



BECOME A BROKER COURSE CHECKLIST

Use the following checklist to mark what you've already taken.

COURSE CHECKLIST

8 courses are required. You've taken at least 3 courses if you're a sales agent. Determine the courses you need to take. Then, order the courses you still need by contacting us.

- | | |
|-------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Real Estate Practice | <input type="checkbox"/> Real Estate Principles |
| <input type="checkbox"/> Real Estate Finance | <input type="checkbox"/> Real Estate Economics |
| <input type="checkbox"/> Real Estate Appraisal | <input type="checkbox"/> Elective (we offer Mtg Loan Brokering and Lending) |
| <input type="checkbox"/> Legal Aspects of Real Estate | <input type="checkbox"/> Elective (we offer Property Management) |

If you don't remember what courses you took, follow steps 1, 2 and 3 below.

1 CALL THE DRE'S INTERACTIVE VOICE RESPONSE (IVR) LINE

The DRE's IVR line locates your licensing course information by asking you questions. Speak your answers, or press the numbers on your keypad when prompted. Have the last 4 digits of your Social Security Number ready before calling.

1. Call DRE's IVR line at **877.373.4542**.
2. Press **1 for English** or **2 for Spanish**.
3. Say **"Licensee"**.
4. When prompted for your license number and code, say "I don't have it".
5. Enter the last 4 digits of your **Social Security Number** and your **Date of Birth** (MMDDYY).
6. Listen to your information, then say **"My Qualifications"**.
7. The automated system will read off the courses you've taken. Check these courses off the list.

If you identify the courses you took, your search is done. Contact **first tuesday** and order the additional courses you need to become a broker. If not, proceed to Step 2.

2 CONTACT PAST SCHOOLS

If the DRE does not have the course information call the schools you took your licensing courses with. Ask them for copies of your licensing course certificates. **Check these courses off the list.**

If you identify the courses you took, your search is done. Contact **first tuesday** and order the additional courses you need to become a broker. If not, proceed to Step 3.

3 COLLEGE TRANSCRIPTS

Review your college transcripts. You can petition DRE to accept some college courses, as your electives. **Check these courses off the list.** Contact **first tuesday** and order the additional courses you need to become a broker.