



ASSOCIATE LICENSE REQUIREMENTS AND APPLICATION PROCESS OVERVIEW

*Before calling in to the Commission Office – You may check your application status online at:
<https://eservice.llr.sc.gov/SSO/Login/LoginPage>.*

Licensure Requirements:

A person is qualified to receive an associate license when the following requirements are met:

1. Be at least 18 years of age or older.
2. Have graduated high school or hold certificate of equivalency recognized by the United States Department of Education.
3. Unless an exemption applies, all applicants must complete 60 hours of classroom education, [Unit I](#) Fundamentals of Real Estate, and an additional 30 hours of classroom education, [Unit II](#) Advanced Real Estate Principle Course.

- **Pre-Licensing Education Exemptions:**

- i. Applicant with a law degree.
 - ii. Applicant with a bachelor or higher degree with a major in real estate.
 - iii. [Georgia reciprocity](#) applicant that has been licensed by a written exam **and** is a current GA resident.
 - iv. [North Carolina reciprocity](#) applicant:
 - a. A NC Provisional Broker may apply for a SC associate license with proof of completing 90 hours of NC post-licensing education or 90 hours or SC pre-licensing education; **or**
 - b. A NC Broker may apply for a SC associate license.
4. Complete the Commission-approved fingerprint and social security number background checks.
 5. Successfully pass the national and state examinations.

- Exemptions:

- i. An applicant with an active license in another jurisdiction or whose license in another jurisdiction has not been expired for more than six months will only be required to take the State exam, **OR**
- ii. A [Georgia reciprocity](#) applicant is not required to take any examinations.
- iii. A [North Carolina reciprocity](#) applicant is required to take the SC state exam.

Application Process:

Your application is good for one (1) year from the date of receipt. If all the required information is not received within this one (1) year period; you must begin the application process from the beginning. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.

1. **Application** – In addition to a completed application, the following must also be sent:
 - **Application Fee:** \$25 application fee made out to SC Real Estate Commission. (Fees are non-refundable and non-transferable) *A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.*
 - **Identification:**
 - Copy of your valid Driver's License, State Issued ID, Passport, or Military ID.
 - Copy of signed Social Security Card.
 - **Proof of Residency:** Copy of your valid Driver's License showing home address.
 - **Education:** High school diploma, GED Certification, college diploma or transcript. Only the highest level of completed education needs to be submitted.
 - Official college transcripts must be sent directly to the Commission office from the school. If the school is no longer in existence, contact the State Education Department for records.
 - **Notarized Verification of Lawful Presence**
 - **Consent to Jurisdiction and Service of Process (if applicable):** applicable to non-resident applicants only.
 - **Legal documentation of name change** (marriage certificate, divorce decree, etc.)
 - **Personal History Questions:** For any “Yes” answers in the Personal History Information, a written explanation must be provided. For explanation of criminal history, completion and submission of the Explanation Form is required. Additional information may be requested by the Commission Office or an appearance before the Commission may be necessary.
 - **Real Estate Education (if applicable):** Copy of the certificate of completion of Unit I Fundamentals of Real Estate and Unit II Advanced Real Estate Principle Course. *Unit II may be submitted after examination.*
2. **Documents should be sent directly to the Board from the issuing agency/institution.**
 - **Education Verification:** Contact your college/university to request an official copy of your transcript be sent directly to the Commission office. Transcripts may be emailed to contact.REC@lir.sc.gov or mailed to the Commission office. Only the highest level of completed education needs to be submitted. If the school is no longer in existence, contact the State Education Department for records.

- **Certification of Licensure:** Contact each state jurisdiction you are currently or have previously been licensed with and have the certificate of licensure sent directly to the Commission office via email at contact.REC@llr.sc.gov or mail.

3. **Background Check:** Once the Commission is in receipt of your application, information on attaining the required background checks will be emailed. The Commission requires completion of two background checks:

- Fingerprint based check.
- Social security number check.

Do not complete the background check process until you receive instructions from the Commission. Applications cannot be approved until both background reports have been received and reviewed by the Commission office.

4. **Examination:** Once a completed application has been received and approved, applicants will be authorized to take the examination. The examination is administered by PSI Testing Service. Applicants will not be authorized to take the exam until a complete application is on file.

Applicants will receive notification from PSI when they are authorized to register for the examination. Applicants are responsible for registering and scheduling with PSI. The examination registration fee is to be paid directly to PSI upon registration.

Exam eligible applicants are encouraged to review the [PSI Real Estate Candidate Information Bulletin](#).

PSI will send examination score reports directly to the Commission office. Please do not send your score report to the Commission office.

5. **Licensure:** Upon receipt of passed examination, the Commission office will send notice that the following is required prior to licensure issuance:

- \$50 Initial Licensure fee
 - GA and NC Reciprocity: \$25 Initial Licensure Fee.
- Supervision Attestation Form
- Certificate of completion of Unit II Advanced Real Estate Principle Course, if applicable and not already submitted to the Commission office.