

## New York Broker Licensees

### NEW YORK 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:

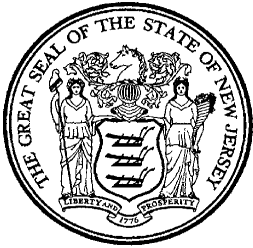
- Complete Broker Waiver Application
- Submit a current Licensure History from the New York Real Estate Commission (an original document issued within 30 days)
- Submit a money order or certified check for \$25.00 (non-refundable processing fee)
- Provide proof of legal presence in the United States
- Submit a letter from your employing broker (on company letterhead) certifying to your full time employment over the last three year. **NOTE:** 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 on **Office Management**.

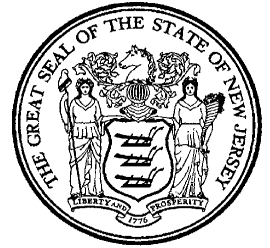
After both courses are complete, submit the school certificate to the New Jersey Real Estate Commission. You will be issued a Certificate of Examination Eligibility to present to the site center supervisor when taking the examination.

For more information call the NJ Real Estate Education Bureau at 609-292-7272 ext. 50512.

All applications and forms can be found on are website at: [www.dobi.nj.gov](http://www.dobi.nj.gov)



State of New Jersey  
Department of Banking and Insurance  
Real Estate Commission  
P.O. BOX 328  
TRENTON, NJ 08625-0328  
PHONE: (609) 292-7272  
FAX: (609) 292-0944  
Main Website: [www.dobi.nj.gov](http://www.dobi.nj.gov)



TO: Applicants considering applying for waivers of the Experience and/or Education Requirements for Licensure as a New Jersey Real Estate Broker

FROM: NEW JERSEY REAL ESTATE COMMISSION: EDUCATION SECTION

SUBJECT: **CRITERIA FOR WAIVER(S) OF THE EDUCATION AND EXPERIENCE REQUIREMENTS FOR LICENSURE AS A NEW JERSEY REAL ESTATE BROKER**

Set forth below is a summary of the requirements for broker education and experience waivers for the three categories of persons eligible for such waivers.

All applicants applying for a license whether as a real estate Broker, Broker-Salesperson or Salesperson must be a minimum of 18 years of age and have a high school education or equivalent.

To qualify for licensure as a New Jersey Real Estate Broker, candidates are required to complete three separate courses totaling 150 hours of Broker pre-licensure education. Only the 90 hour course may be waived.

**All Broker license candidates, with the exception of qualifying disabled veterans and unless otherwise noted, must complete the following criteria within one (1) year of approval by the NJ Real Estate Commission:**

1. Submit only original documents containing raised seals and/or stamps, and letters on business stationery, with your Broker waiver application.
2. After approval from the NJ Real Estate Commission, complete in entirety two (2) thirty hour courses: Ethics/Agency and Office Management & Related Topics. NOTE: See N.J.A.C. 11:5-2.1(c) and (e)
3. Pass a NJ Brokers examination, which consists of both NJ and National real estate questions, with a score of 70% or higher
4. Electronic fingerprint scan and criminal history check
5. A valid Salesperson's license and actively engaged in the real estate brokerage business for three (3) years or more continuously immediately preceding the date of application if applying for a waiver of the 90 hour broker course. **(ATTORNEY'S ONLY)**

**NOTE: Extensions beyond the one (1) year will not be granted for any reason.**

IF YOU MEET THE QUALIFYING REQUIREMENTS, REVIEW THE FOLLOWING REQUIRED MATERIAL AND COMPLETE THE ATTACHED WAIVER APPLICATION FORM AND RETURN IT WITH ALL APPLICABLE DOCUMENTATION AND FEES.

**I) DISABLED VETERANS - EXPERIENCE AND EDUCATION WAIVERS**

Submit Certificates of Disability from Veterans Administration and of Honorable Discharge, and College/Graduate School transcripts confirming completion of 225 class hours in real estate, or completed and signed (all four sections) NJ School Certificate.

## **II) NON-NJ BROKERS - EXPERIENCE & EDUCATION WAIVERS**

Submit the original copy of **CURRENT LICENSE HISTORY**, **NOT A COPY OF YOUR LICENSE**, to be obtained from the licensing authority in the State where you are licensed as a resident Broker confirming continuous licensure as a Broker in that State full-time continuous for the last three (3) years immediately preceding your application.

If you are the **SOLE PROPRIETOR**, submit a letter on your business stationery indicating you have been actively engaged in the real estate brokerage business on a full-time continuous basis for the three (3) years immediately preceding your application and not merely licensed.

If you are a **BROKER, BROKER-SALESPERSON OR ASSOCIATE BROKER**, submit a notarized letter from your employing Broker stating that you have been employed on a full-time basis and actively engaged in the real estate brokerage business as a Broker-Salesperson or Broker Associate for the three (3) years immediately preceding your application and not merely licensed.

If you qualify for **waivers of both the education (90 hour course) and experience requirements**, a waiver letter confirming same will be sent to you. Within one (1) year of the issuance of the waivers you must complete the two additional thirty (30) hour broker courses. **NOTE: Please DO NOT enroll in either of the two 30 hour Broker courses until you have received a waiver of the 90 hour Broker course from the NJ Real Estate Commission.**

**On completion of each individual Broker pre-licensure course, an authorized school official will validate (sign, date and stamp) each corresponding area of the NJ BROKER SCHOOL CERTIFICATE OF COMPLETION.**

**After finishing the second of the two 30 hour pre-licensure Broker courses you must:**

- 1) Mail the completed NJ BROKER SCHOOL CERTIFICATE OF COMPLETION containing the approved:**
  - a. 90 Hour Pre-licensure Course – “Real Estate Broker Requirement;**
  - b. 30 Hour Pre-licensure Course – Brokers’ Ethics & Agency Law**
  - c. 30 Hour Pre-licensure Course – Brokers’ Office Management**
- 2) Request the issuance of a BROKER OF EXAMINATION ELIGIBILITY CERTIFICATE**
- 3) Mail this information, and all other required information, including a copy of your birth certificate or U.S. Passport (expired or unexpired) establishing your U.S. Citizenship, or a copy of INSFORM I-551 “Green Card” establishing your legal presence in this country, to the address located on the last page of this Broker waiver document.**
- 4) Presuming all submissions are completed in entirety, and approval is granted by the NJ Real Estate Commission, you will receive:**
  - a. An eligibility notification letter which contains information on how to make an appointment to take the Broker license examination and upon passing the exam how to apply for a Broker’s license.**
  - b. A Certificate of Examination Eligibility to gain entrance to take the examination.**

### **III) NJ ATTORNEYS IN GOOD STANDING - EDUCATION WAIVER ONLY**

**Submit original copy Certificate of Good Standing issued by the Clerk of the NJ Supreme Court.**

**NJ attorneys in good standing are eligible only for a waiver of the 90 hour broker course requirement.**

There is no provision in the applicable law (N.J.S.A. 45:15-9 and 45:15-11) on the basis of which the Commission can waive the three (3) years of full-time experience as a real estate salesperson.

**All NJ attorneys who wish to obtain a broker's license must first be licensed and work on a full-time basis as a salesperson under the authority of a broker for three (3) full years.**

Such persons should apply for a waiver of the 90 hour broker course based upon their status as a NJ attorney in good standing as of the date of the application for the waiver.

**NOTE: The waiver remains in effect for a period of one year only.**

After the waiver is issued, applicants must complete the two additional 30-hour broker courses and apply for approval of their 3 years of full time experience as a salesperson.

Approval is granted presuming all requirements have been met.

A Certificate of Examination Eligibility will be issued.



**ALL APPLICANTS APPLYING FOR A REAL ESTATE LICENSE  
WHETHER AS A BROKER, BROKER-SALESPERSON OR SALESPERSON  
MUST BE A MINIMUM OF 18 YEARS OF AGE AND HAVE A HIGH SCHOOL  
EDUCATION OR EQUIVALENT**

**I AM APPLYING FOR A WAIVER OF THE:**

- 90 Hour Broker Education Course Requirement**
- Broker Experience Requirement - Three (3) years of full-time activity as a salesperson immediately preceding your application.**

**EDUCATION WAIVER APPLICANTS:**

- I am a citizen of New Jersey and an honorably discharged disabled veteran and have completed 225 course hours of study in real estate at an accredited college or university for credit. **[Attach the Certificates of Disability and Honorable Discharge and College/Graduate school transcript(s).]**
- I am an attorney-at-law currently licensed to practice in New Jersey. **(Attach Certificate of Good Standing issued by the Clerk of New Jersey Supreme Court. Certificate must be current and issued within 30 days of making application.)**
- I am a licensed broker of the State of \_\_\_\_\_ and have been so licensed and actively engaged in the real estate brokerage business for three years or more immediately preceding the date of this application; my activity is indicated on the reverse side. **(Attach an original copy of the License History from the licensing authority in US State where you are licensed as a resident broker. The License History must be current and issued within 30 days of making application.**

**NOTE: Your real estate license OR a certification of licensure, etc. is NOT, and cannot be used, as a substitute for your license history.**

**DEFINITIONS:**

**LICENSE HISTORY** – a document obtained from a Real Estate Commission validating you as a real estate professional in good standing depicting your real estate license “active dates” (mm/dd/yy). Differs from a Certification of Licensure because it gives exact details of all employing brokerages, actual dates (mm/dd/yy) employed by each brokerage, broker of record names, business contact information, etc. **MANDATORY FOR NJ BROKER WAIVER**

**CERTIFICATION OF LICENSURE** - a document validating you are a real estate professional in good standing. Depicts your real estate license time period. **Used for a NJ Salesperson waiver, NOT A NJ BROKER WAIVER**

**REAL ESTATE LICENSE** – An actual hardcopy license depicting your business name, license reference number and real estate license dates (mm/dd/yy). **Identification used for your daily real estate activities**

## **EXPERIENCE WAIVER APPLICANTS:**

- I am a citizen of New Jersey and an honorably discharged disabled veteran and have completed 225 course 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 Transcripts(s).
- I am a licensed broker of the State of \_\_\_\_\_ and have been so licensed and actively engaged in the real estate brokerage business for three years or more on a full-time basis immediately preceding the date of this application; my activity is indicated on reverse side. **(Attach an original copy of the License History from the licensing authority in US State where you are licensed as a resident broker. The License History must be current and issued within 30 days of making application.**

**NOTE: A real estate license OR a certification of licensure, etc. is NOT, and cannot be used, as a substitute for your license history.**

In order to qualify for licensure as a New Jersey Real Estate Broker, candidates are required to complete three separate courses totaling 150 hours of broker prelicensure education. Only the 90-hour general course may be waived for qualified persons.

ALL broker license candidates with the exception of qualifying disabled veterans must complete the two thirty hour courses on Ethics/Agency and Office Management and Related topics. See N.J.A.C. 11:5-2.1 (c) and (e).

### **ACTIVITY REPORT FOR BROKER WAIVER APPLICANT** **(Only list the last three (3) continuous years immediately prior to application)**

<b>APPLICATION TYPE</b>		<b>QUANTITY</b>	<b>DOLLAR VOLUME</b>
<b>SALES</b>	<b>HOME</b>		\$
	<b>LOT</b>		\$
	<b>ACREAGE</b>		\$
	<b>COMMERCIAL</b>		\$
	<b>INDUSTRIAL</b>		\$
	<b>LISTINGS SOLD</b>		\$
	<b>OTHER CATEGORIES</b>		\$
<b>LEASES</b>	<b>RESIDENTIAL</b>		\$
	<b>COMMERCIAL</b>		\$
	<b>INDUSTRIAL</b>		\$
	<b>SEASONAL</b>		\$
<b>MORTGAGES PROCESSED</b>	<b>RESIDENTIAL</b>		\$
	<b>COMMERCIAL</b>		\$
	<b>INDUSTRIAL</b>		\$

**If applicant exerts extensive experience in a specialized field, attach a separate sheet describing the specialized field and the nature and volume of transactions in details.**

## **CERTIFICATION**

- I hereby certify that the information contained on both sides of 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 and that I am a citizen of the United States or legally present in this country.
1. If a USA citizen, attach a copy of birth certificate or U.S. Passport expired or unexpired. If a legally present non-citizen, attach copy of INS FORM I-551 "Green Card".
  2. If you are applying as a NJ attorney or a disabled veteran you do not need to above such documentation.

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**Date** (mm/dd/yy)

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**PRINT** (Name of Applicant)

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**SIGN** (Name of Applicant)



**PRE-SUBMISSION CHECKLIST  
FOR  
NJ BROKER WAIVER APPLICATION**

1. Complete the waiver application in entirety. NOTE: Incomplete, illegible or missing documentation will be returned unprocessed.
2. Include all additionally requested materials (e.g. – license history, etc.)
3. Sign and date the waiver application
4. Enclose an application fee of \$25.00 made payable to:  
"STATE TREASURER OF NEW JERSEY"
  - a. Acceptable payment types: Broker, Attorney or Business account checks, certified or cashier's checks, or money orders.
  - b. Unacceptable payment types: **NO PERSONAL CHECKS OR CASH** otherwise will be returned with waiver application unprocessed.
  - c. \$25.00 application fee is non-refundable

**MAILING INFORMATION**

Send your completed broker education waiver application including related documentation and the \$25.00 application fee to:

**NEW JERSEY REAL ESTATE COMMISSION  
20 West State Street  
P.O. Box 328  
Trenton, New Jersey 08625-0328  
Attn: Education Bureau**