



BROKER LICENSING KIT

Unleash your inner broker

1

EDUCATION

In total, you need 8 licensing courses to qualify to take the California Bureau of Real Estate (CalBRE) Broker Exam. You completed 3 courses to become a sales agent, so you need to complete 5 more courses. *Don't remember which courses you previously completed? Go to page 4 for directions on how to get that information.*

2

EXPERIENCE REQUIREMENTS

You need 2 years' full-time sales agent experience in the last 5 years. You may petition CalBRE to accept 2 years' alternative experience, such as experience as an appraiser, property manager or real estate agent in another state. *Alternatively, you may submit proof of a bachelor's degree with a major or minor in real estate.*

3

ORDER YOUR COURSES

first tuesday courses are homestudy correspondence courses. You receive the materials in print and online. Online access is instant. Printed books arrive within 5-7 business days.

4

STUDY YOUR MATERIALS

Study your materials. The minimum study time is 18 days per course. You need to complete the courses within 1 year. Take quizzes online. Check your comprehension using answer keys provided online.

5

PASS YOUR COURSE EXAMS ONLINE

All exams are online and open book. Each course exam has 100 multiple choice questions taken in 2 hours and 30 minutes. You may take your course exams as many times as you need to pass within your 1-year enrollment period. Print all your **Certificates of Completion**.

6

APPLY FOR THE BROKER STATE EXAM AND LICENSE

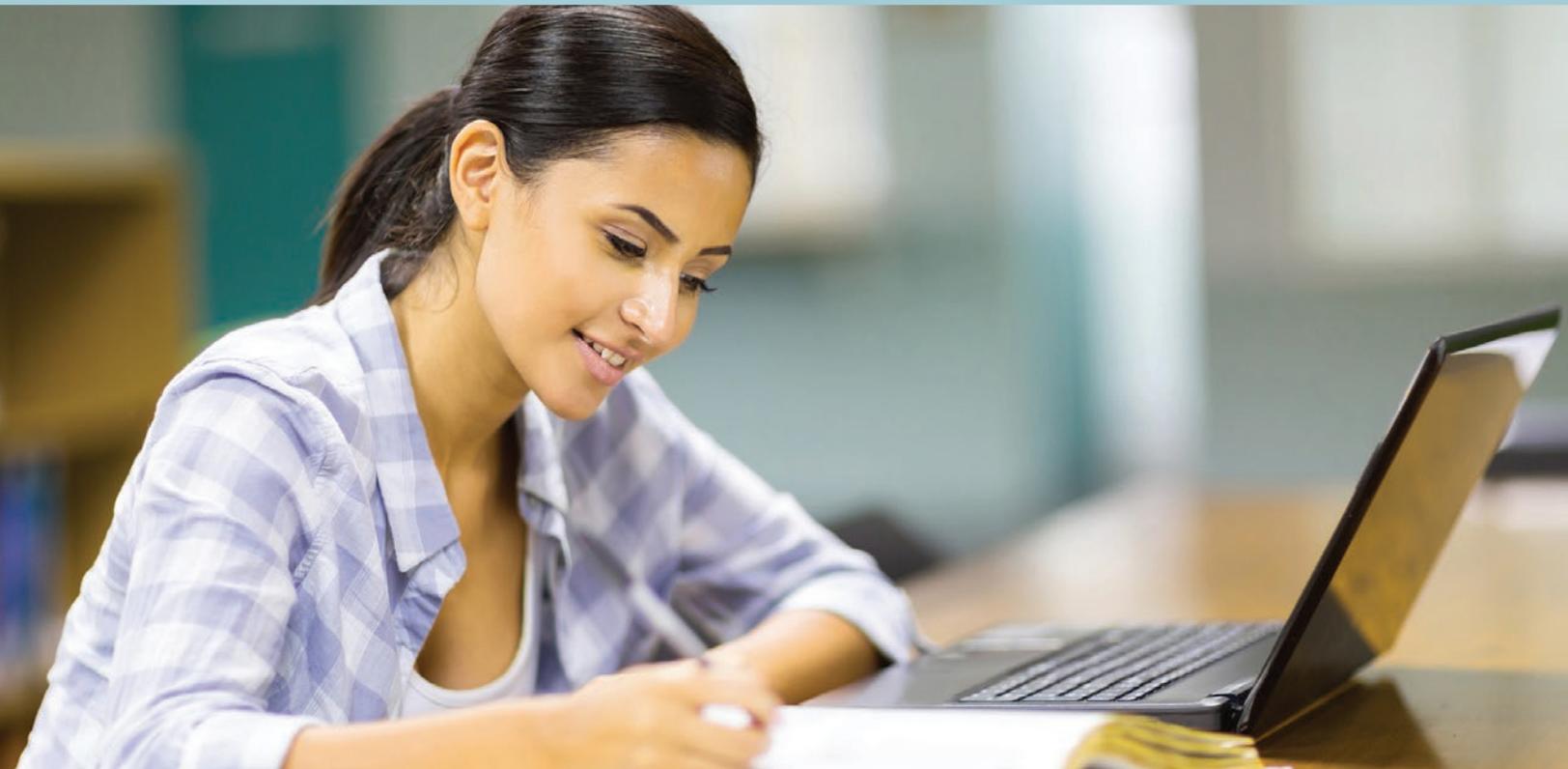
CalBRE processing time: 3-6 weeks. You have 2 years to pass the State Exam. Fill out and sign [RE 436](#) and [RE 226](#) or [RE 227](#).

* Alternatively, you may apply for the exam now, and the license after you pass the exam. See the infographic at firsttuesday.us/brokerlicensing for more details.

7

GET YOUR FINGERPRINTS TAKEN

- Fill out 3 copies of [RE 237](#).
- Take all 3 copies of [RE 237](#) to a Live Scan service provider.
- Pay the provider a \$20-\$40 Live Scan Rolling Fee and a \$49 fingerprint processing fee.





8

WHAT TO MAIL?

Send the completed [RE 436](#) and [RE 226](#) or [RE 227](#), the \$395 exam and licensing fee by check payable to “Bureau of Real Estate” or by credit card using [RE 909](#), one copy of [RE 237](#) and your course certificates to:

Bureau of Real Estate
Examination Section
PO Box 137001
Sacramento, CA 95813-7001

You will receive a letter from CalBRE clearing you for the state exam. Schedule your State Exam date and location by registering for an eLicensing account at bre.ca.gov.

9

PREPARING FOR THE STATE EXAM

- Review [first tuesday's](#) Real Estate Flash Cards online
- Review your Broker State Exam Prep Book*
- Attend a Live Broker Exam Prep Course*

* Premium study tool, not included in all packages

10

TAKE THE BROKER STATE EXAM

- Take only your current government-issued photo ID into the room – nothing else.
- Receive your exam results immediately on completion.

When you pass, you will receive your real estate broker license.



BECOME A BROKER COURSE CHECKLIST

8 courses are required. You've taken at least 3 courses if you're a sales agent. Use the following checklist to mark what you've already taken. 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 Escrows) |
| <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 CALBRE'S INTERACTIVE VOICE RESPONSE (IVR) LINE

The CalBRE has your sales agent licensing information. The CalBRE's IVR line locates your course information by asking you questions. Speak your answers, or press the numbers on your keypad when prompted. Have your Social Security Number ready before calling.

1. Call CalBRE's IVR line at **877.373.4542**
2. Press **1 for English** or **2 for Spanish**
3. Say **"Licensee"**
4. Enter your **Social Security Number** and your **Date of Birth** (MMDDYY)
5. Listen to your information, then say **"My Qualifications"**
6. 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

Call the schools you took your licensing courses with if the CalBRE does not have the course information. 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 CalBRE 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.

CONTACT US

first tuesday

Find us on the web

firsttuesday.us

firsttuesdayjournal.com

Email us

customerservice@firsttuesday.us

editorial@firsttuesday.us

Call us

951.781.7300

Visit us

3474 Niki Way, Riverside, CA 92507

Hours of operation

Monday - Friday, 8:30 AM - 5:00 PM PST

CalBRE

Find them on the web

bre.ca.gov

Information line

877.373.4542

Examination mail

PO Box 137001, Sacramento, CA 95813-7001

Original License mail

PO Box 137002, Sacramento, CA 95813-7002

Hours of operation

Monday - Friday, 8:00 AM - 5:00 PM PST

Starting at
\$249
for 5 courses

MONEY WELL SPENT

Why **first tuesday** broker licensing courses?

- ✓ Our homestudy courses can be completed at home or the office, at your own pace.
- ✓ Help with your questions about course content, from our full-time editorial staff.
- ✓ Assistance with the licensing process — from start to finish.
- ✓ State exam prep courses and study aids available.
- ✓ FREE services with enrollment: 400+ real estate forms; the **first tuesday Journal**; FARM letter copy and templates; market charts; our 16-volume Realtipedia.

Order your licensing courses

Go online to firsttuesday.us/brokerlicensing.

Call **951.781.7300** Mon. - Fri., 8:30 AM to 5:00 PM PST.