INFORMATION FOR NEW YORK REAL ESTATE LICENSEES THAT ARE INTERESTED IN OBTAINING A NEW JERSEY REAL ESTATE SALESPERSON LICENSE

Option 1: Waive NJ's 75 hour salesperson prelicensure course

Minimum Qualifications: You must be at least 18 years old, have a HS diploma/GED/equivalent, and either be actively licensed in NY or actively licensed at sometime within the last three years

Step 1: Determine your educational status

IF you were initially licensed as a NY salesperson **in or prior to 2008** (when 45 hours of prelicensure education were required) you must complete 30 hours of courses to make up the difference to NJ's 75 hour prelicensure requirement. You can either complete the 30 hour refresher course offered by NJ prelicensure schools, 30 hours of courses that would lead towards broker licensure in NY or the 15 hour NJ refresher course and 15 hours of NY broker courses

IF you were initially licensed as a NY salesperson **after 2008** when 75 hours of prelicensure education were required OR you are licensed in broker status in NY, no supplementary education / courses are required to proceed with the waiver

Step 2: Submit a salesperson education waiver application (found on the Real Estate Commission's website's Applications and Forms page, under the section "Waivers / Experience Reports")

Mail the application, completed in entirety, along with the following items in a single envelope to the mailing address on the application:

$25 application fee in one of the acceptable payment types

License Certification from NY (can be ordered by mail through the New York Department of State, Division of Licensing Services)

Course completion certificate showing completion of 30 hours of courses (if applicable as per Step 1)

You will receive an email to the email address you provide on the application, either with information regarding approval, or with information to correct your submission if your application is incorrect or incomplete

On the day that your application for the waiver of the 75 hour course is approved via email, you will have one year of eligibility to complete Steps 3-5

Step 3: Schedule and pass the NJ state salesperson's combo (state and national questions) exam

Approval email will have required information for you to schedule the exam

Exam scheduling and proctoring is administered by PSI, and the exam can be challenged as many times as needed to pass within your period of eligibility

Exam can be challenged remotely via personal computer or at a PSI testing center

Step 4: Schedule and complete a fingerprint and background check with Identogo

Waiver approval letter has required information to schedule a fingerprinting appointment

Step 5: Submit an application for your salesperson's license in NJ with a brokerage that is licensed in NJ

Online applications can be submitted by the brokerage for your license and are strongly recommended and preferred

Online applications must be submitted online by a brokerage within a year of having your waiver application approved, and paper applications need to be postmarked within a year of having your waiver application approved.

You can only begin to do real estate business as a salesperson in NJ when you have an application for your license itself (not just the waiver application) approved and you are an actively licensed salesperson.

Option 2: Complete NJ's 75 hour salesperson prelicensure course

Step 1: Take the 75 hour salesperson prelicensure course offered by NJ prelicensure schools. Complete the school exam proctored in accordance with that school's policy at the conclusion of the course

On the day that you successfully complete the 75 hour prelicensure course and school exam, you will have one year of eligibility to complete Steps 2-4

Step 2: Schedule and pass the NJ state salesperson's combo (state and national questions) exam

Course completion certificate will have the required information to schedule an exam

Exam scheduling and proctoring is administered by PSI, and the exam can be challenged as many times as needed to pass within your period of eligibility

Step 3: Schedule and complete a fingerprint and background check with Identogo

Score report has required information to schedule a fingerprinting appointment

Step 4: Submit an application for your salesperson's license in NJ with a brokerage that is licensed in NJ

Online applications can be submitted by the brokerage for your license and are strongly recommended and preferred

Online applications must be submitted online by a brokerage within a year of completing the prelicensure course, and paper applications need to be postmarked within a year of completing the prelicensure course.

You can only begin to do real estate business as a salesperson in NJ when you have an application for your license itself approved and you are an actively licensed salesperson.