

Louisiana Real Estate Commission
State of Louisiana
Office of the Governor

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

SALESPERSON PRE-LICENSING CHECKLIST

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

- **Step 1:** Complete the *90-hour Real Estate 101* pre-licensing course. This course may be completed either online or in a live classroom.
- **Step 2:** Once you have completed your pre-license education, submit your completion certificate, [Salesperson License Application Part A](#), and the required fee. Do not pay your error and omissions (E&O) insurance fee at this stage. You will pay that fee later in the licensing process.
- **Step 3:** You will receive email communications from Pearson Vue to schedule your exam date and time and to pay the applicable exam fee after LREC processes your application. Bring personal identification when you go to the exam center. Please see: [Pearson VUE Candidate Handbook](#)
- **Step 4:** Start the [Background Check and Fingerprinting](#) process with IdentoGO. You may schedule an appointment online to have fingerprints digitally scanned at one of many IdentiGO locations.
- **Step 5:** Take and successfully pass the exam, consisting of both the state and national portions. Pearson Vue will assist you in rescheduling and paying the fees for a subsequent exam if you are either unable to complete or otherwise fail the exam.
- **OPTIONAL:** You may request that your license be issued in the *inactive status* if you do not plan to immediately practice real estate activity and/or do not yet have a sponsoring real estate broker. To do so, please complete and submit the following form: [Request to Issue in the Inactive License Status](#).
- **Step 6:** After successfully passing both portions of the exam, complete and submit the [Initial Real Estate License Application - Part B](#) and proof of and/or payment of your E&O insurance. You may purchase your E&O insurance through the LREC group policy by paying the applicable fee amount in accordance with the prorated premium chart included in the Initial Real Estate License Application – Part B.
 - Alternatively, you may purchase E&O insurance from an independent insurance vendor, but you will be required to complete and submit an [Independent Errors and Omissions](#) form and furnish the Declarations page of your insurance policy from your selected insurer.