entity.

Full time experience means at least 40 hour per week. If applicant worked less than 40 hour per week, credit is granted on a prorated basis. Time is not awarded if applicant devoted less than 10 hours per week. If applicant had any other employment, it must be set forth where indicated even though 40 hours or less are devoted to an employer.

Regardless of the experience claimed, the eight college-level courses required for a broker's license must be completed and cannot be waived based on the equivalent experience.

**Acceptable kinds of equivalent experience.**

An applicant may qualify with two years full-time experience in any of the following areas:

- Experience as an escrow or title officer or as a loan officer in a capacity directly related to the financing or conveying of real property.
- Experience as a subdivider, contractor, or speculative builder, during which time applicant performed comprehensive duties relating to the purchase, finance, development, and sale or lease of real property. Being licensed as a contractor does not qualify an applicant on the basis of holding that license.
- Experience as a real property appraiser.
- Experience as a property manager, exempt under Business and Professions Code 10131.01 or 10133.
- Members of the California State Bar need to demonstrate that they have satisfied the two years full-time licensed salesperson experience requirement or have at least two years real estate related experience while practicing law in California.

Other types of direct real estate-related experience will be considered, provided that it satisfies the intent of the law. It should be noted, however, that claims for equivalency by unlicensed persons for activities which require a real estate license will not be considered.

To make a proper evaluation of the applicant's equivalent experience, this form must be completed in full and properly signed by the applicant and two certifiers, who cannot be related to the applicant by blood or marriage.

- **Two signatures are required on each form** (i.e., employers, associates, or other person verifying applicant's experience who are not related to the applicant by blood or marriage). These individuals must also explain how they are aware of the applicant's experience.
- Submit *one* form for *each* job performed and/or company employed by.

*Example:*

Three forms would be required for the following experience:

- 3 years as an escrow officer for Company A
- 2 years as an escrow officer for Company B
- 5 years as a loan officer for Company B

Care in preparing the claim of qualification and presentation of adequate supporting letters, resumes, or certifications will facilitate qualifying an application. Do not have verifiers send individual letters separate from your application submissions. Be accurate as to dates, etc., as incompleteness or inaccuracies will result in delays and additional correspondence.

All qualification requirements must be met before you can be scheduled for the broker examination. Evaluations of claimed experience or education cannot be conducted with applicants in person at any office of the Bureau or on the telephone.