



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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

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

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

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

Candidates of legal age (18 years of age) for a Real Estate Salesperson license must contact Pearson VUE to schedule an examination by:

- Calling Pearson VUE at (800) 274-8922
- Faxing the *Fax Reservation Form* (from Appendix) to (888) 204-6291
- Visiting the Web site (www.pearsonvue.com)

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 successful passing of the examination, candidates must submit the following:

- The original test score report from Pearson VUE – Both pages.
- Completed Real Estate Salesperson Application. Available at our website at www.dbr.state.ri.us. Click on Real Estate to access the menu.
- Certificate of successful completion of 45 hours of pre-licensing education.
- Criminal History Record (CHR) from the Rhode Island Attorney General's office; or if a non-resident the home state equivalent.
- Non-Residents must file an irrevocable Power of Attorney Form for service of process. Available at our website at www.dbr.state.ri.us. Click on Real Estate to access the menu.
- Evidence of successful completion of a 3 hour course in Lead Poisoning/Lead Hazard Mitigation.
- Certificate of Errors and Omissions Insurance.
- Evidence of successful completion of 3 hours of **New Agency Law**. Unless included in curriculum of 45 hours of pre-licensing education.

Please remit **TWO CHECKS** as follows:

For licenses issued on or after May 1, 2008 through April 30, 2009 - \$140.00 (\$10.00 application and \$130.00 license fee) payable to the “**RI General Treasurer**”. License valid through April 30, 2010.

OR

For licenses issued on or after May 1, 2009 through April 30, 2010 - \$75.00 (\$10.00 application fee and \$65.00 license fee) payable to the “RI General Treasurer”.

AND

\$25.00 payable to the “**Real Estate Recovery Account**”.

All licenses expire on April 30 of even numbered years. There is no pro-rating of fees. The Department of Business Regulation has an 18-hour continuing education requirement that will be due on April 30, 2010.

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.

ANY APPLICATION THAT IS INCOMPLETE OR MISSING DOCUMENTS OR FEES WILL BE RETURNED TO THE CANDIDATE, DELAYING THE PROCESSING OF LICENSING.