

Pre-Licensing Course Available Online at:





Requirements for a Tennessee Real Estate License

The Tennessee Real Estate Commission (TREC) has specific guidelines for obtaining either an Affiliate Broker or Real Estate Broker license. Prior to a license being issued by TREC the applicant must obtain a passing score on the respective licensing examination as well as meeting other application requirements.

Process for Obtaining a Tennessee Real Estate License

Affiliate Broker License Candidates

- **Affiliate broker candidates must complete sixty (60) hours of real estate education** in real estate principles/fundamentals before they take the examination.
- Proof that the prescribed pre-license education has been completed will be forwarded by the school where the education was completed to PSI. **An applicant may not register for the examination until the school has provided that information to PSI Examination Services (PSI).** The school will also provide a certificate or letter of course completion that must be submitted to TREC with the application for licensure.
- **Affiliate brokers licensed after 12/31/04 must have completed the 30-hour "Course for New Affiliates"** prior to their license being issued and a letter or certificate of completion of the "Course for New Affiliates" must also be submitted with the license application.

Documents required for an Affiliate Broker's license:

- Application with picture - this is obtained at the testing center upon successful completion of the examination
- Proof of High School Graduation or GED
- Proof of completion of pre-license education
- Proof of errors and omissions insurance policy
- Payment of all fees due. (\$110.00)
- Eligibility Verification

In addition to the application documentation an applicant for an Affiliate Broker License must also have:

- Satisfactory proof that the applicant is at least eighteen (18) years of age; and
- Residency in Tennessee for at least forty-five (45) days.
- A sworn statement by the broker with whom the applicant desires to be affiliated certifying that, in the broker's opinion, the applicant is honest and trustworthy and that the broker will actively supervise and train the applicant during the period the license remains in effect. *(Included in the license application)*

Post-Licensing Continuing Education Requirement for Affiliate Brokers

Every two (2) years, as a requisite for the reissuance of an affiliate broker's license originally issued on or after July 1, 1980, the affiliate broker shall furnish certification of satisfactory completion of sixteen (16) classroom hours in real estate courses at any school, college or university approved by the commission.

Real Estate Broker License Candidates

To be eligible for the examination, broker candidates must have held an **ACTIVE** license that meets one of these criteria:

- Twenty-four (24) months actively licensed, if licensed as an affiliate broker on or before May 12, 1988
- Thirty-six (36) months actively licensed, if licensed as an affiliate broker after May 12, 1988
- Twenty-four (24) months actively licensed, if the candidate has a baccalaureate degree with a major in real estate.

In addition to experience, broker candidates must have successfully completed one hundred twenty (120) classroom hours of approved real estate education, thirty (30) hours of which must be an "Office/Broker Management" course taken at a school approved by the Tennessee Real Estate Commission.

Broker candidates must submit the completed *Broker Examination Application* to the Tennessee Real Estate Commission. Commission approval is necessary before the broker candidate may make an examination appointment. After completing a review of education and experience documentation, the Tennessee Real Estate Commission will inform candidates of eligibility for examination. The approval process takes approximately four (4) weeks to complete. Candidates may make an examination reservation after they have been approved.

Documents required for a Real Estate Broker's license:

- Application with picture - this is obtained at the testing center upon successful completion of the Tennessee Broker's examination.
- Proof of errors and omissions insurance policy.
- Payment of all fees due. (\$110.00)
- Eligibility Verification

Post-Licensing Continuing Education Requirement for Brokers

Brokers licensed after January 1, 2001 must complete one hundred-twenty (120) additional hours of Commission approved education before the third anniversary of their broker license. Failure to comply with the post-broker education requirement will result in non-issuance of a license renewal.

Brokers licensed after January 1, 2005 must complete sixteen (16) hours of Commission approved education after completing the 120- hour post license requirement in order to renew the license.

Expired License

In October 2015 the Commission enacted new rules regarding expired licenses due to health issues and failure to maintain continuing education. [See TREC Rule Changes – October 2015; Section "J" *Reinstatement of an Expired License of a Broker, Affiliate Broker, Time-Share Salesperson or Acquisition Agent* for specific information on the procedures for expired licenses.]

Licensees that have been expired more than 1 (one) year **MUST** retest and reapply to current requirements.

Retired License

Recently, the Tennessee state legislature amended T.C.A. § 62-13-318 by eliminating the requirement that all education requirements specified in § 62-13-303 must be completed as a condition to temporary retirement of a license in Section 10 of the bill. Instead, **the licensee must complete the education requirements prior to reactivation within the current license renewal period in which they are seeking reactivation.** This change eliminates the need for an inactive license status, thus T.C.A. § 62-13-322 was deleted in its entirety. This law became effective July 1, 2016.

Non-Resident Candidates (Licensing Real Estate Candidates Currently Licensed in Another State Seeking a Tennessee License)

An applicant for a Tennessee real estate license **who is currently licensed in another state** must pass the Tennessee (state law) portion of the examination for the same type of license they hold in their resident state. TREC provides additional information on their website that will assist an applicant in determining the requirements for seeking a Tennessee real estate license. Information required by the Commission include certificates showing the completion of pre-licensing education and completion of continuing education. The firm and principal broker where the applicant is affiliated must also hold an active Tennessee real estate license.

Resident Candidates Who Are Or Were Licensed In Another State

An applicant for a Tennessee real estate license **who are or were licensed in another state and are now a resident of the Tennessee** may still qualify under Tennessee statute to have their real estate education, the national portion of the examination and/or their experience (if applying for a broker license) substitute for Tennessee's education, national portion of the examination and/or experience. TREC provides additional information on their website that will assist an applicant in determining the requirements for seeking a Tennessee real estate license. Information required by the Commission includes certificates showing the completion of pre-licensing education and completion of continuing education. The firm and principal broker where the applicant is affiliated must also hold an active Tennessee real estate license.

Minimum TREC Requirements for Licensure under License Recognition

Licensee applicants active in another state desiring to obtain a Tennessee real estate license must meet the following requirements:

Affiliate Broker License

- Provide proof of a minimum of ninety (90) hours of real estate education that includes at least thirty (30) hours of real estate principles and the Tennessee thirty (30) hour Course for New Affiliates (CNA). The remaining thirty (30) hours can be approved electives. Education hours must be accepted for credit by the resident state of licensure before being considered for credit by TREC.

Real Estate Broker License

- Provide proof of satisfactory completion of one hundred twenty (120) hours of real estate education including at least thirty (30) hours of *Real Estate Office and Brokerage Management* or equivalent. . Education hours must be accepted for credit by the resident state of licensure before being considered for credit by TREC.
- The licensee must also provide proof of having an active real estate license for at least three (3) years.
- Broker license candidates must provide proof of passing a national real estate examination since June 30, 1980 with a minimum passing score of seventy-five percent (75%) on the national or uniform section of the examination in order to be granted a waiver of the uniform section.
- All broker license candidates must pass the Tennessee law section of the Tennessee examination with a minimum passing score of seventy-five percent (75%).

Note: All license applications are subject to the approval of the Tennessee Real Estate Commission pursuant to the Tennessee Real Estate Broker License Act of 1973 and the Rules and Regulations of TREC.

RELS offers several course options for obtaining your Tennessee Affiliate Broker or Real Estate Broker license. Visit our website at www.RELSOnline to take the first step in your real estate career!

