

Evaluation results:

Board/Commission: Real Estate Commission

License Type: Real Estate Salesperson-Standard

Obtained By: Examination

CheckList Name	Instructions
Application	Please follow all directions. Any discrepancies will cause a delay in the issuance of a license. If this application is not completed within six months, updates of certain sections and supporting documents will be required. All background check documents cannot be older than 90 days from the date the application has been submitted. You may not practice in the Commonwealth of Pennsylvania until you have been issued a license.
Application Fee	An application fee of \$97.00 is required. Please note that all fees are non-refundable.
Criminal History Check	<p>List all states you have lived, worked, or completed professional training/studies in during the last 5 years. Provide a recent Criminal History Records Check (CHRC) from the state police or other state agency for every state in which you have lived, worked, or completed professional training/studies for the past five (5) years. The report(s) must be dated within 180 days of the date the application is submitted.</p> <p>To obtain a Pennsylvania record check, please visit https://epatch.pa.gov. A volunteer record check will not be accepted.</p> <p>For a list of other state identification agency websites, please visit https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks/state-identification-bureau-listing.</p> <p>Please note: For applicants currently living, working, or completing training/studies in Arizona or California: Due to the laws of these states, the Board is not an eligible recipient of CHRC's or your CHRC will not be issued to you for upload to the Board. You must complete and submit the required affidavit form in lieu of a CHRC from these states.</p> <p>Please click here to download the AZ Affidavit in Lieu of Criminal History Record Check.</p> <p>Please click here to download the CA Affidavit in Lieu of Criminal History Record Check.</p>
Letter of Good Standing (LOGS)	If you hold a current license from another state, territory, or country, or have been licensed within the last 5 years in another state, territory, or country, then a Certification of Licensure or Letter of Good Standing can be submitted in lieu of scores for the national portion of the examination, provided you passed the national portion of the examination in the other state, territory, or country. The Certificate/Letter MUST be dated within 90 days of the date this application is received in the Commission Office. If you have never been licensed in any jurisdiction, you do not need this item.
National Examination	Please upload the score sheet evidencing a passing score on the National portion of the salesperson licensing examination within 3 years of the date this application is received in the Commission Office. Applicants who have held a current license from another state, territory or country within the last 5 years are not required to retake the national portion of the examination.
Pennsylvania Examination	Please upload the score sheet evidencing a passing score on the Pennsylvania state portion of the salesperson licensing examination within 3 years of the date this application is received in the Commission Office.