

**SALESPERSON EXAMINATION APPLICATION**

RE 400A (Rev. 9/11)

DRE RECEIVED DATE

DRE USE ONLY

**GENERAL INFORMATION**

- Refer to RE 206 for exam fees.
- Please read all information before completing this application.  
*Type or print in ink.*
- You must have examination eligibility (see reverse side).
- You may be scheduled for only one salesperson examination date at a time.
- The name you use on your examination application must be your legal name.
- Use of a real estate school/business mailing address (item #2) may cause a delay in mail delivery. You may change your mailing address online using *eLicensing* at **www.dre.ca.gov** or by submitting a Salesperson Examination Change Application (RE 415A).
- Business and license mailing addresses are public information and as such are posted on the Internet and made available from DRE via telephone and written requests. Please consider this when identifying such an address.
- Refer to the *Reasonable Accommodation Request* paragraph on the reverse side for further information and instructions should you require this service.

**EXAMINATION SCHEDULING INFORMATION**

- Schedules and examination locations are subject to change.
- *Salesperson examinations are usually given:* Weekdays as needed, except Wednesday, in Fresno, the Los Angeles vicinity, Oakland, Sacramento, and San Diego. Examinations may also be given in satellite locations to accommodate the fluctuations in exam applications. When satellite locations are used they may be subject to change or discontinued without notice. At **www.dre.ca.gov** you can view a calendar of examination locations and dates currently being scheduled. Since DRE allows reschedule requests on-line, by phone, and through the mail, examination dates fill quickly and a particular date may not be available; therefore, requests cannot be guaranteed.
- If you wish to schedule yourself online after submitting this application check the box on line #9. In order to utilize this option, you are required to provide your social security number and birth date for identification purposes.
- If you want the earliest possible date, indicate multiple locations on line #10 and attach a separate page stating specific dates. Include your daytime phone. If you do not

*Continued on reverse side.*

1. APPLICANT'S LEGAL NAME — LAST		FIRST	MIDDLE	
2. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX				
CITY			STATE	ZIP CODE
3. SOCIAL SECURITY NUMBER	4. DATE OF BIRTH (MM/DD/YYYY)	5. RESIDENCE TELEPHONE # ( )	6. BUSINESS (DAYTIME) TELEPHONE # ( )	
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.)? ..... <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, list all names used:				
8A. Do you now hold or have you <b>ever</b> held a California real estate license? ..If YES, answer 8B and <b>complete</b> 8C, D, E and F below. <input type="checkbox"/> NO <input type="checkbox"/> YES				
8B. Has your California real estate license been previously revoked?..... <input type="checkbox"/> NO <input type="checkbox"/> YES				
8C. TYPE OF LICENSE	8D. IDENTIFICATION NUMBER	8E. EXPIRATION DATE	8F. NAME ON LICENSE	
9. When you are qualified for the examination would you prefer to use <i>eLicensing</i> to schedule your own examination date? <input type="checkbox"/> YES – Please notify me by mail when I am qualified for the examination. <input type="checkbox"/> NO – Proceed to item 10.				
10. EXAM AREA PREFERENCE			11. EARLIEST DATE YOU CAN TAKE EXAM (mm) (dd) (yyyy)	
<input type="checkbox"/> SACRAMENTO	<input type="checkbox"/> FRESNO	<input type="checkbox"/> LOS ANGELES VICINITY	<input type="checkbox"/> <i>I am requesting reasonable accommodation; RE 413 &amp; supporting documents are attached.</i>	
<input type="checkbox"/> OAKLAND	<input type="checkbox"/> SAN DIEGO	<input type="checkbox"/> OTHER:		

**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 or transferred under any circumstances (Section 10207 of the B&P Code). I understand that subverting the examination will subject me to the penalties of Section 123 of the B&P Code.

SIGNATURE OF APPLICANT

DATE

DRE ONLY	EXAM ID	PROCESSOR #
	DATE KEYED	

provide this information you will be scheduled for the earliest available date at a location selected by the DRE.

- If you do not provide a date on line #11, you will be scheduled for the earliest available date in the area chosen.
- **Exam date notification** — Processing timeframes are listed at [www.dre.ca.gov](http://www.dre.ca.gov). These timeframes estimate when the processing of your application should be completed.
  - If you have not received an examination confirmation notice within the timeframes listed on our Web site, you can obtain your scheduled date through *eLicensing*.
- If you have not yet been assigned an exam date or received a deficiency letter and your application was submitted prior to the processing timeframes, check with your bank or credit card company to assure that DRE has processed your fee.
- **Reasonable Accommodation Request** — Applicants with limitations requiring special accommodation must submit a **Special Accommodation Request for Examination (RE 413)**, as well as the required documentation as noted on RE 413, with an exam application and mail or fax the application, documentation, and fee to DRE for processing. **Do not attempt to schedule a reasonable accommodation exam on *eLicensing*, as it does not provide such service. Compliance with special requests may be limited by scheduling constraints.**
- Use *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** — An original application and initial fee is valid for a two year period. 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. If you have renewal rights, you may obtain a new license through the renewal process.

### EXAMINATION REQUIREMENTS

In addition to this application and fee, salesperson applicants must submit an official transcript or credit certificate showing proof of completion of a three semester or four quarter unit college-level course or an equivalent DRE approved course in **Real Estate Principles, Real Estate Practice** and one additional course which should be chosen from the following list of courses: 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 Estate Economics, Real Estate Finance and 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.

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) is available at [www.dre.ca.gov](http://www.dre.ca.gov). 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 877-373-4542. Fingerprint processing fees (\$51) are not refunded if an applicant fails to pass the examination.

### SUBVERSION OF EXAMINATION

DRE is affected by Sections 123, 123.5 and 496 of the Business and Professions Code (B&P) which relate to test security and provide that DRE may deny, suspend, restrict or revoke the license of an applicant or licensee who subverts or attempts to subvert a licensing examination.

In addition to any other penalties, a person found guilty of violating B&P Code §123 shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

### PAYMENT & MAILING INFORMATION

**Fee** — Refer to form RE 206 for exam fees.

**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, you must complete a Credit Card Payment Form (RE 909).

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

**PRIVACY INFORMATION:** 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 Comm. IV Licensing, Exam., & Education Telephone: 877-373-4542
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General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. Providing your social security number on this application is optional, but can assist DRE in correcting any future social security number discrepancies. Your social security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes.

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

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 any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).