

**STATE OF WEST VIRGINIA  
REAL ESTATE COMMISSION  
300 CAPITOL STREET, SUITE 400  
CHARLESTON, WV 25301  
304.558.3555  
<[www.wvrec.org](http://www.wvrec.org)>**

**INFORMATION -- BROKER APPLICANTS**

**AGE -** Minimum Age 18 Years

**EDUCATION -**

1. Must be a High School Graduate or Equivalent (GED)
2. Must submit proof that you have completed 90 clock hours (6 credit hours) in "Commission Approved" real estate courses if you are currently licensed as a salesperson in West Virginia. If you are not currently licensed as a salesperson in West Virginia, you must submit proof that you have completed 180 clock hours (12 credit hours) in "Commission Approved" real estate courses. In order to be accepted, all pre-license education must have been completed during the five year period preceding application date. An original "certification of course completion" must be submitted with your application.

**EXPERIENCE -** Must have been licensed for a minimum of two (2) years as a salesperson. In order for the Commission to rule on your experience, you must at a minimum, supply listing and sales information for a period covering the current calendar year and the previous two (2) calendar years. This information must be entered on the attached forms. Duplicate the forms as necessary.

**RECOMMENDATION -** You must obtain affidavits from all brokers with whom you have been licensed as a salesperson (*forms obtained from the Real Estate Commission*).

**ATTORNEYS -** Attorneys at Law are not required to show proof of education or fulfill the apprenticeship requirement. However, attorneys must obtain a "*Certificate of Good Standing*" from the West Virginia State Bar and file the certificate with their application for a broker's license. All attorneys must successfully pass the written examination.

**CERTIFICATION -** If you currently hold or have held a real estate license in any other state, you must contact the respective state's Real Estate Commission and obtain a Certification of your license. The original Certification must be submitted with your application and must have been issued no more than 60 days prior to filing your application with the West Virginia Real Estate Commission. *A certification is not a copy of your license.*

Your application will be submitted for review to the Commission at the next scheduled meeting following receipt of your completed application. No application will be presented to the Commission prior to the receipt of all required supplemental documentation. Upon the Commission's approval, you will be notified when and where to appear for the examination.

**EXAMINATION SCHEDULE**

.....2012.....

January 6	July 6
February 10	August 3
March 2	September 7
April 6	October 5
May 4	November 2
June 1	December 7

**NOTE:** A Course Outline and Supplementary Materials have been given to all pre-licensing schools by the Commission for dissemination to examinees. Contact the school for these materials.

**DO NOT SUBMIT ANY FEES WITH THE APPLICATION**



**SALES INFORMATION**

Year \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

	CLOSE DATE	PROPERTY TYPE	PROPERTY LOCATION	SALE PRICE	SELLER'S NAME	PURCHASER'S NAME	EARNED COMMISSION
1							
2							
3							
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