



## 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:**

**LEGAL ENTITIES**

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• If you are or were licensed in a non-reciprocal state or took no exam in a reciprocal state:<br/>                 Select: <a href="#">Applicants With Out-Of-State Courses</a></li> </ul> | <ul style="list-style-type: none"> <li>• All Attorney Applicants:<br/>                 Select: <a href="#">Attorney Applicants</a></li> </ul> | <ul style="list-style-type: none"> <li>• <b>IMPORTANT NOTE:</b> 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: <a href="#">Legal Entity Application</a></li> </ul> |
|--|---|---|

**READ THE CONNECTICUT REAL ESTATE LICENSING LAWS & REGULATIONS** Website: [www.ct.gov/dcp](http://www.ct.gov/dcp) Download copy

### APPLICATION REQUIREMENTS

**STATE PORTION OF EXAM  
 REQUIRED FOR SOME**

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.

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.)

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

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. <input type="checkbox"/> Fees:	<b>Application</b>	<b>BROKER: \$120.00</b>	<b>SALESPERSON: \$ 80.00</b>
	<b>Initial License</b>	<b>\$450.00</b>	<b>\$225.00</b>
	<b>Guaranty Fund</b>	<b>\$ 20.00*</b>	<b>\$ 20.00</b>

\*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](http://www.psiexams.com)  
**PSI Telephone**  
**1-800-733-9267**



## 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

### 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

### 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

### 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

### FLORIDA DIVISION OF REAL ESTATE

**FL & CT Applicants - Licensing Law Exam Required**

**Website:** [www.myflorida.com/dbpr](http://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

### NEBRASKA REAL ESTATE COMMISSION

**Website:** <http://www.nrec.state.ne.us/>

Telephone: (402) 471-2004

### GEORGIA REAL ESTATE COMMISSION

**Website form to request GA Certification of License History:**

[http://www.grec.state.ga.us/info/license\\_history\\_enter\\_number](http://www.grec.state.ga.us/info/license_history_enter_number)

Telephone: (404) 656-3916

### 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

### 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

### 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](https://www.com.state.oh.us/real/documents/COM_Certificate-of-Licensure_Request_Form.pdf)

Telephone: (614) 466-4100

### 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

### 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](http://www.dbr.ri.gov/documents/divisions/commlicensing/realestate/RE-Request_for_Certificate_of_Licensure.pdf)

Telephone: (401) 222-2246