

SALESPERSON EXAMINATION APPLICATION

RE 400A (Rev. 7/03)

GENERAL INFORMATION

- Please read all information on this form before completing. Additional information is available on the DRE Web site www.dre.ca.gov.
- *Type or print in ink.*
- This is an original examination application and should be submitted *only* if you have not applied for this examination within the past two years. You may not be scheduled for more than one salesperson examination date at a time; therefore, do not submit more than one application.
- If you are simultaneously making application for both the salesperson and broker examinations, you must submit a separate package including qualifying documentation and fees for each examination to be scheduled. Fees are not transferrable from one exam to another and will not be returned.
- If you electronically recreate this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disqualification. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.
- If you do not qualify for the examination, you may submit any additional needed requirements within two years of the date when your application is received without an additional fee. Failure to qualify and pass the examination within two years of the date your application is received will require a new application and fee. Applicants may also be required to submit additional qualification documentation.

- Refer to page 2 for scheduling information.
- For security reasons you cannot inspect your test materials after the examination session has ended (*Section 1798.40(e) of the California Civil Code*).
- Please enter your personal mailing address on line #2. Use of a real estate school/business mailing address may cause a delay in mail delivery. Use Salesperson Examination Change Application (RE 415A) to change your mailing address.
- The name you use on your examination application must be your legal name. Clarification and substantiation *will be* requested if there are discrepancies between the name on your application and the name on your transcripts.
- You may use a silent battery-operated calculator which does not have print out capability or have an alphabetic keyboard.

CURRENTLY OR PREVIOUSLY LICENSED?

- If you currently have a real estate salesperson license in California, or if your license expired less than two years ago, you are not eligible to take a salesperson examination. You may obtain a new license through the renewal process.
- If you were issued an 18-month conditional salesperson license within the last four years, that is currently suspended under Section 10153.4 Business and Professions (B&P) Code, you are not eligible to take the salesperson examination. However, if four years have elapsed from the issuance date of the suspended license, you are eligible to take a new salesperson examination.

Continued on reverse side.

1. APPLICANT'S NAME — LAST		FIRST	MIDDLE	
2. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX				
CITY			STATE	ZIP CODE
3. SOCIAL SECURITY NUMBER	4. DATE OF BIRTH (MM/DD/YYYY)	5. RESIDENCE PHONE # W/AREA CODE	6. BUSINESS PHONE # W/AREA CODE	
7. Have you ever applied for a California real estate exam under your current name or any other names (i.e., maiden name, former married names, AKA's, etc.)? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, list all names used:				
8A. Do you now hold or have you ever held a California real estate license? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, answer 8B and complete 8C, D, E and F below.				
8B. Has your California real estate license been previously revoked? <input type="checkbox"/> NO <input type="checkbox"/> YES				
8C. TYPE OF LICENSE	8D. IDENTIFICATION NUMBER	8E. EXPIRATION DATE	8F. NAME ON LICENSE	
9. IN WHICH AREA WOULD YOU PREFER TO TAKE THE EXAMINATION? (Refer to Scheduling Information on reverse.) <input type="checkbox"/> LOS ANGELES <input type="checkbox"/> SACRAMENTO <input type="checkbox"/> OAKLAND <input type="checkbox"/> SAN DIEGO <input type="checkbox"/> FRESNO			10. ENTER THE EARLIEST DATE YOU CAN TAKE THIS EXAM. (mm/dd/yyyy)	

Certification

I hereby certify that I am aware of all examination requirements and that I understand that the fee remitted will not be refunded under any circumstances (per Section 10207 of the B&P Code).

11. ORIGINAL SIGNATURE OF APPLICANT			DATE
DRE ONLY	EXAM ID	PROCESSOR #	DATE KEYED

EXAMINATION SCHEDULING INFORMATION

- **Salesperson examinations are usually given:** Weekdays as needed, *except* Wednesday, in Fresno, Los Angeles, Oakland, Sacramento, and San Diego. *Schedules and examination locations are subject to change.* A calendar reflecting examination dates currently being scheduled can be accessed through our Web site. However, a particular exam may be filled by the time your exam application is submitted and processed.

- The following special scheduling requests cannot be guaranteed: a specific date or a specific exam location within the area you have chosen.

Due to the varying demand throughout the state, examination dates in some areas are filled more quickly than others. Therefore, if you want the earliest possible date, you may indicate more than one choice on line #9. You may also attach a separate page stating specific dates; include your daytime phone. Requests for dates less than four weeks away from the date your application is processed cannot be guaranteed.

- Only one examination date may be assigned. (See *GENERAL INFORMATION* on front page.)
- If you do not provide a date on line #10, you will be scheduled for the earliest available date in the area chosen.
- You will be scheduled once the Department receives and approves all documentation supporting your qualifications. Applications are not considered complete until your documentation is received.
- If, for any reason, you are unable to appear for the examination as scheduled, you must remit the proper rescheduling fee with either your original Salesperson Examination Schedule Notice (RE 401A) or a Salesperson Examination Change Application (RE 415A) to be rescheduled (*B&P Code Section 10213.6*).
- If a disability-related reasonable accommodation is needed, attach to the examination application a description of the disability and suggested accommodation/modification. Please provide a daytime phone to coordinate scheduling.
- Notification of your examination, date, time, and location will normally occur within six weeks of examination application submittal. If you do not receive an examination confirmation notice after six weeks, you can check our interactive voice response system or access our Web site at www.dre.ca.gov to obtain your scheduled date, if one has been assigned. If you have not yet been assigned an exam date or received a deficiency letter and your application was submitted at least six weeks ago, check with your bank or credit card company to assure that DRE has received your fee before contacting our Sacramento Office. We encourage you to check the Application Processing Timeframes posted on the DRE Web site to more accurately estimate when your application processing should be completed.

PRIVACY NOTICE: Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.*

Department of Real Estate
2201 Broadway
Sacramento, CA 95818

Managing Deputy Commissioner IV
Licensing
Telephone: (916) 227-0931

General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorizes the maintenance of this information.

If this form requests your social security number, that information is voluntary.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required

EXAMINATION REQUIREMENTS

In addition to this application and fee, salesperson applicants must submit a transcript or credit certificate showing proof of completion of a three semester or four quarter unit college-level course in **Real Estate Principles** or an equivalent DRE approved course.

All salesperson license applicants are required to submit evidence (official transcripts) of completion of a college-level course in **Real Estate Practice** and one additional course in specified areas either before or within 18 months of the issuance of their original license (B&P Code Section 10153.4(a).) The additional course may be selected from the following: Real Estate Finance, Real Estate Appraisal, Legal Aspects of Real Estate, Property Management, Escrows, Real Estate Economics, Business Law, Real Estate Office Adm., General Accounting, Mortgage Loan Brokering & Lending, and Computer Applications in Real Estate.

The three semester-unit or four quarter-unit courses must be completed through a regionally accredited college or university or an approved DRE private course sponsor. Course(s) completed through a foreign institution of higher learning *must* be evaluated by a foreign credentials evaluation service approved by DRE.

Applicants who do not submit proof of successfully completing these courses either before or at the time they submit their original license application will be issued an 18-month conditional license. If this education requirement is not met within the 18-month period, your license will be automatically suspended.

Refer to *Instructions To License Applicants* handbook which is available on the DRE Web site or from any DRE office.

FEE & MAILING INFORMATION

Fee — Refer to Exam & Licensing Fees (RE 206) or the DRE Web site for current fees. Please keep in mind that fees are subject to change.

Acceptable payment methods — Cashiers' check, money order, check or credit card.

- Make check or money order payable to: **Department of Real Estate**
- If paying by credit card, mail/fax a Credit Card Payment (Exams) (RE 298). Do not fax multiple requests.

Mail To — Department of Real Estate, P.O. Box 187001, Sacramento, CA 95818-7001

APPLICANT LISTS

Applicant lists contain the names and addresses of all examination applicants; they do not indicate that an examination has been taken nor that one has been passed/failed. The lists are provided, upon request, to institutions who wish to offer educational opportunities.

Your name and mailing address will be provided unless you submit a written request to remove your name. Submit written request to: Department of Real Estate, P.O. Box 187001, Sacramento, CA 95818-7001.

information is not provided, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license. In addition, processing may be delayed.

The information requested in this form is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business address and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).