



SALT LAKE BOARD OF REALTORS® REAL ESTATE SCHOOL

Welcome!

The Salt Lake Board of Realtors® Real Estate School is excited to help you achieve success in your profession as a Utah Realtor® through our online pre-licensing and continuing education courses.

Can you qualify for a Utah Real Estate License?

In order to qualify for a Utah real estate license, each candidate must meet the following criteria:

- Be 18 years or older at the time of application.
- Have a high school diploma or equivalent.
- No record of a felony within the last five (5) years.
- No misdemeanors involving fraud, misrepresentation, theft, or dishonesty within the last three (3) years.
- Must meet the statutory licensing qualifications of honesty, integrity, truthfulness, reputation, and competency.
- The Utah Division of Real Estate requires all applicants to complete a *Qualifying Questionnaire*.

Do you currently have a real estate license in another state?

If you currently have an active license in another state, STOP HERE! You may qualify for an Education Waiver from the Utah Division of Real Estate, which will reduce the amount of course hours you need to complete before obtaining a Utah real estate license. Please contact the Utah Division of Real Estate to be considered at 801-530-6747 for an Education Waiver.

If you miss this important step and enroll in our 120-hour pre-licensing course, you will become ineligible to receive a reduced amount of required course hours, as you cannot apply for this waiver retroactively.

What to do when the 120-hour course has been completed:

EXAMS

1. Pass Final Real Estate School Exam

Students are required to complete the full online course, and pass our school's final exam with an 80% or higher.

- The online course contains quizzes at the end of each section to test your knowledge of the information you are receiving.
- The school's final exam will be administered in person by one of our certified instructors.
- The exam will be held in the Education Center of the Realtor® Campus in Sandy.
- Students will be given three (3) opportunities to pass the school's final exam. Failure to pass the exam after the allotted opportunities will result in additional education requirements to be determined by our pre-licensing instructors.

2. Pass the Utah Final Sales Agent Exam

- You must pass the final Sales Agent Exam with a score of 70 or higher.
- The final Sales Agent Exam is administered by PearsonVUE at two Utah locations:

Salt Lake County:

Pearson Professional Centers-Draper UT
11820 S State Street, Suite 300
Draper, UT 84020

Davis County:

Pearson Professional Centers-Ogden UT
1150 South Depot Drive, Suite 130
Business Depot Ogden, Ogden, UT 84404

Please visit www.pearsonvue.com for additional testing information.

Requirements for the Utah Final Sales Agent Exam

- You will need to make a reservation at least 24 hours before taking your exam. Walk-ins are *not* accepted.
- There is a required exam fee of \$66 due at the time of testing.
- A picture ID is required at the time of testing.
- A second form of ID is required at the time of testing (please review the Candidate Handbook for acceptable forms of identification).
- You will need to bring your Certificate of Completion. This will be given to you by our pre-licensing school upon the successful completion of the school exam.
- The *Candidate Handbook* is a helpful tool which will help you in your exam preparation, and can be found on www.pearsonvue.com.

The final Sales Agent Exam will contain 130 questions on both General Real Estate Practices and State Law. Visit www.pearsonvue.com to view a content outline of the final Sales Agent Exam.

Apply for a License with the Utah Division of Real Estate

A complete application for licensure must be submitted within 90 days of passing the Utah Final Sales Agent Exam. The following documents must be included.

- A signed School Certificate of Completion (issued by your pre-licensing real estate school) or; an Education Waiver (issued by the Utah Division of Real Estate).
- A completed and signed application (issued at the testing center).
- A Qualifying Questionnaire (issued at the testing center).
- If “YES” is answered to any of the questions on the Questionnaire, supporting documentation must be provided.
- Utah Candidate Fingerprint Receipt (issued at the testing center), OR Two Blue FD-258 fingerprint cards (issued by your local police department) for background check, and a signed Fingerprint Waiver.
- A non-refundable fee of \$152 (\$100 application fee, \$12 Recovery Fund fee, \$40 fingerprint processing fee).
- A completed Certification of Legal Presence provided by the Utah Division of Real Estate.
- A Licensing Checklist provided by the Utah Division of Real Estate, www.realestate.utah.gov.

What is the Qualifying Questionnaire?

The Utah Division of Real Estate requires you to truthfully answer all questions on their Qualifying Questionnaire. This questionnaire will be provided to you at the testing center.

1. Do you currently or have you ever held a Utah real estate license?
2. Do you currently or have you ever held a real estate license in a state other than Utah, or in another country?
3. Are you under 18 years of age?
4. Have you ever been convicted of a felony or misdemeanor?
5. Do you have any current charges or investigations for a felony or misdemeanor?
6. Have you ever had a professional real estate or other business license revoked, placed on probation, or other disciplinary action in Utah or any other jurisdiction?
7. Have you ever had to surrender your real estate license or any other professional license?
8. Do you currently have any pending disciplinary action against you by any agency?
9. Have you ever been on probation, parole, or paid a fine for any criminal offense or licensing action?
10. Have you ever paid restitution or performed community service for any criminal offense or licensing action?
11. Have you ever had a civil judgement against you for fraud, misrepresentation, or deceit?

*For questions or concerns regarding the Qualifying Questionnaire, please direct them to:
The Utah Division of Real Estate: 801-530-6747 | www.realestate.utah.gov*

Contact Us

Physical Address

Salt Lake Board of Realtors® Campus
Education Center
230 W Towne Ridge Pkwy
Suite 100
Sandy, UT 84070

Hours of Operation

Business Hours are M-F 8:30am-5:00pm.
All messages left after-hours will be responded to promptly during the following business day.

School Director

Kelley Anderson
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School Coordinator

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Our Instructor

Linda K Leavitt
License # 7150271-CEPO
801-560-8182

Linda Leavitt has been in the Real Estate Business since 1985. She has taught real estate education for 18 years in Salt Lake City as well as Las Vegas, Nevada at all surrounding Real Estate Associations, as well as at Utah Valley University. She is currently a Real Estate Broker, and has been the Director of four Utah Appraisal Schools as well as three Real Estate Schools.

Please Sign Here:

“I have read all information provided to me regarding my eligibility to hold a Utah real estate license, as well as course and instructor information”.

Signature

Printed Name

Date