

## From the Idaho Real Estate Commission: How to get an Idaho real estate salesperson's license

A. Take your live pre-license classes (Module 1 and Module 2). Go to the [Education Lookup](http://www.irec.idaho.gov) @ [www.irec.idaho.gov](http://www.irec.idaho.gov) to search for available scheduled pre-license courses.

B. Pass the state and national portions of the salesperson licensing exam and get fingerprinted for the background check. Even if you've previously been fingerprinted, it must be done specifically for a real estate license. Schedule the exam and fingerprint appointments through Pearson VUE at [www.pearsonvue.com](http://www.pearsonvue.com).

Fingerprints can take anywhere from 1 week to 12 weeks for processing. Read IREC's Fingerprinting Instructions @ [www.irec.idaho.gov](http://www.irec.idaho.gov).

C. We recommend having your fingerprints taken at a Pearson Vue test center, if possible. Electronic fingerprints are processed much faster than fingerprints made on a paper card.

D. If you cannot have your fingerprints taken at a Pearson Vue test center, you must contact IREC to have a fingerprint packet sent to you. Take the fingerprint card to the nearest law enforcement agency to have your fingerprints rolled. Make sure you and the person who is taking your prints follow the fingerprint instructions exactly.

E. Read the Pearson VUE [candidate handbook](http://www.irec.idaho.gov) @ [www.irec.idaho.gov](http://www.irec.idaho.gov) for more information on topics covered in the exams. See the [approved textbook list](#) for resources helpful in preparing for the exams. The license law booklet and guidelines are also available on the IREC website.

F. Register a user name and password for the [IREC online services](http://www.irec.idaho.gov) @ [www.irec.idaho.gov](http://www.irec.idaho.gov). The online services allow you to track your own fingerprint status, license history, and education records.

G. Your fingerprints must clear before you send in your license application. You can check your fingerprint status by logging in to the online services. The message "RES-OK" on your fingerprint status means your prints have cleared. Contact IREC staff for assistance if you have ever had a felony or a professional license revoked.

H. If you plan to immediately license on Active Status, the broker of the company you choose for licensure can arrange for Errors & Omissions insurance. The Commission has a group policy available through Rice Insurance Services

Co. at [www.risceo.com](http://www.risceo.com) , or ask your designated broker if you will be covered under a firm policy at the brokerage.

I. Read and carefully complete the [Salesperson Application](#) (Form REE-040 on the IREC website @ [www.irec.idaho.gov](http://www.irec.idaho.gov).)

**\*VERY IMPORTANT\*** Be sure to answer every question on the Salesperson Application and include all required attachments and the correct fee. IREC cannot accept incomplete paperwork, and all incomplete paperwork will be returned to you.

***Note: Most real estate schools provide all of the above information at the time of your pre-license classes.***