

Blueprint and Deadlines for Obtaining an Alabama Real Estate License

The Commission staff want you to be successful in acquiring your license. However, this is your license and it is essential that you plan ahead. If you have questions or concerns about meeting deadlines, feel free to contact us **before** the deadline to allow time for possible remedy. We cannot help once a deadline has been missed.

ID Number Registration: In order to pursue licensing with the Commission, you must pre-register by following the instructions on the ID Number Registration page of our website. Pre-registering gives the Commission your contact information and allows you access to your electronic file so that the Commission may engage with you and begin collecting the necessary information and verifications in order to, ultimately, issue your license. Your ID number is necessary to:

- have your prelicense course completion submitted to the Commission,
- schedule the license examination and have those results shared with the Commission,
- apply for your real estate license, and
- schedule your appointment to be fingerprinted and for those results to be shared with the Commission.

General Applicant Requirements: Persons must be 19 or older when a license is issued; must have a high school diploma or equivalent; must have legal status in the United States; and, if convicted of a felony or crime involving moral turpitude, must appear before the Commission.

Determination of Eligibility: If you have ever been convicted of a crime and are concerned that you may not be considered eligible for a real estate license, you may seek the Commission's consideration of your criminal history. You may do this PRIOR to expending your time and money taking prelicense coursework and the license examination. Go to the Application for Determination of Licensing Eligibility to find information about this process. You will need to pursue the fingerprint-based criminal background history process described below, as well.

Prelicense Education: Tools to help choose a school for the prelicense course include Course Search and Examination Pass Rates.

- **Salesperson License Requirements:** Completion of the 60 clock hour salesperson prelicense course approved by the Commission. Applicants must take and pass the salesperson license examination within 6 months of course completion.
- **Broker License Requirements:** Completion of a 60 clock hour broker prelicense course approved by the Commission plus holding an active salesperson license for 24 of the 36 months prior to application. Applicants must take and pass the broker license examination within 6 months of course completion.
- **Reciprocal Salesperson* Requirements:** Completion of the 6 clock hour reciprocal salesperson prelicense course covering Alabama License Law. Applicants must take and pass the reciprocal salesperson license examination on Alabama License Law within 6 months of course completion.

felony, you will be required to submit court documents concerning your conviction. These are in addition to the FBI report that we will get. These are your responsibility. We recommend that you expedite your application process by proceeding to obtain these court documents as early as possible.

License Issuance: Alabama real estate license applicants may not engage in real estate business until their license has been issued to their qualifying broker. Salespersons and associate brokers cannot print their license. Issuance will be verified to the applicant by an email. Qualifying brokers may not engage in business until the Commission has issued all licenses appropriate to the manner in which you are doing business.

- **Temporary Salespersons:** These licenses are, as noted, temporary. They expire one year after issuance. Within that one year, the 30 clock hour post license course must be completed AND the application with fee for an original salesperson license must be submitted to the Commission.
 - **Active temporary salesperson licenses**—temporary salesperson licenses may only be active within the first six months of their issuance unless the post license course and application for original license are successfully completed. Therefore, if you want to be actively engaged in licensed activity past the first six months, you must complete your post license course and submit your license application and fee. If you do not complete these things in the first six months, your license will be placed on inactive status and you will not be able to use it. In any event, you should complete the post license course **and** make application for your original salesperson license before your temporary salesperson license expires.
- **Important Deadline!** If the application for original salesperson license, with all required materials, is not received by the Commission within one year from temporary salesperson license issuance, your license will expire and you will have to start the process over completely as if you never had a license. This is state law. The deadline cannot be waived because there is no hardship provision in License Law. Plan ahead. Should you miss the deadline, you need to start over.