



RECIPROCAL PRE-LICENSING CHECKLIST

If you have been convicted of a felony, you will need to follow the [felony applicant process](#).

This checklist will help you navigate the process of obtaining a reciprocal license. This checklist is for your use and does not have to be submitted to the Louisiana Real Estate Commission (LREC).

In order to make application for a reciprocal license, you must be a current legal resident and hold a license in one of the following states: Alabama, Arkansas, Colorado, Georgia, Iowa, Mississippi, New Mexico, Oklahoma, or Pennsylvania.

The reciprocal application process in Louisiana is done on a license for a license basis, which means that you can only obtain the same license type that you currently hold in your resident state.

- Step 1:** Order a Certified License History from your current resident state and any other states where you are currently, or have been previously, licensed. *These documents should be sent directly to the applicant, not to the LREC.*
- Step 2 - Sales:** Once you have obtained your Certified License History documents, send them to the LREC along with the [Salesperson License Application Part A](#) and the [Salesperson and Associate Broker "Part B" \(Sponsorship Affidavit\)](#)
- Step 2 - Broker:** Once you have obtained your Certified License History documents, send them to the LREC along with the [Broker Application](#). *

* Broker applicants must have been licensed as an active real estate licensee for four years, with two of the four years occurring immediately preceding submission of a broker license application. Certified License History documents must list the active/inactive status of your license.

- Step 3:** Order your [Background Check](#) from the LREC website and turn in proof/payment of your Errors and Omissions Insurance coverage.
 - You can purchase your E&O Insurance through the LREC group policy by remitting payment in the appropriate amount based on the pro-rated premium chart on the Part B form.
 - You can also choose to purchase your E&O from a source other than the LREC group policy. If you choose this option, you will need to complete and turn in an [Independent Errors and Omissions Insurance form](#). You will also need to furnish a declarations page from your insurer.