



DISTRICT OF COLUMBIA REAL ESTATE COMMISSION (DCREC)
Alton E. Duncanson, Chairperson

STEP-BY-STEP GUIDE ON LICENSING PROCEDURES
Brokers, Property Managers and Salespersons

NOTE: All applicants for licensure through reciprocity or endorsement must take a (DC) Fair Housing course.

SALESPERSONS LICENSED IN MARYLAND 1996 TO PRESENT.

- Step 1. Complete a 3-hr DCREC approved DC Fair Housing course. Visit website at www.vue.com/dc/realestate for list of Providers.
- Step 2. Obtain an Original Letter of Certification/Licensure from the original licensing jurisdiction. Pocket cards are not accepted.
- Step 3. Visit the website to access DC Real Estate statutes and regulations to study for exam. Educational Providers may also be contacted in preparation for the exam. Call DCREC if you have any questions.
- Step 4. You may reference the Candidate Handbook at the Commission Website or call Pearson VUE at (800) 274-2602 to schedule DC licensing law exam.
- Step 5. Take the Original Letter of Licensure and the Fair Housing Certificate of Completion to exam site for entrance, along with Pearson VUE's exam fee (\$61.50), and all other required documents. Pearson VUE will send you a confirmation sheet that indicates all documents that are required for entrance.
- Step 6. Once you pass the exam, follow the directions on the application you receive from the exam site. For additional licensing information, call Pearson VUE on (888) 204-6192.

SALESPERSONS LICENSED IN VIRGINIA AT ANY TIME. (Reciprocity)

- Step 1. Follow Steps 1 through 6 above.

SALESPERSONS LICENSED IN MARYLAND BEFORE 1996.

SALESPERSONS LICENSED IN ANY STATE OTHER THAN MARYLAND OR VIRGINIA.

BROKERS LICENSED IN ANY STATE OTHER THAN MARYLAND OR VIRGINIA.

- Step 1. Submit Endorsement Application with all supporting documents to the DC Real Estate Commission. Visit the DCREC website www.vue.com/dc/realestate to download the Endorsement Application.
- Step 2. DCREC will review completed Endorsement Applications and send an Endorsement Authorization letter to qualified applicants. The Endorsement Authorization letter contains instructions on how to obtain a DC Real Estate license. Applicant may be required to take some CEs, but all applicants must take a DC Fair Housing course. Endorsement Applicants cannot take exam prior to receiving Commission approval.
- Step 3. Call Pearson VUE at (888) 204-6192 with questions concerning licensing.

APPLICANTS NOT LICENSED AS REAL ESTATE SALESPERSONS IN ANY STATE.

- Step 1. Complete a DC 60-hour pre-licensing course. Visit the DCREC website to obtain a list of approved pre-licensing schools.
- Step 2. Follow Step 4 above.

BROKERS LICENSED IN MARYLAND OR VIRGINIA. (Reciprocity)

- Step 1. Follow Steps 1 through 6 above.

APPLICANTS NOT LICENSED AS BROKERS ANYWHERE, OR IN ANY STATE.

- Step 1. You must be licensed for 2 consecutive years as a DC Salesperson prior to applying for DC Broker licensure.
- Step 2. Complete a 135-hour pre-licensing course. Visit the DCREC website to obtain a list of approved pre-licensing schools.
- Step 3. Follow Steps 3 and 4 above.

PROPERTY MANAGERS – DC REAL ESTATE.

- Step 1. Go to the DCREC website to obtain a copy of the DC Property Manager Study Guide.
- Step 2. Complete the DC Property Manager exam to obtain licensure.

EXPIRED DC LICENSES – BROKERS, SALESPERSONS AND PROPERTY MANAGERS

- Step 1. If a holder of a license fails to renew the license within sixty (60) days after its expiration, the license shall be deemed to have lapsed on the date of expiration and the holder is required to apply for reinstatement of the expired license and pay the required reinstatement fee. **If your license has expired, you have five years to reinstate. Visit the DCREC website to reinstate.**
- Step 2. An applicant for reinstatement of an expired license must have completed nine hours of core courses and six hours of electives for each cycle the license lapsed. All DC-approved CEs for cycles of unlicensure must be banked by the course Provider. Original Letters of Certification (from DC and other licensing states, if applicable) and other documents as required for reinstatement must be submitted by the applicant.
- Step 3. Reinstatement does not apply to persons who do not reinstate their license within five years after the license has expired. Such persons may become licensed only after meeting the requirements for obtaining an initial license. **Above select licensing procedure relevant to your current license/unlicensed status.**