



## SALESPERSON PRE-LICENSING CHECKLIST

If you have been convicted of a felony, you will need to follow the [felony applicant process](#).

This checklist will help you navigate the process of obtaining a salesperson license. This checklist is for your use and does not have to be submitted to the Louisiana Real Estate Commission (LREC).

- Step 1:** Create an account on the [Online Reporting System](#) to obtain an “Applicant ID.” You will need to give your Applicant ID number to the real estate school where you take your pre-licensing education with so that your education can be reported to the LREC.
- Step 2:** Complete the [90-hour Real Estate 101 course](#). This course may be taken in a live classroom or Internet-based format.
- Step 3:** Once you have completed your pre-license education turn in your certificate of completion, [Salesperson License Application Part A](#), and the required fee. *Do not pay any Errors and Omissions Insurance fees at this stage, this is done later in the process.*
- Step 4:** The LREC will issue you an Exam Authorization Form with the information you will need to give to PSI to set up your exam.
- Step 5:** You must contact PSI to create an account and schedule your exam date/time. Bring your Exam Authorization Form with you when you go to the exam center.
- Step 6:** Take the exam consisting of both state and national portions.
  - If you fail either or both portions of the exam you must request a new Exam Authorization Form and pay the required fee. Return to Step 3.
- Step 7:** Once you have passed both portions of the exam, turn the test results given to you by PSI in to the LREC.
- OPTIONAL:** If you do not plan on practicing real estate immediately and/or do not have a sponsoring broker, you may have your license issued in the Inactive status. To do so, fill out the [Request to Issue in the Inactive License Status form](#).
- Step 8:** If you plan to practice real estate immediately, order your [Background Check](#) from the LREC website, turn in the [Initial Real Estate License Application - Part B](#) and proof/payment of your Errors and Omissions Insurance coverage.
  - You can purchase your E&O Insurance through the LREC group policy by remitting payment in the appropriate amount based on the pro-rated premium chart on the Part B form.
  - You can also choose to purchase your E&O from a source other than the LREC group policy. If you choose this option, you will need to complete and turn in an [Independent Errors and Omissions Insurance form](#). You will also need to furnish a declarations page from your insurer.