

DIVISION OF REAL ESTATE **FREQUENTLY ASKED QUESTIONS**

1. How do I become a licensed Florida real estate sales associate or broker?

- To become a real estate **sales associate**, you must successfully complete a 63-hour course approved by the Florida Real Estate Commission, submit the appropriate application with fee (\$105), have electronic fingerprints taken through Promissor (\$56.25 fee paid to the vendor); and successfully complete the state examination.
- To become a real estate **broker**, you must successfully complete a 72-hour course approved by the Florida Real Estate Commission, submit the appropriate application with fee (\$115), have electronic fingerprints taken through Promissor (\$56.25 fee paid to the vendor); and successfully complete the state examination.

2. How can I find a list of approved education courses or providers?

- A list of approved education providers can be found at <http://www.myflorida.com/dbpr/servop/testing/providers.html>

3. What education must I complete prior to becoming a licensed Florida real estate associate or broker?

- To become a real estate **sales associate**, you must successfully complete the 63-hour pre-license education course approved by the Florida Real Estate Commission.
- To become a real estate **broker**, you must successfully complete the 72-hour pre-license education course approved by the Florida Real Estate Commission.

4. If I fail the end-of-the course exam, am I allowed to re-take it?

You may re-take the end-of-course exam no sooner than 30 days and no longer than 365 days after the first attempt. If you fail to successfully complete the end-of-course exam on the second attempt you will be required to complete the pre-licensing course again.

5. Does everyone have to complete the pre-license educational requirements prior to getting an initial real estate license?

No. Attorneys in good standing with the Florida Bar, applicants who have earned a four-year college degree in real estate, **and** applicants who qualify under a Mutual Recognition Agreement do not have to complete the pre-licensure educational requirements for a sales associate or broker license.

6. What is a Mutual Recognition Agreement?

Mutual Recognition is an agreement the State of Florida enters into with another state to allow real estate license holders in those states to achieve Florida licensure by submitting an application with appropriate fee; finger printing, and passing only the law

portion of the exam. Under the Mutual Recognition you can not apply for a broker's license in Florida and hold a sales associate license in a recognized state (i.e.: Sales Associate to Sales Associate; Broker to Broker). You may however use the experience from another state as a sales associate to qualify to sit for the broker's exam in Florida.

7. I just received my real estate license. What education is required on my first renewal?

Post-license education must be completed on or before the expiration date of the license of the first renewal.

Failure to complete post-license education will result in your license going null & void!

- Sales Associate – Must complete 45 hours of post license education
- Brokers – Must complete 60-hours of post licensure education

8. Does everyone have to complete the post-license education requirement?

Yes. All licensees must complete post-license education. This includes attorneys and licenses attained from mutual recognition.

9. What if I am unable to complete post licensure education BEFORE my license expire?

- An extension may be granted **only** due to being physically and medically disabled and substantiated by a statement for your physician.

You must submit a written request with documentation from your physician to:

Office of the Director
Division of Real Estate
400 West Robinson Street, Suite N-801
Orlando, FL 32801

10. What education is required if I did not renew my license in the previous renewal cycle(s) and my license is in involuntary inactive status.

- If it has been less than 12 months that you did not renew, then you are required to complete – 14 hours of approved continuing education
- If it has been more than 12 months **but** less than 24 months that you did not renew, then you are required to complete the **28-hour reactivation education course.** (After 24 months past the license expiration date, the license becomes null and void and you must reapply).

NOTE: Two (2) 14-hour continuing education courses will be accepted until March 31, 2008 to reactivate an involuntary inactive license. Beginning April 1, 2008 only the 28-hour reactivation education course will be accepted to renew an involuntary inactive license. (Renewal must include all applicable fees, including late fee).

11. How can brokers and sales associates place sales associate licenses in inactive status?

- Brokers can remove sales associates online at www.MyFloridaLicense.com using their account and pin number.
 - Click **Apply For/Renew** license
 - Click status change on the left hand side of the page
 - Log in and follow the instructions

12. How do I apply for a new sales associate or broker license if my license is null and void?

- Complete pre-license education (63-hour sales associate, 72-hours for a broker) once again
- Complete the online application, pay fees and complete electronic fingerprint process
- Successfully complete state exam

13. How do I re-activate my null and void broker license?

You can not reactivate a null & void license. You must reapply.

14. How can I file a complaint against a Florida licensed real estate professional?

A complaint must be submitted in writing. There are detailed instructions and the appropriate form on the Division of Real Estate website located at www.MyFloridalicense.com

- Click Direct to Our Divisions
- Scroll down and click Real Estate
- Click File a Complaint on the left side of the page

15. How can I verify whether a real estate professional is licensed?

- The licensure of a real estate professional can be verified online at www.MyFloridaLicense.com.

16. How can I report an unlicensed real estate professional?

- Unlicensed activity can be reported by calling our toll-free Unlicensed Activity Hotline at 1.866.532.1440.