

PENNSYLVANIA LICENSEES

PENNSYLVANIA SALESPERSON WANTING TO BECOME LICENSED AS A NEW JERSEY SALESPERSON

FIRST OPTION:

Come to New Jersey and take the 75-hour prelicensing course and follow the normal procedure for licensure. This includes attendance at class, passing a school final examination, and passing the state examination. Candidates must pass both portions of the examination simultaneously.

SECOND OPTION:

1. Take 15 hours of the broker prelicensure course in Pennsylvania at a school approved by the Pennsylvania Real Estate Commission
2. Complete a New Jersey Salesperson Waiver Application
3. Submit a current Certification of Licensure from the Pennsylvania Real Estate Commission (an original document issued within 30 days)
4. Attach a transcript certifying to the successful completion of the 15-hour broker course (transcript must state that these credits would be applied toward the broker credits required in Pennsylvania)
5. Submit a money order or certified check in the amount of \$25.00 (non-refundable processing fee)

If your application is approved, you will be issued a Certificate of Examination Eligibility which you must present to the test site center supervisor when taking the examination.

For more information call 609-292-8300 Ext. 50137.

PENNSYLVANIA BROKER WANTING TO BECOME LICENSED AS A NEW JERSEY BROKER

If **ACTIVELY** engaged in the business on a full-time basis as a licensed broker for the three years immediately preceding the date of application you are required to do the following:

1. Complete a Broker Waiver Application
2. Submit a current Certification of Licensure from the Pennsylvania Real Estate Commission (an original document issued within 30 days)
3. Submit a money order or certified check in the amount of \$25.00 (non-refundable processing fee)
4. Provide proof of legal presence in the United States
5. Submit a letter from your employing broker (on company letterhead) certifying to your full-time employment over the last three years
6. If you are the employing broker (certify to your full-time employment on your own letterhead)

If your application is approved, you are required to take two 30-hour courses in New Jersey. One course on Agency/Ethics and one course on Office Management.

After completing both courses, submit the school certificate to the New Jersey Real Estate Commission. You will be issued a Certificate of Examination Eligibility which you must present to the test site center supervisor when taking the examination.

For more information call 609-292-8300 Ext. 50137.

DEPARTMENT OF BANKING AND INSURANCE

NEW JERSEY REAL ESTATE COMMISSION

P. O. BOX 328

TRENTON, NJ 08625-0328

609-292-8300 Ext. 50137 or 50113

TO: Applicants for Waiver of the Education Requirement For
Licensure as New Jersey Real Estate Salesperson

FROM: Bureau of Real Estate Education

RE: Salesperson Education Waiver Criteria

The law which establishes the requirement for licensure as a New Jersey real estate salesperson provides: "As a prerequisite to admission to an examination, every individual applicant for licensure as a real estate salesperson shall give evidence of satisfactory completion of 75 hours in the aggregate of such courses of education in real estate subjects at a school licensed by the Commission as the Commission shall by regulation prescribe. At least three hours of that course of study shall be on the subjects of ethics and ethical conduct in the profession of a real estate salesperson." N.J.S.A. 45:15-10.1.

N.J.S.A. 45:15-10.2 and N.J.A.C. 11:5-2.1(e) provide for the waiving of this requirement in the following cases:

- (1) Applicants for licensure as a broker or salesperson who have held a real estate broker's license issued by another state and who were actively engaged in the real estate brokerage business for three years or more immediately preceding the date of application;
- (2) Applicants for licensure as a broker who are attorneys at law admitted to practice in the State of New Jersey and applicants for licensure as a salesperson who are attorneys at law admitted to practice in New Jersey or in any other state at the time of making application;
- (3) Applicants for licensure as a salesperson who have earned a college degree from any accredited institution of higher education, provided that:
 - i. The total number of college level classroom hours devoted to real estate and related subjects was 75 or more and such courses were completed within three years of making application; or

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Salesperson Waiver

- ii. The applicant received a bachelor or associate degree in real estate regardless of how long prior to their application for a waiver they received that degree; or
- iii. The applicant satisfactorily completed 75 or more classroom hours of course work in real estate or related subjects, at least 45 hours of which consisted of instruction on real estate conducted as part of a post-graduate program and that such post-graduate studies were completed within three years of making application.

(4) Applicants for licensure as a salesperson who hold or held a real estate license issued by another state, provided that

- i. The applicant has satisfactorily completed a prelicensure course of real estate education at a proprietary school, college or university in that other state;
- ii. The prelicensure course was sanctioned by the real estate licensing authority of that state;
- iii. The total number of classroom hours included in the course was 75 or more;
- iv. The applicant qualified for licensure in that state by examination; and
- v. The applicant was actively licensed in that state within three years of applying for the waiver.

(5) Applicants for licensure as a salesperson who previously held a license as a New Jersey real estate broker and whose last license expired more than two but less than five years prior to making application.

In addition, if you are an honorably discharged disabled veteran and a citizen of New Jersey and have completed at least 75 course hours of study in real estate at an accredited college or university for credit, you will qualify for a salesperson education waiver. See N.J.S.A. 45:15-11 and N.J.A.C. 11:5-2.1(a).

If you have any questions regarding the aforementioned waiver criteria, please contact the Education section at (609) 292-8300 Ext. 50137.

PLEASE SEND COMPLETED APPLICATION, FEE AND APPROPRIATE DOCUMENTATION TO LINDA PICA-CARUCCI AT THE ADDRESS INDICATED ABOVE.

Revised 10/03

APPLICATION FEE: \$25.00

**APPLICATION FOR WAIVER OF SALESPERSON LICENSE
EDUCATION REQUIREMENT**

NEW JERSEY REAL ESTATE COMMISSION
P. O. BOX 328
TRENTON, NEW JERSEY 08625-0328

Mr. Mrs. Ms.	Last Name	First Name	MI
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HOME ADDRESS - STREET

CITY	STATE	ZIP CODE	HOME TELEPHONE NO.
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BUSINESS ADDRESS - STREET

CITY	STATE	ZIP CODE	OFFICE TELEPHONE NO.
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I am applying for a salesperson education waiver based upon the following;

A. I am a citizen of New Jersey and an honorably discharged veteran and have completed 75 hours of study in real estate at an accredited college or university for credit. (Attach Certificates of Disability and Honorable Discharge and College/Graduate school transcript(s).); or

B. I am an attorney-at-law licensed to practice in_____. (Attach Certificate of Good Standing issued by the Clerk of the Supreme Court of the state in which you are admitted to practice. Certificate must be current and issued within 30 days of making application.); or

C. I am a licensed broker of the State of_____ and have been actively engaged in the real estate brokerage business for three years or more immediately preceding the date of this application. (Attach Certification of Licensure; this is **NOT** your license. Certification must be current and issued within 30 days of making application.); or

D. I hold or held a real estate license issued by another state and qualified for that license by examination, and I satisfactorily completed a prelicensure course in real estate education at a proprietary school, college of university in that state, which course consisted of 75 or more classroom hours and was sanctioned by the real estate licensing authority of that state, and I was actively licensed in that state within three years of applying for the waiver. (Attach Certification of Licensure; this is **NOT** your license. Certification must be current and issued within 30 days of making application.)

**ATTACH COPY OF COLLEGE/GRADUATE SCHOOL
TRANSCRIPTS
IF APPLYING UNDER E, F, G.**

E. I have received a bachelor's or associate's degree IN REAL ESTATE from an accredited college or university; or

F. I have earned a college degree from an accredited college or university, and the total number of college level classroom hours devoted to real estate and related subjects was 75 or more and such courses were completed within three years of making application; or

G. I satisfactorily completed 75 or more classroom hours of course work in real estate or related subjects at an accredited college or university, at least 45 hours of which consisted of instruction on real estate conducted as part of a post-graduate program, which post-graduate studies were completed within three years of making this application.

H. I previously held a license as a New Jersey real estate broker which license expired more than two but less than five years prior to making this application.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED ON THIS APPLICATION AND ALL ATTACHMENTS IS TRUE AND CORRECT, AND THAT THE NEW JERSEY REAL ESTATE COMMISSION MAY RELY ON ITS TRUTHFULNESS IN CONSIDERING THIS APPLICATION. I FURTHER CERTIFY I AM A HIGH SCHOOL GRADUATE OR HAVE HIGH SCHOOL EQUIVALENCY.

DATE

PRINT NAME OF APPLICANT

SIGNATURE OF APPLICANT

**TO EXPEDITE THE PROCESSING OF YOUR EDUCATION
WAIVER:**

- 1. Complete application form in its entirety**
- 2. Sign and date application form**
- 3. Attach appropriate documentation**
- 4. Attach application fee in the amount of \$25.00 in the form of a certified check, cashier's check, broker's business account check or money order made payable to the State Treasurer of New Jersey.**

NOTE: PERSONAL CHECKS ARE NOT ACCEPTED

**INCOMPLETE APPLICATIONS WILL NOT BE
PROCESSED**