Rev 9/09

(860) 713-6150
www.ct.gov/dcp

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
License Services Division
165 Capitol Avenue
Hartford, CT 06106

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:

- 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
- All Attorney Applicants: Select: Attorney Applicants

LEGAL ENTITIES

- 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. ☐ **Fees:**

	BROKER	SALESPERSON
Application	$120.00	$ 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

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www.ct.gov/dcp
(860) 713-6150

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
LICENSE SERVICES DIVISION
165 CAPITOL AVENUE, HARTFORD, CT 06106

APPLICATION FOR INDIVIDUALS

For Official Use Only

A. Non-residents Salesperson applicants complete SECTIONS I, II, VI & V
B. Non-residents Broker applicants I, III,VI & SECTION V
C. Reciprocal Applicants complete SECTIONS I, V & VI

SECTION I Type or Print your Answers

USE "X" TO ANSWER: ☐ **SALESPERSON** ☐ **BROKER**
Application Fee - $80.00 **Application Fee - $120.00** **Check payable to "Treasurer, State of Connecticut"**

USE "X" TO ANSWER: ☐Non-Resident ☐Reciprocal

1. NAME OF APPLICANT_____
First Middle Last

2. RESIDENCE ADDRESS_____
Street City/State Zip Code

3. BUSINESS ADDRESS _____
Street City/State Zip Code

4. TELEPHONE: RESIDENCE _____ _____ BUSINESS _____ _____ CELL_____

Residence FAX #_____ _____ Business FAX #_____ _____

E-MAIL ADDRESS_____

5. HAVE YOU EVER CHANGED YOUR NAME? ☐YES ☐NO IF YES, GIVE NAME(S):_____

6. DATE OF BIRTH_____ SOCIAL SECURITY #_____

7. Has any complaint been filed against you with any licensing authority of Connecticut or any other State or the District of Columbia?
If yes, give details_____ 7. ☐YES ☐NO

8. Have you ever been convicted of a felony crime or of a crime related to forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud or any like offenses 8. ☐YES ☐NO

If yes to #8 attach written statement of the facts & circumstances relating to each conviction(s); include the specific felony charges, date(s) of conviction(s), court(s) where the cases were decided.

10. Have you ever held or do you currently hold a real estate license in Connecticut or any other State or D.C.? 10. ___YES ___NO
If yes, give name of State(s)_____Type of License_____
Dates held_____License#_____
Attach "Certification of License History" (originals) from each State (EXCEPT CT) in which you have or had a real estate license. Not Copy of License

11. Have you ever been refused a real estate license in Connecticut or any other State or D.C.? 11. ☐YES ☐NO
If yes, Date_____State_____Details_____

12. Have you ever had a real estate license revoked or suspended in Connecticut or any other State or District of Columbia? 12. ☐YES ☐NO
If yes, Date_____State(s)_____
Details_____

13 Do you agree to return immediately any license, when required by the Real Estate Commission, and to conform to all rules and regulations promulgated by the Commission and this Department? 14. ☐YES ☐NO

SECTION II - SALESPERSON EDUCATIONAL REQUIREMENT

Have You Completed:

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.
Please include the ORIGINAL grade letter(s) (no photocopies) for each course 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 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_____

_____ _____
Signature of Applicant Signature of Notary Public

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

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

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

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

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

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

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

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

NEBRASKA REAL ESTATE COMMISSION
Website: http://www.nrec.state.ne.us/
Telephone: (402) 471-2004

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

NORTH CAROLINA REAL ESTATE COMMISSION
Website: http://www.ncrec.state.nc.us/default.html
Form to request history is not on website – Call North Carolina to obtain Certification of License History.
Telephone: (919) 875-3700

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

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

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

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