

## **INFORMATION TO BECOME A PRE-LICENSED INSTRUCTOR**

Note: As used below, the term “brokers” includes broker-salespersons, and “associate-brokers” if that is the corresponding term used in the applicant’s state of licensure.

### **I. BASIC QUALIFICATIONS**

- A. All applicants must be 18 years of age or older and have a background of good moral character. (N.J.A.C. 11:5-2.2(K)l)
- B. All applicants must either:
  - 1. hold a bachelor’s degree from an accredited college or university; or
  - 2. have been continuously licensed as a New Jersey real estate broker for the two years immediately preceding application; or
  - 3. have been continuously licensed as a broker in another state for the three years immediately preceding application.

### **II. EDUCATION REQUIREMENTS**

- A. All applicants must complete the full 150 hours of broker prelicensure education prescribed by N.J.A.C. 11:5-2.1(g) except:
  - 1. Persons who have held New Jersey broker licenses for the two years immediately preceding application and who, to qualify for that license, completed the 150 hours of broker prelicensure education.
  - 2. The following applicants, who must complete the two 30 hour broker prelicensure education courses prescribed by N.J.A.C. 11:5-2.1(g), but not the 90 hour general broker prelicensure education course are:
    - a. New Jersey broker licensees who have been licensed as such for the two years immediately preceding application who have not previously completed those two 30 hour broker prelicensure education courses;

- b. Licensed brokers from other states who have been licensed as such for the three years immediately preceding application.

### **III. EXAMINATION REQUIREMENT**

- A. All applicants must pass the instructor license examination and apply for the license within one year of the issuance date indicated on the Certificate of Examination Eligibility.

The instructor license examination consists of questions regarding general real estate knowledge, the rules and regulations and questions on general teaching methods.

Applicants should undertake independent study on teaching methods by referring to any textbook on “Teaching to Adults” available at bookstores such as Barnes and Noble or Borders etc.

- B. To take the exam, you must first be issued a Certificate of Examination Eligibility. To obtain such a certificate, you must complete a Pre-Licensed Application and submit to the address indicated below, AND:
  - 1. If you have been licensed as a New Jersey broker for the last two years, and you qualified for that license by completing the full 150 hours of broker prelicensure education, specify your real estate license reference number in your letter; or
  - 2. If you have not taken the two 30 hour broker prelicensure education courses prescribed by N.J.A.C. 11:5-2.1(g) but have been licensed as a New Jersey broker for the last two years, or as a broker in another state for the last three years, submit with your letter a completed and fully executed school certificate evidencing your successful completion of those two 30 hour broker courses. In addition, if you are a non-New Jersey broker you must submit with your request a current license certification from the state in which you are licensed as a broker; or

3. If 1. or 2. above do not apply, submit with your letter both a school certificate confirming completion of the full 150 hours of broker prelicensure education and a college transcript evidencing the issuance of a bachelor's degree. In the case of New Jersey attorneys, a certificate of good standing from the New Jersey Supreme Court should be substituted for the college transcript.
  4. If you are not a current holder of a New Jersey real estate license, you must submit proof of citizenship or legal presence. Submit a copy of your birth certificate or U.S. passport (current or expired).
- C. Information on arranging to take the exam will be supplied to qualified candidates with an eligibility certificate.
- D. After passing the examination you will be required to complete a fingerprint process, attend a seminar, complete an application and submit the license fee prior to the issuance of your instructor license on the day of the seminar.

#### **IV. SEMINAR REQUIREMENT**

Seminars are conducted approximately twice a year (Fall & Spring). In order to be eligible to attend this seminar you will need to contact the Bureau of Real Estate Education at 609-292-7272 Ext. 50536 after you pass your exam to register. Information regarding the seminar and all related documents will be forwarded to you prior to the seminar. Instructor applicants must present a completed application, fingerprint form and license fee on the day of the seminar. After attending the seminar and presuming all other requirements including that relating to your good character have been satisfied an instructor license will be issued.

#### **V. GENERAL INFORMATION**

- A. Licenses are issued for a two year term. For example:

Issuance Date: March 1, 2007	Expiration Date: February 28, 2009
Issuance Date: March 1, 2011	Expiration Date: February 28, 2013 etc.

B. Fingerprint process

C. The fee for the instructor license for the two-year license term is \$250.00.\*

License fee:	\$200.00 (Due at time of the seminar)
Application fee:	<u>\$ 50.00</u> (Due at application submission)
Total:	\$250.00

The fee for the second half of the licensing term is \$150.00.\*

License fee:	\$100.00 (Due at time of the seminar)
Application fee:	<u>\$ 50.00</u> (Due at application submission)
Total:	\$150.00

**\*Fees are subject to change.**

D. For a list of licensed schools offering broker prelicensure courses please visit our web site at [www.dobi.nj.gov](http://www.dobi.nj.gov)

E. To request an instructor Certificate of Examination Eligibility, submit the Pre-Licensed Instructor Application form and fee to:

New Jersey Real Estate Commission  
PO Box 328  
Trenton, New Jersey 08625-0328  
Attention: Lori A. Marazzo, Education Bureau

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