

Broker Examination Waiver Procedures

Real estate broker examination applicants must meet certain experience and educational qualifications. We may waive the qualification requirements if you have similar qualifications or practical experience in a business related to real estate. The clock-hour requirements cannot be waived. RCW 18.85.090.

Examples of alternate qualifications and experience

The following are examples of experience which may qualify in place of two years of full-time sales experience:

- Post-secondary education with major study in real estate together with one year of experience as a real estate salesperson or one year experience under the provisions of subsections 2 - 6 below.
- Experience as an attorney at law with practice in real estate transactions for not less than one year.
- Five years' experience:
 - with decision responsibility, in closing real estate transactions for escrow companies, mortgage companies, or similar institutions.
 - as an officer of a commercial bank, savings and loan association, title company or mortgage company, involving all phases of real estate transactions.
 - as a real property fee appraiser or salaried appraiser for a governmental agency.
 - in all phases of land development, construction, financing, selling and leasing of residences, apartments or commercial buildings.
 - in real estate investment, property management, or analysis of investments or business opportunities.

All the time periods suggested above must have occurred within the last seven years before the date of application.

How to apply for a waiver

To apply for a waiver, mail the following items to:

Real Estate Licensing
Department of Licensing
PO Box 9021
Olympia WA 98507-9021

1. A letter requesting approval of alternative qualifications or experience and indicating the basis for such approval.
2. A detailed personal history or work résumé.
3. A letter from each of five business associates describing from personal knowledge your qualifications and experience (*letters should be written by the business associates in their own words. Form letters written by the applicant are not acceptable.*)
4. Proof of completion of 120 clock hours of instruction in real estate. Instruction must include one course in Brokerage Management, one course in Real Estate Law, one course in Business Management and one elective course. Each course must be at least 30 clock hours in length and include a comprehensive examination. Courses must be completed within five years prior to applying for the examination. Courses are available at community colleges and proprietary schools. Proof of clock hours should be submitted to our office in the form of a copy of grade report, transcript or certificate of completion.

If you have completed courses from an institution of higher education, or degree granting institution, you may wish to provide our office with copies of these courses, to be considered for substitution of the required courses. Under the substitution provision, the courses are not required to fall within the normal five-year time frame.

If you wish, you may have your qualifications reviewed before taking your 120 clock hours of education.
5. Proof of graduation from high school, GED, or college.
6. Signed statement acknowledging your understanding of WAC 308-124A-040 (page two of this form).

Application review

Allow two weeks for your waiver review. We cannot issue your waiver approval at our office counter.

If we determine that you are eligible for a waiver, we will return the approved application to you. After you receive the approved application, follow the directions in the candidate handbook to register for an examination. Please do not make an examination appointment until you have received your approved application.

Return this page with your waiver request.

The real estate broker's examination is divided into two parts: General and Law. You must pass both parts of the examination on the first attempt or you will lose your waiver privilege. You should take the examination only when you feel you are fully prepared.

Please read the following and sign below to indicate that you understand it.

WAC 308-124A-040 Unsuccessful Broker Applicants — Loss of Waiver

Whenever any applicant for a broker's license receives a waiver from the requirement of two years actual experience as a full time real estate salesperson based upon approval of alternate qualifications, but subsequently fails to pass the broker's examination, the applicant shall lose the privilege of the waiver and must satisfy the requirement as provided in RCW 18.85.090.

X

Signature

Date