

PLACE THIS COVER SHEET ALONG WITH APPLICATION FEE OVER APPLICATION FORMS

## ATTN: DC REAL ESTATE COMMISSION

(Please check one)

- PRELICENSING APPLICATION
- CE APPLICATION
- WAIVER APPLICATION

MAKE CHECK PAYABLE TO PEARSON VUE

MAIL ENTIRE PACKET TO:

PEARSON VUE  
DEPARTMENT: DCOPLA-REAL ESTATE  
CORPORATE DRIVE  
METRO-PLEX II, SUITE 400  
LANDOVER, MD 20785

DISTRICT OF COLUMBIA  
REAL ESTATE COMMISSION

# WAIVER APPLICATION

**READ ALL THESE INSTRUCTIONS CAREFULLY TO AVOID DELAY IN PROCESSING OR LICENSURE!!!**

- 1) Attach original Letter of Certification from all licensing jurisdictions (dated within 60 days.) Request 2 copies – One for Waiver Application and one for Examination entry.
- 2) Attach copies of continuing education certificates for courses completed in the last two years.
- 3) Attach bio or resume.
- 4) Attach a detailed description of the pre-licensing course you completed (include subject areas studied.) This section does not apply to Maryland or Virginia applicants.
- 5) **Attach \$65 application check or money order payable to PEARSON VUE.**
- 6) **REMEMBER TO PLACE THE COVER SHEET OVER THIS WAIVER APPLICATION AND SEND THE FULL APPLICATION TO: PEARSON VUE, Department: DC-OPLA, 8201 Corporate Drive, Metro-Plex II, Suite 400, Landover, MD 20785. A charge of \$65.00 will be imposed for dishonored checks (public law 89-208.)**

**EXEMPTIONS:** *The waiver application does not apply to Maryland Brokers, Virginia Brokers, Virginia Salespersons, or Maryland Salespersons licensed from 1996 to present. These licensees must apply through reciprocity. Please contact Pearson VUE on (888) 204-6192 to request the Step-by-Step guidelines for licensing, and the DC Real Estate Regulations to study for the DC law examination. Contact Pearson VUE on (800) 274-2602 to schedule the exam.*

Applicants may be granted a waiver of education, experience, and/or the national examination, provided the application reflects education, experience and/or examination equivalency, as defined in the DC real estate licensure law. At a minimum, Salespersons must meet DC's 60-hour pre-licensing requirements (effective 9/17/99); Brokers must meet DC's 135-hour requirement (plus 2 consecutive years' Sales experience).

The Commission will issue a letter of direction to all waiver applicants. Approved waiver applicants must complete a Commission-approved DC Fair Housing course **prior** to taking the DC licensing law examination.

## LICENSURE BY RECIPROCITY INSTRUCTIONS (FOR VIRGINIA AND SOME MARYLAND LICENSEES)

Reciprocity applies to Salespersons currently licensed under **Maryland or Virginia's** 60/90-hour pre-licensing requirement, or Brokers licensed in either or both of these states.

- All applicants must complete a Commission-approved DC Fair Housing course; obtain their Original Letter of Certification from Maryland and/or Virginia; then call PEARSON VUE on (800) 274-2602 to schedule the DC licensing law examination. A DC Legislative Update & Ethics course is recommended, but not required. Visit the Commission's website, [www.vue.com/dc/realstate](http://www.vue.com/dc/realstate) to view the approved CE schools for the DC Fair Housing course.
- You can make reservations three business days prior to examination (cancel restrictions and fees may apply.) PEARSON VUE offers the exam twice daily, Tuesday - Saturday (except some holidays). PEARSON VUE will print the license application (score report) at the test site, once you pass the exam.
- All applicants are required to take the DC law exam and must get a minimum 75 percent passing score. At the date of licensure, the original jurisdiction's national exam standards, including scoring, must have been substantially equivalent to DC's exam standards.

## DC REGULATIONS AND STUDY GUIDE

Call Pearson VUE on (888) 204-6192 to request the DC Real Estate Rules and Regulations for study materials, or visit [www.vue.com/dc/realstate](http://www.vue.com/dc/realstate).

## CONTINUING EDUCATION AND RENEWAL REQUIREMENTS

The renewal cycle for DC real estate licensees spans every two years on the odd years. Broker and Property Manager licenses expire on February 28 of the odd year; Salespersons licenses expire August 31 of the odd year (e.g., Brokers and Property Managers expire 2/28/2011; Sales expire 8/31/2011). **Licensees are required to take 15 hours of continuing education (CE)** coursework within each 2-year licensing cycle. Visit the website to review the CE requirements for the current cycle. Brokers who obtain their first DC license by examination between March 1, 2009 and February 28, 2011, or Salespersons who obtain their first DC license by examination between September 1, 2009 and August 31, 2011, are exempt from taking CE courses for the remainder of that licensing cycle, **but are required to renew your license when that cycle ends.** Prohibitions for working after license expiration include heavy fines and other reprimands. All DC-licensed Salespersons must be affiliated with a DC-licensed Broker.

## MAILING ADDRESS AND WEBSITE

The DC Real Estate Commission convenes the 2<sup>nd</sup> Tuesday of each month (recess August). **Submit applications fifteen (15) business days prior to meetings** to the following address:

**PEARSON VUE, Department: DCOPLA-REAL ESTATE, 8201 Corporate Drive, Metro-Plex II, Suite 400, Landover, MD 20785.**

For questions, you may call the Education Department on 202-442-4320 or visit the website: [www.vue.com/dc/realstate](http://www.vue.com/dc/realstate).

# WAIVER APPLICATION – DC REAL ESTATE COMMISSION

page 1

**Incomplete Applications will be returned unprocessed. Attach the Original Letter of License Certification from ALL state(s) in which you are licensed.** Copies of licenses are not acceptable. FALSE OR MISLEADING STATEMENTS WILL BE CAUSE FOR APPLICATION DENIAL OR LICENSE REVOCATION, AND COULD BE CAUSE FOR CRIMINAL PROSECUTION PURSUANT TO DC CODE.

<b>1. TYPE OF APPLICATION</b> – Please check the type of license you wish to apply for and the type of waiver required. <b>A charge of \$65.00 will be imposed for dishonored checks (public law 89-208.)</b>	
Date of Application: _____	
<b>LICENSE REQUESTED</b> <input type="checkbox"/> Principal Broker (n/a for VA or Md. brokers) <input type="checkbox"/> Associate Broker (n/a for VA or Md. brokers) <input type="checkbox"/> Independent Broker (n/a for VA or Md. brokers) <input type="checkbox"/> Salesperson (SP)	<b>WAIVER REQUESTED*</b> <input type="checkbox"/> General Education <input type="checkbox"/> Experience <input type="checkbox"/> General Examination <b>*All Commission-approved Waiver Applicants must complete a DC Fair Housing course and the DC Law Examination. Visit <a href="http://www.pearsonvue.com/dc/realestate">www.pearsonvue.com/dc/realestate</a> for a list of approved schools.</b>

<b>2. APPLICANT'S NAME and ADDRESS</b>			
LAST NAME	FIRST NAME	MI	
STREET ADDRESS	CITY	STATE	ZIP CODE
AREA CODE - RESIDENTIAL PHONE NUMBER		Email ADDRESS	

<b>3. EMPLOYER'S NAME and ADDRESS</b>			
STREET ADDRESS	CITY	STATE	ZIP CODE
AREA CODE - BUSINESS PHONE NUMBER		Email Address	

<b>4. LICENSING DATA - Enter the information for your existing license below.</b> This should be the license you are using to apply for the waiver.			
Licensing Jurisdiction(s): _____			
Type of License: _____	License Number: _____		
Date Issued: _____	Last Renewal Date: _____	License Expiration Date: _____	
License Origin: _____ Examination _____ Reciprocity _____ Waiver			



To report waste, fraud, or abuse by any DC Government Office or official, call the DC Inspector General at 1(800) 521-1639.