

# FREQUENTLY ASKED TRAINING/LICENSING QUESTIONS

*Courtesy of the Eastern Connecticut Association of REALTORS®*

## **LICENSING CLASS**

### **What is the class format?**

Two or more chapters will be covered during each class. Each Saturday, homework from the prior week's chapters must be turned in to the instructor. The homework and blank answer key sheets can be found at: <http://www.easternctrealtors.com/prelicense.html>. At the end of your 60 hours, a final course exam must be completed. Students must obtain a grade of 70% or better in order to receive a certificate of completion for the course.

\*If you are taking the 60 hours of class to get your broker's license you must obtain a grade of 75% or better.

Class begins promptly at 9:00 a.m. As a courtesy to the other students, please make every effort to be on time.

### **What if I miss a class(s)?**

The Real Estate Commission requires a sixty-hour Principles and Practices class in order to take the real estate salesperson's exam. Students are allowed two (2) absences from class. If you miss more than two (2) classes, you will need to contact Kathryn O'Leary to discuss eligibility in class. Keep in mind, absences will delay when you finish your 60 hours. While the specific class does not need to be made up, the hours do. Each case will be reviewed on an individual basis and the decision will be made between the instructor (Laura Higgins) and the school. Remember, you can start your training on any Saturday. Therefore, if you know you will miss classes due to a scheduling conflict (i.e. vacation), plan to begin your training at a later date.

### **What is the attendance policy?**

In order to accurately reflect your hours for our course, attendance must be taken each class. The instructor will be responsible for conducting roll call at the beginning and end of each class. If you arrive after 9am or leave before 2pm, it is your responsibility to meet with the instructor during a designated break to have your time in class accounted for. Keep in mind, leaving early or arriving late will delay when you finish your 60 hours. *If the attendance sheet arrives back to me without a clear indication of your attendance, you will not receive credit for the class in question.*

Exceptions cannot and will not be made.

### **Can I leave class early?**

Our policy is that you are expected to attend the entire class (9:00 A.M. to 2:00 P.M.) However, we realize personal situations may require you to leave early. If you need to leave early you are required to note the time you left on the sign out sheet. Also keep in mind leaving early will delay when you finish your 60 hours.

### **What if I finish my 60 hours with partial class time remaining?**

If you come across a situation where you complete the 60 hours and there is still time remaining during the class; you may **ONLY** leave during a designated break. You must also sign your name and time on the attendance sheet so that we may accurately reflect the correct number of hours you have completed.

### **What am I as the student responsible for?**

As the student you will be responsible for reading and reviewing the Connecticut Law, Modern Real Estate Practice and Guide to Passing the PSI books. ***Material from all three books will be covered on the class and licensing exam.***

### **What if I think class will be postponed or cancelled?**

If you think your class(s) might be delayed or cancelled due to inclement weather conditions please do one of the following:

- 1) **Call** ECAR and either speak with Kathryn, directly, or if after business hours, listen to the main voicemail greeting. A decision to cancel the class will try to be made no later than Saturday morning by 7:00 A.M.
- 2) **Watch:**
  - WVIT (NBC 30) or
  - FOX CT
- 3) **Online:**

ECAR now has the ability to post our closing online with WVIT, WFSB and FOX CT:

  - WVIT (NBC): <http://www.nbcconnecticut.com/weather/school-closings/>
  - WFSB (CBS): <http://www.wfsb.com/category/211195/school-closings>
  - FOX CT: <http://foxct.com/storm-closings/>

**\*REMEMBER\*** - You are responsible for obtaining this information

### **How do I receive my certificate of completion?**

After you have completed the 60 hours of class time, you must also pass a 110 question, multiple-choice course exam with a score of 70 or above. The test is administered on an availability basis (*Monday through Friday*) during our office hours. If the classroom is not in use, students are free to test. The test times are: 9:30 A.M. to 12:30 P.M. or 1:00 P.M. to 4:00 P.M. at the Association office. **You must call Kathryn O’Leary at the ECAR office to schedule your test at 860-892-2595.** Your results will be mailed to you or you may pick them up at the Association office during business hours.

### **How do I register to take the real estate salesperson’s exam?**

To register for the licensing exam the student must first submit a real estate salesperson application, an application fee of \$80.00 and the course certificate to PSI Examination Services in Las Vegas, NV. Once you have met the requirements you will be issued an “Examination Eligibility” postcard. Only after you have received the eligibility postcard may you schedule your licensing exam date/time. Please note there is an additional \$65.00 fee for both examination portions that will need to be paid at the time of scheduling your appointment.

### **Where do I take the real estate salesperson’s exam?**

A testing center is located at the following locations in Connecticut:

- 1) 45 South Main Street, Suite 209  
West Hartford, CT 06107
- 2) 500 BIC Drive, Suite 101  
Milford, CT 06461

Information and directions can be obtained by going to [www.psiexams.com](http://www.psiexams.com).

### **How often is the exam given?**

To determine which date(s) are available at either test center you will need to create an account on: [www.psiexams.com](http://www.psiexams.com). Please note – an account can only be created once you have received your eligibility postcard from PSI. On the right hand side of the home page is an option listed as “find test dates” – simply select that link and follow the directions and a list of testing dates and times will be displayed. **\*All test dates are on a first come, first serve basis\***

## **REAL ESTATE SALESPERSON'S LICENSE**

### **How do I apply for my license?**

After successfully pass the PSI examination and have a sponsoring Broker, you will complete a license application and submit it with the appropriate fees to the State of Connecticut Department of Consumer Protection License Service Division. Once an application is reviewed and approved, you will receive your physical license in the mail. An application is available on the Department of Consumer Protections website: [www.ct.gov/dcp](http://www.ct.gov/dcp). Applicants must be a US citizen or have a current green card. A high school diploma is not necessary.

### **How much is a real estate salesperson's license?**

The fee to apply for your initial license (effective 10/1/2009) is \$305 (\$285 = *license* & \$20 *Guaranty Fund Fee*). This covers the initial license and renewal. The rates are broken down and explained on the State of Connecticut, Department of Consumer Protection application. If you have further questions or concerns about the fees/application please call them directly at (860) 713-6150 or visit [www.ct.gov/dcp](http://www.ct.gov/dcp).

### **Once the Real Estate Commission receives my paperwork, how long will it take for me to receive my actual license?**

On average, you should expect to receive your license in two to three weeks. If you do not receive it, contact the Real Estate Commission at (860) 713-6150.

### **Can I still practice real estate if I have submitted the paperwork to the Real Estate Commission but I have not received my actual license?**

Questions of this nature should be directed to the Real Estate Commission at (860) 713-6150 or email: [License.services@po.state.ct.us](mailto:License.services@po.state.ct.us). They will be able to give you the most current, up to date information pertaining to the issuing of your real estate license.