



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 course! Please read through this important information before beginning your pre-licensing journey.

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 at least 18 years old at the time of application.
- Have a high school diploma or equivalent.
- Have no record of a felony within the last five (5) years.
- Have no misdemeanors involving fraud, misrepresentation, theft, or dishonesty within the last three (3) years.
- Meet the statutory licensing qualifications of honesty, integrity, truthfulness, reputation, and competency.
- Complete the Qualifying Questionnaire provided by the Utah Division of Real Estate.

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

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

If you miss this important step and enroll in our full pre-licensing course, you will have to complete all 120 required course hours, as you cannot apply for an education waiver retroactively.

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

EXAMS

1. Pass the Real Estate School Final Exams

Students are required to complete the full online course (unless a waiver has been provided) and pass the school final exams with a score of 80% or higher.

- At the end of each section of the online course, there will be a quiz to test your understanding of the material.
- There are two portions to the final exam – Modern Real Estate Practices in Utah Final Exam and Utah Law Final Exam. You must receive a score of 80% or higher on each to pass.
- Students will be given three (3) attempts to pass each final exam. Failure to pass the exams in the allotted opportunities will result in additional study requirements, as determined by our pre-licensing instructor. Once the additional requirements have been met, another attempt to pass the final exams will be granted.

2. Pass the Utah Sales Agent Exam

- You must pass the Utah Sales Agent Exam with a score of 70% or higher.
- This 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 S Depot Drive, Suite 130
Business Depot Ogden, Ogden, UT 84404

Requirements for the Utah Sales Agent Exam

- Schedule your exam at least 24 hours in advance. Walk-ins are not accepted.
- A required exam fee of \$66 is 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. (See the Candidate Handbook on www.pearsonvue.com for acceptable forms of ID and other useful exam preparation tools.)
- Present your Certificate of Completion at the time of testing. Our school coordinator will send this to you electronically, once you have successfully passed the school final exams.

The Utah Sales Agent Exam contains 130 questions on both General Real Estate Practices and State Law. Visit www.pearsonvue.com to view a content outline and schedule your exam.

Apply for a license with the Utah Division of Real Estate

A complete application for licensure must be submitted to the Utah Division of Real Estate within 90 days of passing the Utah Sales Agent Exam. The following documents must be included:

- A Certificate of Completion (issued by your pre-licensing school) and/or an education waiver (issued by the Utah Division of Real Estate)
- A completed and signed application (issued by the testing center)
- The Qualifying Questionnaire (issued by the testing center)
- Supporting documentation for any “YES” answers given on the Qualifying Questionnaire
- Utah Candidate Fingerprint Receipt (issued by testing center)
 - **OR** two (2) Blue FD-258 fingerprint cards for background check **AND** a signed Fingerprint Waiver (issued by your local police department)
- \$152 non-refundable fee (\$100 application fee, \$12 Recovery Fund fee, \$40 fingerprint processing fee)
- A completed Certification of Legal Presence (Utah Division of Real Estate; www.realestate.utah.gov)
- A Licensing Checklist (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, which will be given to you at the PearsonVUE testing center at the time of your exam. The questions are:

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 or 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 judgment against you for fraud, misrepresentation, or deceit?

*Please direct any questions regarding the Qualifying Questionnaire to the Utah Division of Real Estate.
(801-530-6747; www.realestate.utah.gov)*

Contact Us

Physical Location

Salt Lake Board of Realtors® Campus
230 W. Towne Ridge Parkway, Suite 200
Sandy, UT 84070

Hours of Operation

Business hours are Monday – Friday (8:30 a.m. – 5:00 p.m.)

Any messages left after regular business hours will be promptly answered the following business day.

School Director

Kelley Anderson
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School Coordinator

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School Instructor

Linda K. Leavitt
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Linda Leavitt (7150271-CEP0) has been in the real estate business since 1985. For 18 years she has taught real estate education in Salt Lake City and Las Vegas, at all surrounding Realtor Associations, and at Utah Valley University. She is currently a real estate broker, and has been the director of four Utah appraisal schools and three real estate schools.