

Arkansas Real Estate Commission (AREC)

612 South Summit Street
Little Rock, AR 72201-4740

Phone: (501) 683-8010 Fax: (501) 683-8020

COMPLETE THE APPLICATION FORM AND SEND TO THE ABOVE ADDRESS. MAKE SURE ALL REQUIRED DOCUMENTS AS SHOWN BELOW ARE ATTACHED.

1. SUBMIT THE FOLLOWING:

- **Fee:** cashier's check or signed money order payable to "AREC" in the total amount of \$50.00. Some candidates may qualify for a waiver of the application fee. See page 2 for details on Workforce Expansion Act Waivers.
- **Age of Majority:** Proof of attainment of age of majority (18); [copy of Driver's License, copy of Birth Certificate, or other acceptable document];
- **Background Check Acknowledgment Form**

2. EDUCATIONAL REQUIREMENTS:

Official transcript or original certificate(s) indicating successful completion of the following requirement:

SALESPERSON APPLICANT:

Sixty (60) hours of real estate education, of which thirty (30) hours must be in the basic principles of real estate, from an accredited post-secondary school or a school or organization licensed by the Arkansas Real Estate Commission or a school or organization approved by a real estate licensing jurisdiction deemed equivalent by the Commission. [ACA Sect. 17-42-303 and Commission Regulation 4.1];

BROKER APPLICANT:

Sixty (60) hours of real estate education, of which forty-five (45) hours must be the Commission developed Broker Pre-License Course, completed within thirty-six (36) months immediately preceding the date of application, from an accredited post-secondary school or a school or organization licensed by the Arkansas Real Estate Commission or a school or organization approved by a real estate licensing jurisdiction deemed equivalent by the Commission [ACA Sect. 17-42-303];

3. BROKER APPLICANT EXPERIENCE REQUIREMENT:

Proof that applicant has been licensed as an active real estate salesperson or broker for a period of not less than twenty-four (24) months within the previous forty-eight (48) month period immediately preceding the date of application and demonstration that the applicant has gained experience in the real estate business equal to that which would be gained by a person engaged in the real estate business on a full time basis during a minimum two year period of time. However, upon written request such experience requirement may be waived for a real estate broker applicant who meets certain requirements as specified by the Commission.

4. STATE AND FEDERAL BACKGROUND CHECK:

A State and Federal Background Check will be initiated **after** the application is processed by the Commission.

5. MILITARY MEMBERS, VETERANS, AND SPOUSES:

Active duty military members, returning military veterans and spouses may qualify for expedited application processing. Those active duty military members; returning military veterans and spouses who **hold a substantially equivalent real estate license issued by another jurisdiction** may qualify for automatic licensure under A.C.A. § 17-1-106. Please contact the AREC for additional information.

6. REINSTATEMENT OF PREVIOUS LICENSE:

Applicants who have previously held an Arkansas real estate license may qualify for waivers of certain application requirements under Arkansas law A.C.A. § 17-1-107. Please contact the AREC for additional information.

*DO NOT SCHEDULE YOUR EXAM UNTIL YOU HAVE RECEIVED THE AUTHORIZATION TO TEST LETTER.
An Authorization to Test letter will be sent to each person who is eligible for examination.
The Authorization to Test letter includes instructions for making your exam reservation.*

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APPLICATION FOR REAL ESTATE LICENSE EXAMINATION

Check one: Salesperson Broker

Instructions: This application must be completed, signed and notarized. Each question must be answered and the necessary documentation and fees attached or the application will be returned to the applicant.

1. NAME OF APPLICANT: *(as stated on driver's license)*

LAST NAME	FIRST	MIDDLE	MAIDEN

2. DATE OF BIRTH	MO	DAY	YEAR	SEX	M/F	SOCIAL SECURITY NUMBER
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DRIVERS LICENSE NUMBER	STATE OF ISSUE	RACE	STATE OF BIRTH
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3. MAILING ADDRESS: STREET ADDRESS *(If applicable, please include the following information - Apartment/Suite/Floor #)* PO BOX NUMBER

CITY ()	STATE	ZIP CODE+4 ()
DAYTIME PHONE NUMBER	CELL PHONE NUMBER	EMAIL ADDRESS

<p>4. After the initiation of an investigation, hearing, or other administrative action, have you had a professional, vocational or occupational license, permit, certification or registration denied, revoked, suspended, cancelled, surrendered, or subject to any sanctions, including probation? (If you responded Yes, provide a written report. The report should include the date of the action, name and address of the regulatory agency which has taken the action, and copies of the documents pertaining thereto. The report should also include your explanation of the circumstances which led to the action, along with any additional information you wish to submit.)</p>	YES	NO
<p>5. Have you ever been convicted of any crime other than a traffic violation? Being convicted shall include all instances in which a Plea of guilty or nolo contendere or finding of guilt is the basis for the conviction, and all proceedings in which the sentence has been deferred or suspended. (If you responded Yes, provide a written report of the conviction which should include the date of the offense and of the conviction, the name and address of the court, the specific crime of which convicted or to which a guilty plea or nolo contendere (no contest) was entered, the fine, penalty and/or other sanctions imposed, and copies of the charging document and judgment of conviction or other disposition including probation or suspension of sentence. All requested documents and reports must be included with the application.) IF YOU DO NOT FULLY UNDERSTAND THIS QUESTION, CONSULT WITH AN ATTORNEY.</p>	YES	NO
<p>6. Are there any pending lawsuits filed against you or have you ever had a judgment entered against you for fraud, deceit, dishonesty, misrepresentation, or conversion of property including money belonging to another in any civil proceedings? (If you responded Yes, provide a written report which should include a complete statement of the charges and facts, together with dates, name and location of the court in which the proceedings were held or are pending.)</p>	YES	NO
<p>7. Are there any judgments against you? (If you responded Yes, provide a written report which should include a copy of the unsatisfied judgment.)</p>	YES	NO
<p>8. Are you now licensed or have you ever been licensed in real estate in Arkansas or any other jurisdiction? (If you responded Yes, list all such jurisdictions and provide a certified License History from the official record of all those jurisdictions except Arkansas.)</p>	YES	NO
<p>9. Are you or your spouse an active duty military member or returning military veteran? (If you responded Yes, please provide a copy of your current military identification card. Additional documentation may be necessary.)</p>	YES	NO

10. A.C.A. § 17-1-104 requires agencies that issue professional licenses to record and forward applicant's Social Security Number to Child Support Enforcement.

For that reason, it is mandatory that an applicant for an Arkansas real estate license disclose his/her Social Security Number. Social Security Numbers will be transferred to the Arkansas Office of Child Support Enforcement for Child Support Purposes. Social Security Numbers shall not be disclosed publicly and are exempt from open records requirements of the Freedom of Information Act. Disclosure of Social Security Numbers without the consent of the individual is a Class B misdemeanor. Failure of an applicant to state his/her Social Security Number in an application for a real estate license will result in the denial of the license.

ATTACH PROOF OF THE FOLLOWING:

- A. Attainment of age of majority (18) (Copy of driver's license, copy of birth certificate, or other acceptable document)**
- B. Successful completion of education requirements**
(Original certificate(s), or certified copies, or other documentation satisfactory to the Commission)
- C. Successful completion of experience requirements for broker applicants**
(Completion of Broker Experience Form and certified license history if experience requirement was met in another jurisdiction)
- D. Background Check Acknowledgment Form**

28 CFR § 16.34 – Procedure to obtain change, correction, or updating of identification records.

If, after viewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wish changes, corrections, or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Service (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

By placing my signature below I certify that I have read each paragraph above and acknowledge each disclosure, that all information provided in this application is true and correct, and that the Arkansas Real Estate Commission may rely on its truthfulness in considering this application. I further give my consent for the Arkansas State Police and the Federal Bureau of Investigations to conduct a criminal record search and to release any results to: **Arkansas Real Estate Commission**, 612 South Summit Street, Little Rock, Arkansas 72201-4740

SIGNATURE

DATE (MONTH/DAY/YEAR)

NO REQUEST WILL BE PROCESSED WITHOUT A NOTARIZED SIGNATURE.

State of _____

County of _____

Subscribed and sworn before me, a Notary Public, in and for the

county and state aforesaid, this the _____ day of

_____, 20____.

NOTARY SEAL

NOTARY PUBLIC SIGNATURE