



State of Louisiana
LOUISIANA REAL ESTATE COMMISSION

OFFICE OF THE GOVERNOR

BROKER/ASSOCIATE BROKER PRE-LICENSING CHECKLIST

This checklist will help you navigate the process of obtaining a broker or associate broker 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 150-hour pre-licensing requirement, which is made up of Real Estate 201 (a 90-hour course on basic real estate fundamentals) Real Estate 202 (a 30-hour course on license law and rules & regulations), and Real Estate 203 (a 30-hour course on broker responsibility). The 150-hour requirement can be satisfied in a live classroom or Internet-based format.
- Step 2:** Once you have completed your pre-license education turn in your certificate of completion, Broker License Application, and the required fee. *Do not pay any Errors and Omissions Insurance fees at this stage, this is done later in the process if applicable.*
- Step 3:** Once your application has been processed by the LREC you will receive an email communication from Pearson VUE with instructions to schedule your exam date/time and pay the fee. Bring identification with you when you go to the exam center.
- Step 4:** Take the exam consisting of both state and national portions.
 - If you fail either or both portions of the exam Pearson VUE will assist you in scheduling a retake and paying the required fees.
- Step 5:** After passing both portions of the exam, and if you plan to practice real estate immediately, order your Background Check in your MyLREC Portal and turn in proof/payment of your Errors and Omissions Insurance coverage. If you are upgrading from a salesperson license you must turn in a Termination of Supervision form.
Applicants for an associate broker license need to complete and turn in the Associate Broker "Part B" (Supervision Affidavit).
 - Review the statement regarding Upgrades and Transfers on the Errors and Omissions page on the LREC website.
- OPTIONAL:** If you do not plan on practicing real estate immediately and/or do not have a supervising broker, you may have your license issued in the Inactive status. To do so, fill out the Request to Issue in the Inactive License Status form and submit with the Termination of Supervision form for your salesperson license.

Important Note: Any applicant previously convicted of a felony shall complete and submit the prescribed ["Application for Felony Review" form](#).