

Examination and Licensure Eligibility Requirements

Salesperson License

To obtain a Missouri salesperson license, applicants must be 18 years of age, show evidence of being fingerprinted through the approved statewide vendor, and fulfill ONE of the following requirements:

- 1) Earn a Certificate of Satisfactory Completion from a 48-hour pre-exam salesperson course from an accredited Missouri real estate school on or before the exam date, pass BOTH portions of the Missouri salesperson examination, and complete the 24-hour Missouri Real Estate Practice Course (MREP) prior to submitting application for license. MREP course can be taken before or after exam date but must be taken **AFTER** successful completion of the 48-hour pre-exam salesperson course. Complete application for license must be submitted within six months of the completion date of the 48-hour pre-exam salesperson course; OR
- 2) Be a licensed attorney and pass BOTH portions of the Missouri salesperson examination. (Education requirements are waived.) Complete application for license must be submitted within six months of passing the exam. If both portions of the exam are not passed at one sitting, the application for license must be submitted within six months of the first passing exam score. A copy of current Bar card must be provided with the application for license; OR
- 3) Hold a current and active real estate license in another jurisdiction, pass the STATE portion of the Missouri salesperson exam, and complete the 24-hour Missouri Real Estate Practice Course (MREP) prior to submitting application for license. MREP course can be taken before or after exam date. Complete application for license must be submitted within six months of passing the exam. A current license (history) certification issued within three months from the real estate commission of the state/jurisdiction from which currently licensed must be provided with the application for licensure. (A copy of license is not acceptable).

Criminal History Background Check: All applicants for an original Missouri license are required to be fingerprinted for a Missouri and federal criminal history background check. Therefore, all new applicants must contact the approved statewide vendor for fingerprinting prior to making application for licensure.

The current statewide vendor is 3M/Cogent. To be fingerprinted through 3M/Cogent, you must first register with the Missouri Automated Criminal History Site (MACHS) at www.machs.mo.gov. Individuals without access to the Internet may contact 3M/Cogent directly at 1-877-862-2425 to have a Fingerprint Services Representative conduct this registration on your behalf. You will need to provide the MREC's four-digit registration number, **0004**, in order to register to be fingerprinted. This will authorize the Missouri State Highway Patrol and the FBI to send the results to the Missouri Real Estate Commission.

Upon registration you will be directed to a list of fingerprinting locations available throughout the state, with some sites offering night and/or weekend hours. You are required to bring Photo ID with you to the fingerprint site. Acceptable forms of ID are a valid driver's license, military ID or passport. While each location is on a first come, first served basis, the actual fingerprinting process will take approximately 10 minutes.

Effective July 1, 2012, the fee will be \$44.80 -- 3M/COGENT receives \$8.30; the Missouri Highway Patrol receives \$20.00; and the FBI receives \$16.50. The Missouri Real Estate Commission does not receive any portion of the fee. You can pay by credit or debit card while registering online, or you can pay on site with a check, money order, or cash (must be exact change).

Broker License

To obtain a Missouri broker license, applicants must be 18 years of age, show evidence of being fingerprinted through the approved statewide vendor, and fulfill ONE of the following requirements:

- 1) Hold a current and active Missouri salesperson license for at least 24 of the last 30 months immediately preceding the application for license, earn a Certificate of Satisfactory Completion from a 48-hour pre-exam broker course from an accredited Missouri real estate school on or before the exam date, and pass BOTH portions of the Missouri broker exam. Complete application for license must be submitted within six months of the completion date of the 48-hour pre-exam broker course; OR
- 2) Be a licensed attorney, hold an active salesperson license and pass BOTH portions of the Missouri broker examination, OR if unlicensed, pass BOTH portions of the Missouri salesperson examination and BOTH portions of the Missouri broker examination. (Education requirements and license experience are waived.) Complete application for license must be submitted within six months of passing the Missouri broker exam. If both portions of the exam are not passed at one sitting, the application for license must be submitted within six months of the first passing broker exam score. A copy of current Bar card must be provided with the application for license; OR
- 3) Hold a current and active salesperson license in another jurisdiction, have 24 of the last 30 months active salesperson experience, earn a Certificate of Satisfactory Completion from a 48-hour pre-exam broker course

from an accredited Missouri real estate school on or before the exam date, and pass BOTH portions of the Missouri broker examination. Complete application for license must be submitted within six months of the completion date of the 48-hour pre-exam broker course. A current license (history) certification issued within three months from the real estate commission of the state/jurisdiction from which currently licensed must be provided with the application for licensure. (A copy of license is not acceptable); OR

- 4) Hold a current and active broker license in another jurisdiction, have 24 of the last 30 months active license experience as a real estate salesperson or broker, pass the STATE portion of the Missouri broker exam. Complete application for license must be submitted within six months of passing the STATE portion of the broker exam. A current license (history) certification issued within three months from the real estate commission of the state/jurisdiction from which currently licensed must be provided with the application for licensure. (A copy of license is not acceptable).

Criminal History Background Check: All applicants for an original Missouri license are required to be fingerprinted for a Missouri and federal criminal history background check. Therefore, all new applicants must contact the approved statewide vendor for fingerprinting prior to making application for licensure.

The current statewide vendor is 3M/Cogent. To be fingerprinted through 3M/Cogent, you must first register with the Missouri Automated Criminal History Site (MACHS) at www.machs.mo.gov. Individuals without access to the Internet may contact 3M/Cogent directly at 1-877-862-2425 to have a Fingerprint Services Representative conduct this registration on your behalf. You will need to provide the MREC's four-digit registration number, **0004**, in order to register to be fingerprinted. This will authorize the Missouri State Highway Patrol and the FBI to send the results to the Missouri Real Estate Commission.

Upon registration you will be directed to a list of fingerprinting locations available throughout the state, with some sites offering night and/or weekend hours. You are required to bring Photo ID with you to the fingerprint site. Acceptable forms of ID are a valid driver's license, military ID or passport. While each location is on a first come, first served basis, the actual fingerprinting process will take approximately 10 minutes.

Effective July 1, 2012, the fee will be \$44.80 -- 3M/COGENT receives \$8.30; the Missouri Highway Patrol receives \$20.00; and the FBI receives \$16.50. The Missouri Real Estate Commission does not receive any portion of the fee. You can pay by credit or debit card while registering online, or you can pay on site with a check, money order, or cash (must be exact change).