

PLACE THIS COVER SHEET ALONG WITH APPLICATION FEE OVER APPLICATION FORMS

ATTENTION: DC REAL ESTATE COMMISSION

(Please check one)

- PRELICENSING COURSE APPLICATION
- CONTINUING EDUCATION COURSE APPLICATION
- ENDORSEMENT APPLICATION

MAKE CHECK PAYABLE TO PEARSON VUE.

MAIL ENTIRE PACKET TO:
PEARSON VUE
DEPARTMENT: DCOPLA-REAL ESTATE
8401 CORPORATE DRIVE METRO-PLEX I, SUITE 250
LANDOVER, MD 20785

ENDORSEMENT APPLICATION INSTRUCTIONS

Endorsement applicants may be allowed to waive pre-licensing education requirements, experience requirements, and the national portion of the DC real estate examination. At the date of licensure, the original jurisdiction's national exam standards, including scoring, must have been substantially equivalent to District's exam standards.

- Broker applicants must meet the District's 135-hour requirement plus confirm two (2) consecutive years of active Sales experience immediately preceding the application.
- Salesperson applicants must meet or exceed the District's 60-hour pre-licensing education requirements in the jurisdiction from which they are applying.

The Commission will issue a letter with instructions to all approved Endorsement Applicants.

All approved Endorsement Applicants must complete a 3 hour DC Commission-approved DC Fair Housing course prior to taking the DC licensing law examination. You are free to take the DC approved fair housing course any time prior to sitting for the DC Law portion of the examination. See *Finding Fair Housing Course Offerings* section below.

All applicants are required to take the DC law examination and obtain a minimum 75 percent passing score.

FOLLOW THESE INSTRUCTIONS CAREFULLY FOR SEAMLESS PROCESSING

Submit the completed and notarized Endorsement Application with the documents listed below:

- Original Letter of Certification from all licensing jurisdictions (dated within 60 days.)
- Copies of continuing education certificates for courses completed in the last two years.
- A professional resume or biography.
- A detailed description of the pre-licensing course you completed (include subject areas studied.) This section does not apply to Maryland salesperson applicants.
- \$65 application check or money order payable to Pearson VUE.
- **SEND THE FULL APPLICATION TO:**

Pearson VUE,
Department: DC-OPLA
8401 Corporate Drive,
Metro-Plex I, Suite 250,
Landover, MD 20785

A charge of \$65.00 will be imposed for dishonored checks (public law 89-208.)

EXEMPTIONS: The Endorsement Application does not apply to Maryland / Virginia real estate brokers or Maryland salespersons licensed from 1996 to present. These licensees must apply through reciprocity (page 2).

STUDY MATERIALS

Obtain DC regulations document to study for the examination. You can access the "*Real Estate Legislation and Regulations*" at this link: <http://www.asisvcs.com/publications/pdf/660909.pdf>. This is the ONLY Commission supplied material for use in preparing for the law portion of the DC real estate examination.

CLIENT WAIVER REQUEST FORM

Please note that as an applicant taking only the DC LAW PORTION of the license examination, you must submit a Client Waiver Request form prior to making an examination reservation. See back of handbook of the Real Estate Handbook or visit <http://www.pearsonvue.com/waivers/dcrel.asp>.

Submit the **supporting documentation** indicated below, with the Client Waiver Request Form, directly to Pearson VUE:

- An original Letter of Certification from your original licensing jurisdiction. (Dated within 60 days)
- 3-hour Fair Housing Completion Certificate (Approved by the DC Real Estate Commission)
- Endorsement Authorization Letter (Issued by the DC Real Estate Commission)

You must receive e-mail notification that your client waiver has been applied successfully before scheduling your examination. Failure to do so will require that you take both the general and law portions of the District of Columbia real estate examination. The test center administrator will not apply a client waiver for you at the test center.

ENDORSEMENT APPLICATION INSTRUCTIONS (Continued)

FINDING FAIR HOUSING COURSE OFFERINGS

Follow the steps outlined below to determine when and where courses are being held:

1. Go to <https://www.pulseportal.com/>
2. Choose a Program: District of Columbia
3. Choose a Board: Real Estate
4. Select the desired service by clicking the indicated link
 - Search when courses are being held, please click the link: “Course Offerings Inquiry “
 - Enter the start and end “between” dates.
 - Make no other entries except to highlight “Fair Housing” in the “Category” section.
 - Click “View/Refresh Report”

Wait a minute or two for the report to generate. If no report is produced, check your browser for a message about blocked pop-ups and allow pop-ups from our site.

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 (e.g. Brokers and Property Manager License cycle is 3/1/2011 through 2/28/2013); Salespersons licenses expire August 31 of the odd year (e.g., Salesperson license cycle is 9/1/2011 through 8/31/2013).

Licensees are required to take 15 hours of continuing education (CE) coursework within each 2-year licensing cycle.

Visit <http://www.pearsonvue.com/dc/realestate/> to review the CE requirements for the current cycle.

Newly licensed brokers, salespersons and property managers are exempt from taking CE courses for the remainder of a licensing cycle during which their license is obtained, but are required to renew the license when that first 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 2nd 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, 8401 Corporate Drive, Metro-Plex I, Suite 250, Landover, MD 20785.

For questions, you may call the Education Department on 202-442-4320 or visit the website <http://www.pearsonvue.com/dc/realestate/>.

ENDORSEMENT APPLICATION – DC REAL ESTATE COMMISSION

Incomplete Applications will be returned unprocessed. Submit 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.

1. TYPE OF APPLICATION – Please check the type of license you wish to apply for and the type of endorsement required. A charge of \$65.00 will be imposed for dishonored checks (public law 89-208.)			
Date of Application: _____			
LICENSE REQUESTED		ENDORSEMENT REQUESTED*	
<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 (n/a for VA salespersons; applies only to MD Salespersons licensed prior to 1996)		<input type="checkbox"/> General Education <input type="checkbox"/> Experience <input type="checkbox"/> General Examination <small>*All DCREC-approved Endorsement Applicants must complete a DC Fair Housing course and the DC Law Examination. Visit www.pearsonvue.com/dc/realestate for a list of approved schools.</small>	
2. APPLICANT'S NAME and ADDRESS			
Last Name: _____		First Name: _____	MI: _____
Street Address: _____			
City: _____		State: _____	Zip: _____
Email address: _____		Residential Phone: _____	
3. EMPLOYER'S NAME and ADDRESS			
Employer Name: _____			
Street Address: _____			
City: _____		State: _____	Zip: _____
Email address: _____		Business Phone: _____	
4. LICENSING DATA — Enter the information for your existing license below. This should be the license you are using to apply for the Endorsement.			
Licensing Jurisdiction(s): _____			
Type of License: _____		License Number: _____	
Date Issued: _____	Last Renewal Date: _____	License Expiration Date: _____	
License Origin: _____	Examination _____	Reciprocity _____	Waiver _____

