



Department of Commerce

Division of Real Estate &
Professional Licensing

John R. Kasich, Governor
Andre T. Porter, Director

77 South High Street, 20th Floor
Columbus, Ohio 43215-6133

Please visit our website at
www.com.ohio.gov/real

614 | 466-4100
Fax 614 | 644-0584
TTY/TDD: 800 | 750-0750

INSTRUCTIONS FOR OBTAINING AN OHIO REAL ESTATE SALESPERSON LICENSE THROUGH LIMITED RECIPROCITY

In order to obtain an Ohio real estate license by reciprocity, you must do the following:

1. Confirm that your state has entered into a limited reciprocity agreement with the State of Ohio. An applicant for a reciprocal salesperson's license must be a legal resident of a state that has a reciprocal agreement with Ohio.
2. You must be sponsored by a broker licensed to do business in Ohio. This broker must sign your application.
3. Complete and return the **Salesperson Reciprocity Application** and the **Non-Resident Real Estate Licensee Consent to Service of Process** as specified in section 4735.17(B) of the Ohio Revised Code.
4. Submit with the application a check or money order for \$60.00 made payable to the Ohio Division of Real Estate & Professional Licensing.
5. Submit with your application a letter of certification from the state in which you are currently licensed certifying your status as a salesperson and verifying that you have been continuously licensed in that state for at least one year.
6. Submit with your application proof of completion of forty (40) hours of Ohio real estate law pre-licensure education as specified in Section 4735.09(F)(7)(b) of the Ohio Revised Code.
7. After the Division has determined your eligibility to sit for the jurisdictional portion of the Real Estate Sales Examination, you will receive a Candidate Information Bulletin from PSI, the Division's contracted testing vendor that will administer the jurisdictional portion of the examination. Information on scheduling your exam and test locations will be detailed in the Candidate Information Bulletin and can also be obtained at PSI's website at www.psiexams.com.

You will have one (1) year from the date you obtain your Ohio real estate license to complete the 10-hour Post Licensure course at an institution of higher education or at a Division-approved education provider. This course must be taken in a classroom setting at an institution of higher education. A list of some approved providers can be found at the Division's website: www.com.state.oh.us/real. Thereafter, you must complete 30 hours of continuing education every three (3) years at a Division-approved continuing education provider. Courses submitted by providers not approved by the Division can be submitted for approval for \$100 per course.

When the application process is completed, the Ohio Division of Real Estate & Professional Licensing will be pleased to issue you an Ohio real estate salesperson's license.

NOTICE: Per R.C. Section 149.43, this application and the information contained therein, except for the social security number, is public record.

NOTICE: Per R.C. Section 4735.09(B), if an application is denied prior to the applicant's being admitted to the examination, the division, to cover the expenses of processing the application, shall retain one-half of the fees and the other one-half shall be returned to the applicant.

NOTICE: Evidence that payment has been refused by the drawer's bank upon a check drawn to the order of the Ohio division of real estate shall constitute prima facie evidence of misconduct and shall constitute a violation of section 4735.18(A)(6) of the Revised Code.



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SALESPERSON

RECIPROCITY APPLICATION

FEE: \$60.00

- This form is interactive. You may, before printing it, type your responses directly onto the form. Otherwise, this form must be typewritten or printed legibly in black ink.
- **Incomplete applications and applications that are filled out incorrectly will be returned for correction.**
- A check or money order for **\$60.00** made payable to: Division of Real Estate & Professional Licensing, must be remitted with this form.
Cash will not be accepted.

FOR DIVISION USE ONLY	
FILE NUMBER	

Note: The name and date of birth on this application must match the name and date of birth on the government issued photo identification you will use to identify yourself at the examination site.

APPLICANT INFORMATION

FIRST NAME	MIDDLE NAME OR INITIAL	LAST NAME	SUFFIX	LAST 4 OF SSN
HOME ADDRESS		HOME PHONE	DATE OF BIRTH (mm/dd/yyyy)	
CITY	STATE	ZIP CODE + 4	YEAR OF HIGH SCHOOL GRADUATION OR GED	
EMAIL ADDRESS				

ETHICAL CONDUCT AND LEGAL HISTORY

PLEASE ATTACH A COMPLETE EXPLANATION FOR ANY QUESTIONS ANSWERED "YES".

QUESTIONS CONCERNING PROFESSIONAL LICENSES APPLY TO ALL PROFESSIONAL LICENSES REGARDLESS OF PROFESSION.

- YES NO Have you ever been disciplined in any manner by any public entity or professional or trade association for any violation of any professional licensing law, regulation or ethical rule?
- YES NO Have you ever been refused or denied any professional license or registration by any public entity?
- YES NO Have you ever had any professional license revoked, suspended or limited in any way for any reason?
- YES NO Have you ever been notified by any public entity or professional or trade association that you were under investigation for any violation of any professional licensing law, regulation or ethical rule?
- YES NO Have you ever been the subject of any unsatisfied judgments?
- YES NO Have you ever been convicted of, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations?

OHIO BROKER INFORMATION

BROKER/COMPANY NAME	BUSINESS PHONE	BUSINESS FAX
MAIN BUSINESS ADDRESS	CITY	STATE ZIP CODE + 4

THE APPLICANT MUST COMPLETE THE FOLLOWING CERTIFICATION

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form or the attached materials may subject me to criminal prosecution and the loss of my Ohio real estate license.

SIGNATURE OF APPLICANT

DATE

THE SPONSORING BROKER MUST COMPLETE THE FOLLOWING CERTIFICATION

I hereby certify that, from the investigations made by me, I find the above listed applicant for a real estate license is honest, truthful and of good reputation. I understand that any false statement on this form or the attached materials that is known to me at the time of my signing may subject me to criminal prosecution and the loss of my Ohio real estate license.

NAME OF BROKER (PLEASE TYPE OR PRINT)

FILE NUMBER

SIGNATURE OF BROKER

DATE