



INSTRUCTIONS FOR RECIPROCAL INDIVIDUALS

ALL APPLICANTS:

These Instructions are for Applicants currently LICENSED in a State in which there exists a Reciprocal Agreement with Connecticut.

**Reciprocal Applicants may apply for a Connecticut real estate license
 BASED ON THE FOLLOWING CRITERIA:**

- ✓ Applicant must have passed a **written examination** in the Reciprocal State at the time of obtaining his/her license;
- ✓ Applicant must have an **active license in good standing** within the Reciprocal State;
- ✓ Salespersons & Broker Associates must **be sponsored by a broker within the Reciprocal State** at the time of application;
- ✓ **Sponsoring Broker must have an "Active" Connecticut license.**

IF YOU DID NOT TAKE AN EXAM IN A RECIPROCAL STATE see below:

LEGAL ENTITIES

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • If you are or were licensed in a non-reciprocal state or took no exam in a reciprocal state:
 Select: Applicants With Out-Of-State Courses | <ul style="list-style-type: none"> • All Attorney Applicants:
 Select: Attorney Applicants | <ul style="list-style-type: none"> • IMPORTANT NOTE: If you have a corporation, limited liability company or partnership, CT requires that you apply as a legal entity using the Legal Entity application process. Select: Legal Entity Application |
|--|---|---|

READ THE CONNECTICUT REAL ESTATE LICENSING LAWS & REGULATIONS

Website: www.ct.gov/dcp **Download copy**

APPLICATION REQUIREMENTS

1. Obtain a "**Certification of License History**" from Reciprocal State.
<CANNOT BE COPY OF LICENSE>
2. **Additionally**, if you have or had a license in any other state, obtain %certifications of license history+from each state.

Each certification of license history must be obtained from the licensing authority who issues the license.
 Refer to attached list of reciprocal States for contact information

STATE PORTION OF EXAM REQUIRED FOR SOME

IF YOU ARE APPLYING WITH RECIPROCAL QUALIFICATIONS FROM **FLORIDA, ILLINOIS, INDIANA, OR OHIO**, YOU WILL BE REQUIRED TO PASS THE STATE (LAW) PORTION OF CONNECTICUT'S LICENSING EXAM (PURSUANT TO THE TERMS OF THOSE RECIPROCAL AGREEMENTS.)

3. COMPLETE **APPLICATION FOR INDIVIDUALS**

- Broker Applicants – Complete Sections I, V, VI
- Salesperson Applicants – Complete Sections I, IV, V, VI
- Broker Associates – Complete Sections I, IV, V, VI

Incomplete application packages will delay the processing of your application.

4. <input type="checkbox"/> Fees:	Application	BROKER: \$120.00	SALESPERSON: \$ 80.00
	Initial License	\$565.00	\$285.00
	Guaranty Fund	\$ 20.00*	\$ 20.00

***Guaranty Fund is a one time fee. If you paid as a salesperson, not required for Broker license**

CHECK PAYABLE TO: TREASURER, STATE OF CONNECTICUT

Application Fees are NOT refundable.

If you are required to take one or both portions of the exam, PSI will notify you by mail with instructions on how to schedule a test date.

PSI Website
www.psiexams.com
PSI Telephone
1-800-733-9267

SECTION III - BROKER EDUCATIONAL REQUIREMENTS

Have You Completed the following:

- I. REAL ESTATE PRINCIPLES & PRACTICES **60 hours** Attach Grade Letter ___ YES ___ NO school code _____
Submit one 60-hour course or two 30-hour Principles & Practices courses provided the first 30-hour course was completed no earlier than 10/1994.
- II. REAL ESTATE APPRAISAL I **30 hours** Attach Grade Letter ___ YES ___ NO school code _____
- III. RELATED SUBJECT IN REAL ESTATE **30 hours** Attach Grade Letter ___ YES ___ NO school code _____
- IV. LICENSED AS SALESPERSON AT LEAST **2 YEARS** ___ YES ___ NO

Please include the ORIGINAL grade letters (no photocopies) for all courses completed.
Grade Letters must contain: (a) School Name, School Code, (b) Dates Attended (c) Hours Completed, (d) Grade Received, and (e) Signature of School Official

SECTION IV

SALESPERSON'S SPONSORING BROKER MUST COMPLETE THIS SECTION

✓ **Not Required Prior to Taking State Licensing Examination**

SALESPERSON NOTE: If you are Reinstating your license & have changed your sponsoring broker from what Consumer Protection has on their records, a Transfer Fee of \$25.00 is required.

NAME OF BROKER _____

BROKER'S LICENSE # _____

LEGAL NAME OF COMPANY _____

TRADE NAME OF COMPANY
(IF APPLICABLE) _____

BROKER'S ADDRESS _____

SIGNATURE OF BROKER _____

DATE OF SIGNATURE _____

SECTION V - ALL NON-RESIDENTS

CONSENT FOR SERVICE OF PROCESS FOR INDIVIDUALS

KNOW ALL MEN BY THESE PRESENTS:
THAT THE UNDERSIGNED _____

COUNTY OF _____ STATE OF _____ Being an applicant for a license as a Real Estate Broker or Real Estate Salesperson under the provisions of Chapter 392 of the Connecticut General Statutes and subsequent amendments thereto, does hereby irrevocably consent that suits and actions may be commenced against such applicant in the proper court in any judicial district of the state in which a cause of action may arise or in which the plaintiff may reside, and that in the event proper service of process cannot be made upon such applicant in any such proceeding, service may be made by service of process or pleading authorized by the laws of Connecticut on the Chairperson of the Connecticut Real Estate Commission, hereby stipulating and agreeing that such service of such process or pleading upon the said Chairperson of the Connecticut Real Estate Commission shall be taken and held in all courts to be as valid and binding as if service had been made upon said applicant in the State of Connecticut.

In Witness Whereof, The Above Named Applicant Has Signed And Sealed This Instrument

AT _____ ON THE _____ DAY OF _____ 20 _____

SIGNATURE OF APPLICANT

SECTION VI - ALL APPLICANTS - NOTARY REQUIRED

I, being duly sworn according to law, hereby affirm that the answers given in this application are true to the best of my knowledge and belief, and that this application is made for the sole purpose of obtaining a Real Estate Broker or Salesperson License.

STATE _____ CITY OR TOWN _____ COUNTY OF _____

DATE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 20 _____

Rev 9/09

APPLICANTS FOR CONNECTICUT RECIPROCAL REAL ESTATE LICENSE



CONTACT INFORMATION BELOW TO OBTAIN YOUR CERTIFICATION OF LICENSE HISTORY FROM YOUR RECIPROCAL STATE

ALABAMA REAL ESTATE COMMISSION

Website to obtain Certification of License History:

<http://www.arec.alabama.gov/webservices.asp>

Refer to Online Services – Certification of Licensure

Telephone: (334) 242-5544

MISSISSIPPI REAL ESTATE COMMISSION

Website: <http://www.mrec.state.ms.us/>

Form to request history is not on website- Call Mississippi to obtain Certification of License History

Telephone: (601) 932-9191

COLORADO DEPARTMENT OF REGULATORY AGENCIES DIVISION OF REAL ESTATE

Website to request Colorado Certification of License History:

<http://www.dora.state.co.us/real-estate/licensing/LICSECTION.HTM>

On web page scroll down to Item #10 – Certificate of License History

Telephone: (303) 894-2166

NEBRASKA REAL ESTATE COMMISSION

Website: <http://www.nrec.state.ne.us/>

Telephone: (402) 471-2004

FLORIDA DIVISION OF REAL ESTATE

FL & CT Applicants - Licensing Law Exam Required

Website: www.myflorida.com/dbpr

Form to request license history is not on website –

Call Florida to obtain Certification of License History.

Telephone: (850) 487-1395

NEW YORK DEPARTMENT OF STATE DIVISION OF LICENSING SERVICES

Website form to request NY Certification of License History:

<http://www.dos.state.ny.us/lcns/pdfs/0999.pdf>

Telephone: (518) 474-4429

GEORGIA REAL ESTATE COMMISSION

Website form to request GA Certification of License History:

http://www.grec.state.ga.us/info/license_history_enter_number

Telephone: (404) 656-3916

OHIO DIVISION OF REAL ESTATE & PROFESSIONAL LICENSING

OH & CT Applicants - Licensing Law Exam Required

Website form to request OH Certification of License History:

https://www.com.state.oh.us/real/documents/COM_Certificate-of-Licensure_Request_Form.pdf

Telephone: (614) 466-4100

ILLINOIS DEPARTMENT OF FINANCIAL & PROFESSIONAL REGULATION

IL & CT Applicants - Licensing Law Exam Required

Website form to request IL Certification of License History:

<http://www.idfpr.com/dpr/re/Forms/certificate.pdf>

Telephone: (217) 524-6735

OKLAHOMA REAL ESTATE COMMISSION

Website: <http://www.orec.ok.gov/>

Form to request history is not on website – Call Oklahoma to obtain Certification of License History.

Telephone: (405) 521-3387

INDIANA REAL ESTATE COMMISSION –

INDIANA PROFESSIONAL LICENSING AGENCY

IN & CT Applicants - Licensing Law Exam Required

Website: <http://www.in.gov/pla/bandc/estate/>

Form to request history is not on website – Call Indiana to obtain Certification of License History.

Telephone: (317) 234-3009

RHODE ISLAND DEPARTMENT OF BUSINESS REGULATION

Website form to request RI Certification of License History:

http://www.dbr.ri.gov/documents/divisions/commlicensing/realestate/RE-Request_for_Certificate_of_Licensure.pdf

Telephone: (401) 222-2246

MASSACHUSETTS REAL ESTATE BOARD

Website:

<http://license.reg.state.ma.us/public/licque.asp?color=red&Board=RE>

Form to request history is not on website –

Call Massachusetts to obtain Letter of Good Standing.

Telephone: (617) 727-2373

TENNESSEE REAL ESTATE COMMISSION

Website form to request TN Certification of License History:

<http://tennessee.gov/commerce/boards/trec/documents/certreq.pdf>

Telephone: (615) 741-2273