

## **Real Estate Instructor License Information**

**NOTE:** As used below, the term “brokers” includes broker-salesperson and associates-brokers if that is the corresponding term used in the applicant’s state of licensure.

### **Basic Qualifications**

- A. All applicants must be 18 years of age or older and have a background of good moral character (N.J.A.C. 11:5-2.2 (k)1)
- B. All applicants must either:
- Hold a Bachelor’s degree from an accredited college/university; or
  - Have been continuously licensed as a New Jersey real estate broker for the two years immediately preceding application; or
  - Have been continuously as a broker in another state for the three years immediately preceding application.

### **Education Requirements**

- A. All applicants must complete the full 150 hours of broker pre-licensure education prescribed by N.J.A.C 11:5-2.1(g) except:
1. Persons who have held a New Jersey broker licenses for the two years immediately preceding application and who, to qualify for that license completed the 150 hours of broker pre-licensure education.
  2. The following applicants, who must complete the two 30 hour broker pre-licensure education courses prescribed by N.J.A.C. 11:5-2.1(g), but not the 90 hour general broker pre-licensure education courses are:
    - New Jersey broker licensees who have been licensed as such for the two years immediately preceding application who have not previously completed those two 30 hour broker pre-licensure education courses;
    - Licensed brokers from other states who have been licensed as such for the three years immediately preceding application.

## **Examinations Requirement**

**A.** All applicants must pass the instructor license examination and apply for the license within one year of the issuance on the Certificate of Examination Eligibility.

The Instructor's license examination consists of questions regarding:

- General real estate knowledge
- Rules and Regulations
- General adult teaching methods

**NOTE:** Applicants should undertake independent study on teaching methods by referring to any textbook on "Teaching to Adults" available at any bookstore.

**B.** To take the exam, you must first be issued a Certificate of Examination Eligibility. To obtain such a certificate you must submit a written request to the address indicated below, AND;

1. If you have been licensed as a New Jersey broker for the last two years and you qualify for that by completing the full 150 hours of broker pre-licensure education, specify your real estate license reference number in your letter; or
2. If you have not taken the two 30 hour broker pre-licensure education courses prescribed by N.J.A.C. 11:5-2.1(g) but have been licensed as a New Jersey broker for the last two years, or as a broker in another state for the last three years, submit with your letter a completed and fully executed school certificate evidencing your successful completion of those two 30 hour broker courses. In addition, if you are a non-New Jersey broker you must submit with your request a current license certification from the state in which you are licensed as a broker; or
3. If 1 or 2 above do not apply, submit with your letter both a school certificate confirming completion of the full 150 hours of broker pre-licensure education and a college transcript evidencing the issuance of a bachelor's degree.

**NOTE:** In the case of a New Jersey Attorney, a certificate of good standing from the New Jersey Supreme Court should be substituted for the college transcript.

4. If you are not a current holder of a New Jersey real estate license, you must also submit proof of citizenship or legal presence. Submit a copy of your birth certificate or US passport (current or expired).

**C.** Information on arranging to take the exam will be supplied to qualified candidates with an eligibility certificate.

D. After passing the examination and prior to the issuance of your instructor's license, you will be required to do the following:

- Complete a fingerprint process
- Attend a mandatory seminar
- Complete an application
- Submit the license fee

### **Seminar Requirement**

Seminars are conducted approximately twice a year. Information regarding the seminar and all related documents will be forwarded to you prior to the seminar. Instructor applicants must present a completed application and license fee on the day of the seminar.

After having attended the seminar and presuming all other requirements including that relating to your good character have been satisfied an instructor license will be issued.

### **General Information**

1. Instructor licenses are issued for two years, with the term beginning in March and expiring in February 2 years later.

**Example:** Issuance date: March 1, 2011      Expires: February 28, 2013

2. All licensees must attend a mandatory continuing education seminar conducted by the REC, prior to license renewals.
3. Live Scan Fingerprint Process: \$70.25
4. The fee for the Instructor license for the two-year license term is \$250.00

License fee:	\$200.00
Application fee:	<u>\$ 50.00</u>
	\$ 250.00

**Note:** Fee for the **second half** of the licensing term is \$ 150.00. Fees are subject to change.

5. For a list of licensed schools offering broker pre-licensure courses please visit our website at [www.njdoebi.org](http://www.njdoebi.org).

6. To request an instructor Certificate of Examination Eligibility, send a written request to:

New Jersey Real Estate Commission  
PO Box 328  
Trenton, NJ 08625-0328  
Attention: Education Bureau

**Note: All information and forms are on our website [www.njdobi.org](http://www.njdobi.org)**