



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

**Department of Business Regulation  
DIVISION OF COMMERCIAL LICENSING AND  
RACING AND ATHLETICS**

**Real Estate Division**

**John O. Pastore Center  
1511 Pontiac Avenue Bldg. 69-1  
Cranston, RI 02920-0942**

**Tele: (401) 462-9506  
TDD: 711**

**Fax: (401) 462-9645  
www.dbr.ri.gov**

**REQUIREMENTS FOR A  
REAL ESTATE SALESPERSON LICENSE  
(RHODE ISLAND RESIDENTS AND NON-RESIDENTS)**

**The following Requirements apply to Rhode Island Residents and Non-residents.**

**For Non-residents who reside in Connecticut or Massachusetts, and currently have a Real Estate Salesperson License, see Non-resident / Reciprocal Requirements.**

Candidates of legal age (18 years of age) for a Real Estate Salesperson license **must first contact Pearson VUE (the Testing Center)** at (800) 274-8922, to schedule an examination, or by Faxing the Fax Reservation Form (from Appendix) to (888) 204-6291; or visiting our website.

The examination must be taken **before** submitting an application to the Rhode Island.

Department of Business Regulation, Division of Commercial Licensing and Racing and Athletics, Real Estate Division.

Upon successfully passing the examination, candidates must submit the following:

- The Original Test Score Report from Pearson VUE – Both pages;
- A completed Real Estate Salesperson Application;
- A Certificate of successful completion of 45 hours of pre-licensing education;
- A Criminal History Record (CHR) from the Rhode Island Attorney General's Office. Note: Non-residents must submit a CHR from the Attorney Generals Office of their home state, as well as one from the Rhode Island Attorney General's Office.
- A Tax Payer Status Affidavit / Identity Verification;
- A Certificate of a three (3)-hour course in Lead Poisoning/Lead Hazard Mitigation;
- A Certificate of Errors and Omissions Insurance;
- A Certificate of the three (3)-hour **New Agency Law** Course, unless it is included in curriculum of 45 hours of pre-licensing education;
- **Non-resident applicants** must provide a Certificate of Licensure from their home-state Licensing Authority.
- **Non-Resident applicants** must provide an irrevocable Power of Attorney Form for Service of Process.

**Please submit TWO CHECKS as follows:**

- **\$75.00, payable to the “Rhode Island General Treasurer”** - For licenses issued on or after May1, of odd-numbered years, through April 30, of even-numbered years – (this includes the \$10.00 Application Fee and \$65.00 License Fee); **AND,**
- **\$25.00 payable to the “Real Estate Recovery Account”.**  
**OR;**
- **\$140.00, payable to the “Rhode Island General Treasurer”** - For licenses issued on or after May1, of even-numbered years, through April 30, of odd-numbered years – (this includes the \$10.00 Application Fee and \$130.00 License Fee); **AND,**
- **\$25.00 payable to the “Real Estate Recovery Account”.**

**Applications must be completely filled out with all required signatures and properly notarized where required. All supporting documents and fees must be included when submitted.**

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT,  
DELAYING THE LICENSING PROCESS.**

**\*All licenses expire on April 30 of even-numbered years. (There is no pro-rating of fees).  
The Department of Business Regulation has a 24-hour continuing education requirement that is due before license renewal.**