

Applying for a Delaware License

www.dpr.delaware.gov

302-744-4519



To apply for a Resident Salesperson's License:

- Complete a 99 hour pre-licensing course accredited by the Delaware Real Estate Commission.
- Pass the two-part standardized salesperson licensing examination. Following completion of the course, one is eligible to sit a maximum of three times for the two part standardized licensing examination administered by a professional testing service.
- Submit the original application distributed by the testing service upon successful completion of the examination to the Commission within one year of the completion of the pre-licensing course. The pro-rated license fee and the Guaranty Fund fee of \$25.00 payable to the "State of Delaware", a copy of your pre-licensing course certificate, and any other documentation listed on the application must be included with your application.

To apply for a Resident Salesperson's License (Continued):

- Submit an affidavit that the applicant has not engaged in any acts or offenses that would be grounds for discipline pursuant to 24 Del. C., Chapter 29 § 2907(a)(4). For info go to: <http://www.delcode.state.de.us/title24>
- **General Information:**
The Real Estate Commission normally meets monthly to review applications and other business. Applicants are informed in writing as to the disposition of their applications within two business days of the meeting. You can check the website for names of licensees. Go to: www.dpr.delaware.gov

To apply for a nonresident license if one is currently licensed and practicing within another state:

- Complete the state law portion of the two part Delaware licensing examination for either a broker or sales person's license. No additional education is required for those applicants who will be affiliated with a broker's office outside the State of Delaware. Please refer to the Delaware Code and Rules and Regulations for most issues covered by the state law portion of the examination. Other points of Real Estate law may be researched through online publications.

To apply for a nonresident license if one is currently licensed and practicing within another state (Continued):

- Submit the original application distributed by the testing service upon successful completion of the examination to the Commission within one year of the completion of the examination. The pro-rated license fee and the Guaranty Fund fee of \$25.00 payable to the "State of Delaware", a copy of your current license from the other jurisdiction, certificate or certificates of licensure history for any states in which you are presently or were previously licensed, and any other documentation listed on the application must be included with your application.
- Broker applicants must also submit a current original credit report from **a major credit reporting bureau** and a list of 30 sales transactions made within the last five (5) years certified by the broker of record at the time of the transactions.

To apply for a nonresident license if one is currently licensed and practicing within another state (Continued):

- The format for the list of Broker sales includes the buyers' and sellers' names, address of the property, type of property, price, date of settlement, and signature of the broker of record.
- **Note:** If you intend to affiliate with a resident Delaware licensed broker whose office is inside the State of Delaware, you may be required to complete additional education credit in order to receive a "resident" license. Delaware has a 99 hour pre-licensing course requirement. Delaware does not credit continuing education hours from another jurisdiction toward the pre-licensing requirement. You must acquire any deficit hours owed from a Delaware approved pre-licensing course provider.

Approved Course Providers

Updated through 09/01/04

<u>Company</u>	<u>Work Phone</u>
• Delaware School of Real Estate	302-239-8919
• Delaware Technical & Community College (Georgetown)	302-855-5987
• Delaware Technical & Community College (Dover)	302-857-1400
• Kent County School of Real Estate Pre-licensing & Brokers Class	302-736-0800
• Long & Foster	302-539-9040
• New Castle County Board of Realtors Pre-licensing & Brokers class	302-762-4800
• Omega Real Estate School	302-235-0400

To determine the correct non-refundable processing fee for your license type, please find the month in which your application will either be postmarked by the mailing source or hand-delivered to the board office at the Division of Professional Regulation. Submit a check or money order made payable to the "State of Delaware" in the correct amount. Please note that overpayments that are received that are \$5 or less will not be refunded.

• License Type	10/04	11/04	12/04	1/05	2/05	3/05	4/05	5/05
• Non-Resident Broker	\$66	56	47	38	28	243	234	224
• Non-Resident Sales	\$33	29	24	19	15	123	118	113
• Resident Broker	\$90	85	81	76	71	66	62	57
• Resident Sales	\$46	44	42	39	37	34	32	29

- Testing Center: Promisor 1-800-274-2604 Testing in Dover every Saturday 8am and 12:30pm. Call to reserve a seat.