



## **SALESPERSON**

## **LICENSE EXAMINATION APPLICATION**

### **LICENSE QUALIFICATION PROCESS**

The Ohio Division of Real Estate and Professional Licensing, Department of Commerce, issues professional licenses to the following: Real estate salespersons, brokers and appraisers. To receive a state license, an applicant must meet the following requirements:

- 1.) Be at least 18 years of age.
- 2.) Be a United States citizen or a legal alien\* (must provide proof of being a legal alien).
- 3.) Be honest, truthful and of good reputation.
- 4.) Not have been convicted of a felony or a crime of moral turpitude. Not have violated any civil rights laws regarding real estate within the past two years as determined by a court of law or violated any rules of the Ohio Division of Real Estate.
- 5.) Have a high school diploma or equivalent.
- 6.) Complete the education requirements.
- 7.) Pay the applicable fees.
- 8.) Pass the examination.

### **TO QUALIFY TO SIT FOR THE EXAMINATION**

- 1.) A completed Salesperson License Examination Application with \$60 fee.
- 2.) Submit proof of completion of the education requirements (a copy of official transcripts or course completion certificates).

Once the Division processes a complete application, the applicant's information is sent to the testing vendor. The testing vendor will process the information and send the applicant a Candidate Information Bulletin with instructions on scheduling the exams. The applicant must pass the State and National portions of the Ohio Real Estate exam in order for a license to be issued.

Passing score: 70

Mail the completed Salesperson Examination Application with required documents and \$60 nonrefundable check or money order, made payable to the Ohio Division of Real Estate, to the following address:

**Ohio Department of Commerce**  
**Division of Real Estate and Professional Licensing**  
**77 South High Street, 20<sup>th</sup> floor**  
**Columbus, OH 43215**

\*If you are living in the United States, Federal Law [8 USCS 1621] [PRWORA], limits the issuance of professional licenses to U.S. citizens or aliens lawfully admitted to the U.S.



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Incomplete applications and applications that are filled out incorrectly will be returned for correction.

FEE: \$60.00

Attach a copy of the official transcript or certificate of completion of the four required pre-licensure classes.

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 LAST NAME SUFFIX HOME ADDRESS PHONE NUMBER SOCIAL SECURITY NUMBER CITY STATE ZIP CODE COUNTY YEAR OF HIGH SCHOOL GRADUATION/G.E.D. DATE OF BIRTH EMAIL ADDRESS

BROKERAGE INFORMATION: Enter the information for the company you plan to be associated with below. COMPANY FILE NUMBER PRINCIPAL BROKER/COMPANY NAME BUSINESS PHONE BUSINESS FAX MAIN BUSINESS ADDRESS (NOT A BRANCH OFFICE ADDRESS) CITY STATE ZIP CODE

ETHICAL CONDUCT AND LEGAL HISTORY PLEASE ATTACH A COMPLETE EXPLANATION FOR ANY QUESTIONS ANSWERED "YES" BELOW. 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, including the Ohio Division of Real Estate? [ ] YES [ ] NO Have you ever been refused or denied any professional license or registration by any public entity, including the Ohio Division of Real Estate? [ ] 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, including the Ohio Division of Real Estate? [ ] 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? EXPLAIN:

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 PRINCIPAL 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 PRINCIPAL BROKER (PLEASE TYPE OR PRINT) FILE NUMBER SIGNATURE OF PRINCIPAL BROKER DATE