

## New York Salesperson Licensees

### NEW YORK SALESPERSON WANTING TO BECOME LICENSED AS A NEW JERSEY SALESPERSON

#### First Option:

Come to New Jersey and take the 75 hour pre-licensure course and follow the normal procedures for licensure. This includes:

- Attending all classes
- Passing a school final examination
- Passing the State examination (Candidates must pass both portions of exam simultaneously, this includes state and national)

#### Second Option:

1. If licensed prior to **July 1, 2008**, NY only required 45 hours, therefore you must take an additional 30 hours of a pre-licensed Broker's course (to meet the 75 hour requirement for NJ) associated with the licensed salesperson requirements for New York salesperson candidates in New York at a school approved by New York Department of State.
2. Complete a New Jersey Salesperson Waiver Application
3. Submit a current Certification of Licensure from the New York Department of State (an original document issued within 30 days)
4. Attach a transcript certifying to the successful completion of the 30 hour pre-licensed Broker's course (**only if #1 is applicable**).
5. Submit a money order or certified check for \$25.00 (non-refundable processing fee)

If your application is approved, you will be issued a Certificate of Eligibility which you must present to the test site center supervisor at the time of examination. In the meantime, PSI will send an email acknowledging that you have been approved and you may schedule your exam.

For more information call the NJ Real Estate Education Bureau at 609-292-7272 Ext. 50305 or [www.dobi.nj.gov](http://www.dobi.nj.gov)

State of New Jersey  
Department of Banking and Insurance

Real Estate Commission  
20 West State Street  
P.O. Box 328  
Trenton, NJ 08625-0328

www.dobi.nj.gov  
PHONE: 609-292-7272, EXTENSION 50596  
FAX: 609-292-0944



**SALESPERSON  
"EDUCATION WAIVER"  
APPLICATION**

**TO:** Applicants for Waiver of the Education Requirement for Licensure as NJ Real Estate Salesperson  
**FROM:** New Jersey Real Estate Commission (NJREC), Education Section  
**SUBJECT:** **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.S.A. 11:5-2.1(e)** provide for the waiving of this requirement in the following cases:

- 1.) **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-hours, or more, and such courses were completed within three (3) years of making application; **or**
  - 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 classroom hours, or more, 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 (3) years of making application.
- 2.) **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 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 a minimum of 75;
  - iv. The applicant qualified for licensure in that State by examination; and
  - v. The applicant was actively license in that State within three (3) years of applying for the waiver
- 3.) **Brokers** who have held a real estate broker's license issued by another State and who were actively engaged in the real estate brokerage business within three years immediately preceding the date of application;
- 4.) A **NJ real estate broker** who previously held a license and whose last license expired more than two (2) years ago, but less than five (5) years prior to application.
- 5.) **Attorneys-at-law** admitted to practice in NJ or in any other State, at the time of making application;
- 6.) In addition, if you are an **honorably discharged disabled veteran and a citizen of NJ** and have completed at least 75-hours of study in real estate at an accredited college or university for credit, you will qualify for both an initial and renewal license fee waiver. **See N.J.S.A. 45:15-11 and N.J.S.A. 11:5-2.1(a).**

**ALL APPLICANTS APPLYING FOR A REAL ESTATE LICENSE, WHETHER AS A BROKER, BROKER-SALESPERSON OR SALESPERSON, SHALL BE A MINIMUM OF 18 YEARS OF AGE & HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT.**



# SALESPERSON "EDUCATION WAIVER" APPLICATION (-continued-)

## I AM APPLYING FOR A NEW JERSEY SALESPERSON EDUCATION WAIVER BASED ON AT LEAST ONE OF THE FOLLOWING ACCEPTANCE CRITERIA:

- A. I am a citizen of New Jersey and an honorably discharged disabled veteran and have completed a minimum of 75-hours of study in real estate at an accredited college or university for credit.**  
Attach the following most current document(s) with the waiver:
  - 1.) USA military Honorable Discharge papers (DD-214),
  - 2.) USA military Certificate(s) of Disability (Veteran's hospital) listing all disabilities and associated total percentage(s) of each disability,
  - 3.) College/University/Graduate school transcript(s)
  
- B. I am an attorney-at-law licensed to practice in \_\_\_\_\_.**  
Attach the following most current document(s) with the waiver:
  - 1.) Certificate of Good Standing issued by the Clerk of the Supreme Court of the State in which you are admitted to practice. Must be current & received by the NJREC within 30-days.
  
- C. I am a licensed broker of the State of \_\_\_\_\_ who is actively licensed and engaged in real estate on a continuous full-time basis immediately preceding the date of this application.**  
Attach the following most current document(s) with the waiver:
  - 1.) Certification of Licensure, it is **NOT** your license. Must be current & received by the NJREC within 30-days.
  
- 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 or university in that State. The course consisted of 75 classroom hours, or more, of education and was sanctioned by the real estate licensing authority of that State. I was actively licensed in that State within three (3) years of applying for the waiver.**  
Attach the following most current document(s) with the waiver:
  - 2.) Certification of Licensure, it is **NOT** your license. Must be current & received by the NJREC within 30-days.

## IF APPLYING UNDER E, F & G (FORMAL ACCREDITED EDUCATIONAL WAIVER), (ATTACH A COPY OF YOUR COLLEGE/UNIVERSITY/GRADUATE SCHOOL TRANSCRIPTS)

- E. I have received a bachelor's or associate's degree in real estate from an accredited college/ university/ graduate school.**
  
- 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-hours or more and such courses were completed within three (3) years of making application.**
  
- G. I satisfactorily completed 75-hours, or more, of classroom course work in real estate or related subjects at an accredited college or university. At least 45-hours of coursework which consisted of instruction on real estate conducted as part of a post-graduate program which post entries were completed within three (3) years of making this waiver application.**

## EXPIRED BROKER LICENSE

- H. I previously held a license as a New Jersey real estate broker where the license expired more than two (2), but less than five (5) years prior to making this waiver application.**

**ALL APPLICANTS APPLYING FOR A REAL ESTATE LICENSE, WHETHER AS A BROKER, BROKER-SALESPERSON OR SALESPERSON, SHALL BE A MINIMUM OF 18 YEARS OF AGE & HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT.**

**I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS WAIVER APPLICATION AND RELEVANT ATTACHMENTS ARE COMPLETELY TRUE AND CORRECT AND THE NJREC MAY RELY ON ITS TRUTHFULNESS IN CONSIDERING THIS APPLICATION. I FURTHER CERTIFY I AM AT LEAST 18 YEARS OF AGE AND HAVE A LEGITIMATE HIGH SCHOOL DIPLOMA OR HIGH SCHOOL EQUIVALENCY.**

\_\_\_\_\_  
Date (mm/dd/yy)

\_\_\_\_\_  
PRINT NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF NAME OF APPLICANT

# TO EXPEDITE THE PROCESSING OF YOUR NJ SALESPERSON EDUCATION WAIVER APPLICATION

Prior to submission of your NJ salesperson education waiver application, please remember to comply with the following NJREC requirements:

- A. Complete the NJ Salesperson education waiver application in entirety.  
NOTE: Any incomplete, incorrect, illegible or missing documentation and/or information can halt processing and/or potentially result in the return of the application package minus the non-refundable \$25.00 application fee.
- B. All completed applications must have your full legal name (First, Middle Initial, Last Name), both printed and signed, and the date (mm/dd/yyyy) completed.
- C. Obtain a valid "original" Certificate of Licensure (COL), or License History (For Broker to Salesperson) from the Real Estate Commission of the jurisdiction you are applying from. Do not have your Real Estate Commission send the COL to the NJREC. The "original" COL must be part of your NJ salesperson's waiver application package submission. Your real estate license is not an acceptable substitute for an official COL  
NOTE: The Real Estate Commission's COL cannot exceed 30 days, otherwise a new COL will be required. 30 calendar days is identified as the period of time from date of issue to receipt by the NJREC Education Bureau.
- D. Completion of additional hours may be required to meet the New Jersey salesperson 75-hour licensing requirement. If so, you must obtain, and submit, a valid and "original" school completion certificate(s), or transcript(s).  
The only acceptable alternative(s) to meet the minimal 75-hour requirement are as follows:  
aa.) NJREC approved 15-hour "refresher" course available at most NJREC approved real estate schools;  
bb.) Certificates, or transcripts, of additional Broker only pre-licensure course hours.  
NOTE: Courses hours completed in NJ must be physically taken at an approved NJREC real Estate school. **HOWEVER**, on-line course hours will be accepted only if the Real Estate Commission of the non- New Jersey jurisdiction, in which you hold your real estate license, approves of on-line real estate broker only pre-licensure courses.
- E. Include the \$25.00 salesperson waiver non-refundable application fee. Details as follows:
- Only "**ACCEPTABLE**" payment types: Business check, bank cashier or certified check or money order.
  - Make acceptable payment types payable to: "STATE TREASURER OF NEW JERSEY"
  - "**UNACCEPTABLE**" payment types: personal checks, cash, credit cards
- F. Submit all "original" documentation, namely your NJ Salesperson education waiver application, COL, \$25.00 application fee, and any related documents, as a complete package, NOT as individual pieces, to:

**NEW JERSEY REAL ESTATE COMMISSION**  
20 West State Street  
P.O. Box 328  
Trenton, New Jersey 08625-0328  
Attn: Stephen Thompson, NJREC Education Bureau, 7<sup>th</sup> floor