



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

Note: All applicants for licensure through reciprocity or waiver must take a (DC) Fair Housing course.

SALESPERSONS LICENSED IN MARYLAND 1996 TO PRESENT.

- Step 1. Complete a 3-hour DCREC approved DC Fair Housing course (visit website at www.vue.com/dc/realestate for list.)
- Step 2. Obtain an Original Letter of Certification/Licensure from the original licensing jurisdiction- pocket cards not accepted.
- Step 3. Call Pearson VUE at (888) 204-6192 to request the DC real estate statute to study for exam.
- Step 4. Call Pearson VUE at (800) 274-2602 to schedule DC 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 other required documents. Pearson VUE will send you a confirmation sheet that states all documents that are required for entrance.
- Step 6. Once you pass the exam, follow directions on application you receive from the exam site. For additional licensing questions, call Pearson VUE on (888) 204-6192.

SALESPERSONS LICENSED IN VIRGINIA AT ANY TIME.

- Step 1. Follow all steps above
- Step 2. Call Pearson VUE at (888) 204-6192 for licensing questions.

SALESPERSONS LICENSED IN MARYLAND BEFORE 1996.

SALESPERSONS LICENSED IN ANY STATE OTHER THAN MARYLAND OR VIRGINIA.

BROKERS LICENSED IN ANY STATE OTHER THAN MARYLAND OR VIRGINIA.

- Step 1. Submit waiver application with all supporting documents to the Commission. Visit the Commission's website www.vue.com/dc/realestate to download the waiver application, or call Pearson VUE to request one (888) 204-6192
- Step 2. DCREC will review complete waiver applications, and send a Waiver Authorization letter to qualified applicants. The Waiver Authorization letter will state how to further proceed to get a DC Real Estate license. You may be required to take some CEs, but all applicants must take a DC Fair Housing course. Exam cannot be taken prior to Commission approval for waiver applicants.
- Step 3. Call Pearson VUE at (888) 204-6192 for licensing questions.

APPLICANTS NOT LICENSED AS REAL ESTATE SALESPERSONS IN ANY STATE.

- Step 1. Complete a DC 60-hour pre-licensing course. Go to DC REC website to get a list of approved pre-licensing schools.
- Step 2. Follow Step 4 above.

BROKERS LICENSED IN MARYLAND OR VIRGINIA.

- Step 1. Follow Steps 1 through 6 above.

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. Go to DC REC website to get a list of approved pre-licensing schools.
- Step 3. Follow Steps 3 and 4 above.

PROPERTY MANAGERS – DC REAL ESTATE.

- Step 1. Complete a 3-hour DCREC approved DC Fair Housing course (visit website for approved schools).
- Step 2. Call Pearson VUE at (888) 204-6192 to get the DC Property Manager Study Guide.
- Step 3. Complete the DC Property Manager exam to obtain licensure.

EXPIRED DC LICENSES (BROKERS AND SALESPERSONS)

- Step 1. If you obtained your DC real estate license prior to 1984 (Sales & Broker) and your license expired, you must complete the pre-licensing requirements above.(60hrs/Sales; 135hrs/Brokers), AND ALSO TAKE THE NATIONAL & DC LAW EXAMS.
- Step 2. Alternate Step: If your license expired after 1984 up to the present, you must:
 - a) Complete a 3-hour DCREC approved DC Fair Housing course (visit website for approved schools).
 - b) Get a Letter of Licensure from Pearson VUE at (888) 204-6192;
 - c) Take DC law exam only. Call Pearson VUE at (800) 274-2602;
 - d) Take (DC) Fair Housing certificate and the Certification Letter to the exam site for entry.
 - e) Follow Step 6 above.