OFFICE OF PROFESSIONAL REGULATION
VERMONT SECRETARY OF STATE
89 Main Street, 3rd Floor, Montpelier, VT 05620
802-828-1505 | sos.vermont.gov/opr

Real Estate Salesperson, Broker and Firm Application Instructions

Review the following paths to determine which path to apply under. Applications are submitted through the Online Services System. Official documentation can be sent by postal mail or by email to SOS.OPRLicensing3@vermont.gov. Application updates will be sent to the email address on file. Please allow 3-5 business days for processing.

Firm Registration

- Submit an online application and pay the non-refundable application fee. Applications are found within the online services system.
- Provide the office trust account number, the name and location/address of the bank in which the account is being held.
- Provide the name and license number of the principal broker and broker in charge.
- Provide proof of current business registration with the Vermont Business Services Division.

Apply by Examination

First-time applicants. If you hold a license in another state, see endorsement. You are required to complete 8 hours of post-licensure education within 90 days of your license being issued.

Salespersons

- Submit an online application and pay the non-refundable application fee. Applications are found within the online services system.
- Upload a Course Completion Certificate for your 40-hour pre-licensing course
- Upload a completed Verification of Employment/Supervision form

- Complete the state examination, which is available within the application. Upload your completed exam answer sheet within your online application.
- Upload proof of passing the National Salesperson Examination. Applicants must have taken and passed the national exam within two years preceding the date of application submission.

Brokers

If you will be operating independently and not associated with an existing brokerage firm, you must also complete a Brokerage Firm application.

- Submit an online application and pay the non-refundable application fee. Applications are found within the online services system.
- Upload a Course Completion Certificate for your 40-hour pre-licensing course
- Upload a completed Verification of Employment/Supervision form
- Upload the Verification of Salesperson Experience form
- Complete the state examination, which is available within the application. Upload your completed exam answer sheet within your online application.
- Upload proof of passing the National Broker examination. Applicants must have taken and passed the national exam within two years preceding the date of application submission.

Apply by Endorsement

Applicants who are licensed or certified in another jurisdiction where the qualifications are substantially equivalent to Vermont's requirements.

- Submit an online application and pay the non-refundable application fee. Applications are found within the online services system.
- Upload a Course Completion Certificate for your pre-licensing course from your original state of licensure.
- Upload a completed Verification of Employment/Supervision form
- Complete the state examination, which is available within the application. Upload your completed exam answer sheet within your online application.
- Provide verification of licensure from your initial and most recent states of licensure. If you request verification from the state(s) please have them send it directly to our office by US mail or email. Online verification is acceptable and must be uploaded by the applicant.

Fast Track Endorsement

To qualify to be licensed, an applicant must be actively licensed or certified in good standing in another jurisdiction for three or more years preceding this application.

- Submit an online application and pay the non-refundable application fee. Applications are found within the online licensing system.
- Request an official verification of licensure be sent directly to the Office. Verification must show proof of continuous licensure in good standing for 3 years preceding the date of this application. This must be sent directly from the licensing authority and can be sent by email or by postal mail. It is not required that the other state complete the Vermont verification form.
- Upload completed Verification of Employment/Supervision form.
- Complete the state examination, which is available within the application. Upload your completed exam answer sheet within your online application.