



**Secretary of State
Office of Professional Regulation**

**REAL ESTATE COMMISSION
Application Instructions**

EXAMINATION: First time Applicants

SALESPERSONS: You are required to complete 8 hours of approved post-licensure education within 90 days of your license being issued. You will be required to retain the course completion certificate and upload with your first renewal.

1. Complete online application and pay the non-refundable processing fee.
2. Certificate of completion of your 40-hour pre-licensing course
3. Upload a completed verification of Employment/Supervision form.
4. Complete the State exam (available within the application) and upload the exam answer sheet with your application.
5. Upload proof of successfully pass the National examination. Applicants must have taken and passed the national examination within two years preceding the date of application. For more information on the exam, visit <https://schedule.psiexams.com/> or by phone at 1-913-895-4600

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

In addition to the salesperson requirements above, you must submit the following:

1. Upload Verification of Salesperson Experience form.

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

1. Complete online application and pay the non-refundable processing fee.
2. Provide the office trust account number, the name and location/address of the bank in which the account is being held.
3. Provide the name and license number of the principal broker and principal broker in charge.
4. Upload a copy of your current Vermont Registered Business Registration (available from the Corporations Division 802-828-2386).

ENDORSEMENT:

To qualify to be licensed, an applicant must be licensed or certified in good standing in another jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont's.

1. Complete online application and pay the non-refundable processing fee.
2. Complete the State exam (available within the application) and upload the exam answer sheet with your application.
3. Verification of employment/supervision form.
4. Provide Official Verification and the licensure requirements from your original state of licensure and from your most recent state of licensure, if different. This must be submitted directly from the state.

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.

1. Complete online application and pay application fee (Non-Refundable Processing fee);
2. Verification of Licensure form. Provide verification of your most current state of licensure. Verification must show proof of continuous licensure in good standing for 3 years preceding the date of this application; and
3. If applicable, complete and upload the specific VT State Jurisprudence exam answer sheet.

NOTE: Any change of address or other contract information, by an applicant or licensee, must be uploaded through the Online Services Platform no later than thirty (30) days after change occurs.