



DISTRICT OF COLUMBIA REAL ESTATE COMMISSION (DCREC)

Alton "Tony" Duncanson, Chairperson

www.vue.com/dc/realestate

STEP-BY-STEP GUIDE ON LICENSING PROCEDURES Brokers, Property Managers and Salespersons

NOTE: All applicants for licensure through reciprocity or waiver must complete a DC-approved Fair Housing course.

APPLICANTS NOT LICENSED AS REAL ESTATE SALESPERSONS IN ANY STATE.

- Step 1. Complete a DC 60-hour pre-licensing course. Visit the DCREC website www.vue.com/dc/realestate to obtain a list of approved pre-licensing schools.
- Step 2. Call Pearson VUE at (800) 274-2602 to schedule both the National and DC-specific licensing exams

APPLICANTS NOT LICENSED AS BROKERS ANYWHERE, OR IN ANY STATE.

- Step 1. You must be licensed for 2 consecutive years as a DC Salesperson prior to applying for DC Broker licensure.
- Step 2. Complete a 135-hour pre-licensing course. Visit the DCREC website www.vue.com/dc/realestate to obtain a list of approved pre-licensing schools.
- Step 3. Visit the website www.vue.com/dc/realestate to access the DC Real Estate regulations and statutes to study for the exam.
- Step 4. Call Pearson VUE at (800) 274-2602 to schedule both the National and DC-specific licensing exams.

SALESPERSONS LICENSED IN MARYLAND 1996 TO PRESENT. *(Reciprocity)*

- Step 1. Complete a 3-hr DCREC approved DC Fair Housing course. Visit the website www.vue.com/dc/realestate for a Provider list.
- Step 2. Obtain an Original Letter of Certification/Licensure from the original licensing jurisdiction. Pocket cards are not accepted.
- Step 3. Visit the website www.vue.com/dc/realestate to access the DC Real Estate regulations and statutes to study for the exam.
- Step 4. Call Pearson VUE at (800) 274-2602 to schedule DC-specific licensing law exam.
- Step 5. Take the Original Letter of Licensure and the Fair Housing Certificate of Completion to exam site for entrance, along with Pearson VUE's exam fee (\$61.50), and all other required documents. Pearson VUE will send you a confirmation sheet that indicates all documents that are required for entrance.
- Step 6. Once you pass the exam, follow the directions on the application you receive from the exam site. For additional licensing information, call Pearson VUE on (888) 204-6192.

SALESPERSONS LICENSED IN VIRGINIA AT ANY TIME. *(Reciprocity)*

- Step 1. Follow Steps 1 through 6 above. Call Pearson VUE at (888) 204-6192 with licensing questions.

SALESPERSONS LICENSED IN MARYLAND BEFORE 1996. *(Waiver)*

BROKERS OR SALESPERSONS LICENSED IN ANY STATE OTHER THAN MARYLAND OR VIRGINIA. *(Waiver)*

- Step 1. Submit waiver application with all supporting documents to the DC Real Estate Commission. Visit the DCREC website www.vue.com/dc/realestate to download the Waiver Application.
- Step 2. DCREC will review completed Waiver Applications and send a Waiver Authorization letter to qualified applicants. The Waiver Authorization letter contains instructions on how to obtain a DC Real Estate license. Applicant may be required to take some CEs, but all applicants must take a DC Fair Housing course. Waiver Applicants cannot take exam prior to receiving Commission approval.
- Step 3. Call Pearson VUE at (888) 204-6192 with licensing questions.

BROKERS LICENSED IN MARYLAND OR VIRGINIA. *(Reciprocity)*

- Step 1. Follow Steps 1 through 6 above. Call Pearson VUE at (888) 204-6192 with licensing questions.

PROPERTY MANAGERS – DC REAL ESTATE.

- Step 1. Go to the DCREC website www.vue.com/dc/realestate to obtain a copy of the DC Property Manager Study Guide.
- Step 2. Call Pearson VUE at (800) 274-2602 to schedule the DC Property Manager exam.

EXPIRED DC LICENSES – BROKERS, SALESPERSONS, PROPERTY MANAGERS and BROKER COMPANIES

Select licensing procedure from below that is relevant to your current license/unlicensed status.

- If a holder of a license fails to renew the license within sixty (60) days after its expiration, the license shall be deemed to have lapsed on the date of expiration and the holder is required to apply for reinstatement of the expired license and pay the required reinstatement fee. Licensees with expired licenses have five years to reinstate. Visit the DCREC website to reinstate.
- An applicant for reinstatement of an expired license must have completed all continuing education credits (CEs) required to have been taken during the period the license lapsed. All DC-approved CEs for cycles of unlicensure must be banked by the course Provider. Original Letters of Certification (from DC and other licensing states, if applicable) and other documents as required for reinstatement must be submitted by the applicant.
- Reinstatement does not apply to persons who do not reinstate their license within five years after the license has expired. Such persons may become licensed only after meeting the requirements for obtaining an initial license.
- **Broker Companies seeking reinstatement must submit a Certificate of Good Standing for consideration of licensure.**