



State of Louisiana  
LOUISIANA REAL ESTATE COMMISSION

OFFICE OF THE GOVERNOR

## SALESPERSON PRE-LICENSING CHECKLIST

This checklist will help you navigate the process of obtaining a salesperson 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 90-hour Real Estate 101 course. This course may be taken in a live classroom or Internet-based format.
- Step 2:** Once you have completed your pre-license education turn in your certificate of completion, Salesperson License Application Part A, and the required fee. *Do not pay any Errors and Omissions Insurance fees at this stage, this is done later in the process.*
- 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.
- 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.
- 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, turn in the Initial Real Estate License Application - Part B and proof/payment of your Errors and Omissions (E&O) Insurance coverage.
  - You can purchase your E&O Insurance through the LREC group policy by remitting payment in the appropriate amount based on the pro-rated premium chart on the Part B form.
  - You can also choose to purchase your E&O from a source other than the LREC group policy. If you choose this option, you will need to complete and turn in an Independent Errors and Omissions Insurance form. You will also need to furnish a declarations page from your insurer.

**Important Note: Any applicant previously convicted of a felony shall complete and submit the prescribed "Application for Felony Review" form.**