

HOW TO APPLY FOR THE SALESPERSON EXAM

Per the California Department of Real Estate (DRE), you may apply for the salesperson examination by following the instructions below:

www.dre.ca.gov

1. Complete a **Salesperson Examination Application (RE 400A)** or a **Combined Salesperson Examination and License Application (RE 435)**.
 - Be sure to read all instructions and information **before** completing the application.
2. Include the applicable fee for the application.
 - Checks or money orders should be made payable to the Department of Real Estate. Do not send cash.
 - The DRE accepts credit card payment for examination scheduling if the application is submitted by mail or fax. (Visa, MasterCard, American Express, Discover, debit cards bearing the VISA or MasterCard logo)
3. **Obtain transcripts** showing successful completion of the statutory college-level real estate courses and eligible degrees. For more information, see Education Requirements.
4. If a disability-related reasonable accommodation is needed, complete and attach the Reasonable Accommodations Request for Examination (RE 413) form to the examination application.
5. **Mail** the completed application, appropriate fee and course transcript(s) to:

Department of Real Estate
Examination Section
P.O. Box 137001
Sacramento, CA 95813-7001
6. Wait at least six weeks or check the current processing timeframes for how long DRE is taking to process salesperson exam applications.
 - Once qualified, an Examination Schedule Notice (RE 401A) or an authorization to self-schedule will be sent to you.
 - Use the eLicensing online system to check your exam date or to self-schedule.
7. All qualification requirements must be met before you can be scheduled for the salesperson examination.
8. If you are not qualified at the time you submit your application and fee, you will be notified in writing and you will have two years from the date of receipt of the application in which to complete the qualifications and take the examination. If you do not qualify for and pass the examination during the two-year period, the application will expire and you will need to submit a new application, fee and other required documents.

Please note: This form does not address all stipulations of how to apply for the salesperson exam. For more information, please refer to www.dre.ca.gov/Examinees/ApplySalesperson.html.

DRE Examination & License Application Options

Select one of the following options to apply for a Salesperson or Broker's License with the DRE.

Examination Application

Examination Application

DRE Form:

Salesperson (RE 400A)

Broker (RE 400B)

Must include fees (Salesperson \$60; Broker \$95) and proof of course completions. Fees are non-refundable.

Processing Timeframe:

Approximately 2-4 Weeks



**Take & Pass
State Exam**



License Application

DRE Form:

Information will be provided by DRE upon passing state exam. Fees to be paid (Salesperson \$245; Broker \$300). Live Scan Fingerprinting (RE 237) must be completed.

Processing Timeframe:

Approximately 2-4 Weeks



Receive License!

Combination Application

Examination & License Combination Application

DRE Form:

Salesperson (RE 435)

Broker (RE 436)

Must include fees (Salesperson \$305; Broker \$395), proof of course completions, and Live Scan Fingerprinting (RE 237). Fees are non-refundable.

Processing Timeframe:

Approximately 4-8 Weeks



**Take & Pass State
Exam**



Receive License!

www.dre.ca.gov

Please note: This is an overview of the process. Please contact the DRE for detailed and up-to-date information regarding applying for the state exam and obtaining a license.