



Licensing Process and Deadlines

Student Name: _____

Instructor Name: _____

Course (check one): Salesperson Prelicense _____ Post License _____ Broker Prelicense _____

The following deadlines must be explained to every student in prelicense and post license courses. Students must initial after each item and sign the form signifying they understand. The form must be kept on file at the school, and copies must be made for students to keep for future reference.

The following are the most important items for each course:

Salesperson Prelicense: All items

Post License: Items 4, 5, and 6

Broker Prelicense: Items 1, 2, and 3

- 1. Successful completion of the 60-hour prelicense course:** The 60-hour prelicense course for both salespersons and brokers must be completed within one year of the start date. The start date for classroom courses is the first session of class, and the end date is the date the final course examination is passed. The start date for distance education courses is the date the course is purchased, and the end date is when all required documentation is submitted to the course provider. Course completion includes all lessons/modules, the final examination, and submission of required documents. Schools have three business days to submit course credit to the Commission. _____
- 2. Successful completion of the state license examination:** The salesperson and broker license examinations must be taken through Pearson VUE and passed within six (6) months of the end date of the appropriate prelicense course. Students will not be able to schedule the license examination until the instructor electronically submits verification of course completion to the Commission, and the Commission submits it to Pearson VUE. _____
- 3. Submitting Application for a Temporary Salesperson or Original Broker License:** The Application for a Temporary Salesperson License and the Application for a Broker License must be submitted to the Commission within 90 days of passing the appropriate state license examination. Please note this is 90 calendar days, and the first day is the day the license examination is passed. The examination score report will be received at the examination site. The license application can be accessed by logging in to *Online Services* on the Commission's website after passing the license examination. All appropriate license fees and documentation for minimum age, U.S. citizenship, state residency, and high school completion as identified in Rule 790-X-2-.01 must accompany the application. _____

4. **Completion of the Salesperson 30-hour Post License course:** A person shall be required to have a temporary salesperson license issued prior to taking the Post License course as identified in Rule 790-X-2-.03. If a salesperson's temporary license is issued on active status, the 30-hour post license course must be completed AND an application for a permanent/original license submitted within six months to remain on active status. The six-month period begins on the first day of the month following issuance of the temporary salesperson license and concludes on the last day of the sixth month. For example, a temporary license is issued on June 10. The six months will begin on July 1 and end on December 31. Course completion includes all lessons/modules, the final examination, and submission of required documents. Schools have three business days to submit course credit to the Commission. _____
5. **Submitting Application for a Permanent/Original Salesperson License:** Every temporary salesperson MUST take the 30-hour Post License course and submit the Application for an Original Salesperson License within 12 months. The 12 months begin on the first day of the month following issuance of the temporary salesperson license and conclude on the last day of the twelfth month. This deadline applies to both active and inactive licensees. The online application for an original salesperson license can be found by logging in to Online Services on the Commission's website at www.arec.alabama.gov. _____
6. **A Lapsed Temporary Salesperson License:** Failure to submit application and have the permanent/original salesperson license issued within the 12-month time frame described above will result in the license lapsing, and the applicant will have to begin the licensing process again with the prelicense course. _____

The preceding deadlines have been explained to me by my instructor, and I understand the licensing requirements that must be met for temporary and permanent licensure. I also understand that I may contact the Real Estate Commission at any time if I have questions.

Student Name: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

THIS FORM MUST BE EXPLAINED TO AND SIGNED BY EVERY STUDENT. IT IS TO BE <u>KEPT ON FILE AT THE SCHOOL</u> AND MADE AVAILABLE FOR SCHOOL AUDITS AND APPROPRIATE COMMISSION HEARINGS.
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DO NOT SEND THIS FORM TO THE ALABAMA REAL ESTATE COMMISSION