

## Managing Broker Examination Waiver Procedures

Applicants for the real estate managing broker examination who do not meet the experience and educational qualifications may request a waiver of the qualifications so they may take the examination. To be considered for the waiver, applicants must have similar qualifications or practical experience in a real estate related business.

Allow one week for your waiver review. **After you receive approval**, follow the directions in the candidate handbook to register for the examination. The exam is two parts: National and State.

To apply for a waiver, send all documentation to:

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

(360) 664-6500 or (360) 664-6488

### Required documentation

- A letter requesting approval of your alternative qualifications or experience and indicating the qualifications or experience we are to consider. All qualifications and experience must be within seven years prior to the date of application.
- A detailed work résumé.
- Letters from five business associates describing from personal knowledge your qualifications and experience (business associates should write letters in their own words).
- Proof of completion of 90 hours of instruction in real estate. Proof can either be a copy of your transcript or certification of completion. Instruction must include three 30-hour courses in:
  - Advanced Real Estate Law
  - Broker Management
  - Business Management

Each course must be completed within three years prior to applying for the examination. Completed courses from institutions of higher education may be considered for substitution of the required courses and are not required to fall within the three year time frame. **You may have your qualifications reviewed before taking your 90 hours of instruction.**

### Alternate qualifications/experience examples

The following examples may qualify as a substitute for three years of full-time broker experience:

- One or more years experience as an attorney at law with practice in real estate transactions.
- Post-secondary education with major study in real estate, plus one year of experience as a real estate broker.
- Post-secondary education with major study in real estate, plus one year experience in the five-year experience list below.
- Five years experience:
  - In a decision-making responsibility, 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.
  - 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 time periods referenced above must be within the last seven years prior to the date of application.