



Occupational and Professional Licensing Administration (OPLA)

DC REAL ESTATE COMMISSION

DC REAL ESTATE SALESPERSON

Pursuant to §47-2853.163, "a real estate salesperson means any person employed by a real estate broker to manage or lease; rent or offer to lease or rent; list for sale, sell, or offer for sale; buy or offer to buy; negotiate the purchase or sale, or exchange of real estate; or to negotiate a loan on real estate."

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

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

[SALESPERSON: EXAMINATION](#)

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

[SALESPERSON: RECIPROCITY](#)

Applicants who are licensed in Maryland (from 1996 to present) or Virginia

[SALESPERSON: 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.

SALESPERSON: EXAMINATION



What You Will Need Before You Apply:

- Complete 60-hour salesperson pre-licensing education from a DC Real Estate Commission-approved educational provider. For DC Real Estate Commission (DCREC) approved pre-licensing course providers, visit <https://www.dcopla.com/realestate>.
- Passing scores on both the national & state (DC) portions of the Salesperson 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 salesperson'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.



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**
 - A DC-licensed sponsoring broker
 - A debit or credit card to pay associated fees
- Fee: \$255** (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, **Salesperson**.

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. SP123456).
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, **Salesperson**.

SALESPERSON: RECIPROCITY

Salespersons currently licensed in Maryland (From 1996 to Present) 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 Salesperson 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 salesperson'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 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*
- A DC-licensed sponsoring broker
- Original certification letter**
- A debit or credit card to pay associated fees

Fee: \$255 (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, **Salesperson**.

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. SP123456).
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, **Salesperson**.

SALESPERSON: ENDORSEMENT

Salespersons 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 60-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*
 - A DC-licensed sponsoring broker
 - Original certification letter*
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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. SP123456).
 - 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: **Salesperson**.