



Florida Sales Associate Licensing Requirement Checklist Provided By Hamilton-Franklin Realty.

If you are thinking of becoming a licensed Sales Associate in the State of Florida, Hamilton-Franklin Realty would like to welcome you into this exciting yet challenging career field. The process can seem quite daunting at first so we decided to map out the procedure to better prepare you for what you can expect. Here is a helpful list for you to review:

One of the first things you need to do is complete an application with the State of Florida for the license. To accomplish this, you will have to complete an online profile which can be [found here](#).

Be sure to make note of your username and password as you will utilize them throughout the entire process as well as during your renewal periods throughout your career.

Login to the DBPR website with your newly generated username and password [here](#). The reasoning behind completing this process now is many times the process can take several weeks (depending on the applicant) After you complete the [required 63 hour Pre-License Course](#), you want to be able to take the State Test as soon as possible since the material is still fresh in your head.

Although the website allows for a printed out application, it is highly recommended using the online form so you do not have to have the paper form notarized and then mailed to DBPR. The cost of the application is currently \$105.00 and payment can be made with Credit Card or Debit Card during the online application process. One thing that can not be reiterated enough is the importance to disclose everything. Even items you feel were many years ago, no longer on your record, etc. It is better to address the items now then be permanently denied for failing to disclose.

The next thing we recommend is to obtain your fingerprints from an FDLE approved Livescan Vendor. To find the nearest one to you, please visit this list : [APPROVED LIVESCAN VENDORS](#)

Simply find the location most convenient to you and follow the link for registering. This fee varies on the provider but expect to pay between \$50.00 and \$75.00 for the service.

You are now ready to enroll in the [Pre-License course](#). This can be done by Classroom or Online. Although many online courses we personally would recommend not utilizing, one online format we found to be extremely beneficial (as well as cost effective) is that of [Cooke Real Estate School](#). Cooke utilizes a Powerpoint and Video Feed of the curriculum that can be reviewed with ease. After each section you take a short quiz. After completing all of the required course work you are given the final test. (On which you must score a 70%). The exam is multiple choice and you are given a 3 hour window for completion. If you are unsuccessful at passing the exam, you must wait 30 days to retake the test. If you are again unsuccessful, the course must be repurchased and completed a secondary time. Upon completion of the exam you are immediately emailed a certificate of completion that can be printed and brought with you to the State Exam.

Remember that during the time you are enrolled in the course, you can view the status of your state application by visiting here: [View The Status Of My Real Estate Application](#).

You can now register for your State Exam. Here is a list of Pearson Vue Testing Locations:
[FIND TESTING LOCATIONS NEAR YOU](#)

Once your submitted application is approved by the State of Florida (hopefully before you complete the required course work) and you have scheduled an exam with a local testing center (current cost of \$31.50), you are now ready to take your State Exam!

On exam day, there are a few items that are imperative you bring with you.

The testing center will require 2 forms of valid photo identification.

The certificate of completion that you printed out from your course (or received if you took a live classroom course)

For More Information on this process, you may find this candidate handbook quite useful: [CANDIDATE HANDBOOK](#)

When you become licensed with the State of Florida, you are now ready for your license to become “Active” to do this you need to work for a Broker. Choosing whom you affiliate with is vital to your success as an agent. I encourage you to visit www.JoinHamilton.com to learn more about the career opportunities currently available at [Hamilton-Franklin Realty](#). In any regard, the Management and Associates at [Hamilton-Franklin Realty](#) wish you all the best in your new field. If you have any questions, feel free to email us at info@HamiltonFranklinRealty.com or give us a call at 239.236.1239.

Things To Do To Obtain My Florida Real Estate License

Apply For A License Online

Enroll In Pre-Licensing School

Fingerprints

State Exam Schedule

Pass State Exam

Learn More About An Exciting Career Opportunity At Hamilton-Franklin Realty.