



## DC REAL ESTATE BROKER

Pursuant to §47-2853.161, "person, firm, association, partnership, or corporation (domestic or foreign) which:

(1) For a fee, commission, or other valuable consideration, lists for sale, or sells, exchanges, purchases, rents, or leases real property. A real estate broker may collect or offer to collect rent or income for the use of real estate, or negotiate a loan secured by a mortgage, deed of trust, or other encumbrance upon the transfer of real estate. A real estate broker may also engage in the business of erecting housing for sale and may sell or offer to sell that housing, or who as owner may sell or, through solicitation or advertising, offer to sell or negotiate the sale of any lot in any subdivision of land comprising 5 lots or more. This definition shall not apply to the sale of space for the advertising of real estate in any newspaper, magazine, or other publication; and

(2) May employ real estate brokers, associate real estate brokers, real estate salespersons, property managers and resident managers. The real estate broker shall be held accountable for the day-to-day job-related activities of his or her employees. These activities include, but are not limited to, property management, leasing or renting of property, listing for sale, buying or negotiating the purchase or sale, or exchanging real estate or negotiating a loan on."

There are three (3) ways to become a licensed broker in the District of Columbia: by **examination**, by **reciprocity**, or by **endorsement**:

*(Click each link to be taken directly to the license application guideline)*

### **BROKER: EXAMINATION**

First-time applicants and applicants who do not meet the requirements for reciprocity or endorsement.

### **BROKER: RECIPROCITY**

Applicants who are licensed in Maryland or Virginia

### **BROKER: ENDORSEMENT**

Applicants who are licensed in jurisdictions other than Maryland or Virginia.

***Note: The original jurisdiction's standards for licensure must be substantially equivalent to the District's standards.***

## BROKER: EXAMINATION



### What You Will Need Before You Apply:

- Two (2) years' experience as a licensed salesperson. The active license must immediately precede the application date.
- Complete 135-hour broker pre-licensing education. For DC Real Estate (DCREC) approved pre-licensing course providers, visit <https://www.dcopla.com/realestate>.
- Passing scores on both the national & state (DC) portions of the Broker exam. For additional information on the exam, refer to the "Real Estate License Examination Candidate Information Bulletin" on the DCREC website.
- An applicant for a real estate broker's license who has passed the required examination shall submit an application for a license to the Commission with the required fees **within six (6) months** of passing the examination.
- Original letter of license certification from your original jurisdiction. The certification letter has to be **dated within 90 days** and contain the official seal. Pocket cards are not accepted.



### When You Are Ready to Apply, You Will Need:

- A 2" x 2" passport-style photo (professional headshots are acceptable)\*\*
- A un-expired government-issued ID\*\*
- Original letter of certification\*\*
- A debit or credit card to pay fees:  
**Fee: \$295** (includes \$60 fee for the Real Estate Guaranty and Education Fund)

\*\*You will need to upload the required document into the online application.



Ready to start? Visit <https://www.dcopla.com/realestate>

## NEW APPLICANTS

1. Under **Licensing Services**, click on the link to the online portal.
2. Register as a **New Individual Applicant**.
3. Enter your account information and select **Save**.
4. Follow the prompts to **Create A New Password**.
5. **Log in** to the system using your Email or Client ID and new password.
6. Scroll down to your license type, **Broker**.

## EXISTING LICENSEES

1. Under **Licensing Services**, click on the link to the online portal.
2. Under **Login**, click **Forgot Your Password?**
3. Enter your **license number** as your User ID. Include letters and numbers with no spaces (ex. BR123456).
4. Check your e-mail inbox for a link to reset your password (check your Spam/Junk folder).
5. Follow the prompts to **Create A New Password**.
6. **Log In** to the system using your license number and new password.
7. Scroll down to your license type, **Broker**.

## BROKER: RECIPROcity

*Brokers currently licensed in Maryland or Virginia*



### What You Will Need Before You Apply:

- Complete a 3-hour DC Real Estate Commission (DCREC) approved Fair Housing course. To find a Fair Housing Course provider, visit <https://www.dcopla.com/realestate>.
- Passing score on the state (DC) portion of the Broker exam. For additional information on the exam, refer to the "Real Estate License Examination Candidate Information Bulletin" on the DCREC website.
- An applicant for a real estate broker's license who has passed the required examination shall submit an application for a license to the Commission with the required fees **within six (6) months** of passing the examination.
- Original letter of license certification from your original jurisdiction. The certification letter has to be **dated within 90 days** and contain the official seal. Pocket cards are not accepted.



### When You Are Ready to Apply, You Will Need:

- A 2" x 2" passport-style photo (professional headshots are acceptable)\*\*
- A un-expired government-issued ID\*\*
- Original certification letter\*\*
- A debit or credit card to pay fees:  
**Fee: \$295** (includes \$60 fee for the Real Estate Guaranty and Education Fund)

\*\*You will need to upload the required document into the online application.



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## NEW APPLICANTS

7. Under **Licensing Services**, click on the link to the online portal.
8. Register as a **New Individual Applicant**.
9. Enter your account information and select **Save**.
10. Follow the prompts to **Create A New Password**.
11. **Log in** to the system using your Email or Client ID and new password.
12. Scroll down to your license type, **Broker**.

## EXISTING LICENSEES

8. Under **Licensing Services**, click on the link to the online portal.
9. Under **Login**, click **Forgot Your Password?**
10. Enter your **license number** as your User ID. Include letters and numbers with no spaces (ex. BR123456).
11. Check your e-mail inbox for a link to reset your password (check your Spam/Junk folder).
12. Follow the prompts to **Create A New Password**.
13. **Log In** to the system using your license number and new password.
14. Scroll down to your license type, **Broker**.

## BROKER: ENDORSEMENT

*Brokers currently licensed in any other jurisdiction other than Virginia or Maryland*

Endorsement applicants may be allowed to waive pre-licensing education requirements and the national portions of the DC Real Estate Examination. At the date of licensure, the original jurisdiction's national exam standards, including scoring, must have been substantially equivalent to the District's exam standards. The District of Columbia accepts all Association of Real Estate License Law Officials (ARELLO) accredited examinations.



### What You Will Need Before You Apply:

- Meet or exceed the District's 135-hour pre-licensing education requirements in the jurisdictions from which they are applying.
- Complete a 3-hour DC Real Estate Commission (DCREC) approved Fair Housing course. To find a Fair Housing Course provider, visit <https://www.dcopla.com/realestate>.
- All endorsement applicants are required to pass the state (DC) portion of the Salesperson exam with minimum 75 percent passing score. For additional information on the exam, refer to the "Real Estate License Examination Candidate Information Bulletin" on the DCREC website.
- Original letter of license certification from your licensing jurisdiction. The certification letter has to be **dated within 90 days** and contain the official seal. Pocket cards and license copies are not accepted.



### When You Are Ready to Apply, You Will Need:

- A 2" x 2" passport-style photo (professional headshots are acceptable)\*\*
- A un-expired government-issued ID\*
- Original certification letter\*
- A debit or credit card to pay fees:

**Fee: \$295** (includes \$60 fee for the Real Estate Guaranty and Education Fund)

\*\*You will need to upload the required document into the online application.



Ready to start? Visit <https://www.dcopla.com/realestate>

## Instructions

1. Under **Licensing Services**, click on the link to the online portal.
2. If you are a new application, register as a **New Individual Applicant**.
  - a. Enter your account information and select **Save**.
  - b. Follow the prompts to **Create A New Password**.
3. If you are an existing licensee, Under **Login**, click **Forgot Your Password?**
  - a. Enter your **license number** as your User ID (ex. BR123456).
  - b. Check your e-mail inbox for a link to reset your password (check your Spam/Junk folder).
4. **Log in** to the system using your Email or Client ID and password.
5. Scroll down to your license type: **Broker**.