



## **INSTRUCTIONS FOR OBTAINING AN OHIO REAL ESTATE SALESPERSON LICENSE THROUGH LIMITED RECIPROCITY**

In order to obtain an Ohio real estate license by reciprocity, you must do the following:

1. Confirm that your state has entered into a limited reciprocity agreement with the State of Ohio. An applicant for a reciprocal salesperson's license must be a legal resident of a state that has a reciprocal agreement with Ohio.
2. You must be sponsored by a broker licensed to do business in Ohio. This broker must sign your application.
3. Complete and return the **Salesperson Reciprocity Application** and the **Non-Resident Real Estate Licensee Consent to Service of Process** as specified in section 4735.17(B) of the Ohio Revised Code.
4. Submit with the application a check or money order for \$60.00 made payable to the Ohio Division of Real Estate & Professional Licensing.
5. Submit with your application a letter of certification from the state in which you are currently licensed certifying your status as a salesperson and verifying that you have been continuously licensed in that state for at least one year.
6. Submit with your application proof of completion of forty (40) hours of Ohio real estate law pre-licensure education as specified in Section 4735.09(F)(7)(b) of the Ohio Revised Code.
7. After the Division has determined your eligibility to sit for the jurisdictional portion of the Real Estate Sales Examination, you will receive a Candidate Information Bulletin from PSI, the Division's contracted testing vendor that will administer the jurisdictional portion of the examination. Information on scheduling your exam and test locations will be detailed in the Candidate Information Bulletin and can also be obtained at PSI's website at [www.psiexams.com](http://www.psiexams.com).

You will have one (1) year from the date you obtain your Ohio real estate license to complete the 10-hour Post Licensure course at an institution of higher education or at a Division-approved education provider. This course must be taken in a classroom setting at an institution of higher education. A list of some approved providers can be found at the Division's website: [www.com.state.oh.us/real](http://www.com.state.oh.us/real). Thereafter, you must complete 30 hours of continuing education every three (3) years at a Division-approved continuing education provider. Courses submitted by providers not approved by the Division can be submitted for approval for \$100 per course.

When the application process is completed, the Ohio Division of Real Estate & Professional Licensing will be pleased to issue you an Ohio real estate salesperson's license.

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**NOTICE:** Per R.C. Section 149.43, this application and the information contained therein, except for the social security number, is public record.

**NOTICE:** Per R.C. Section 4735.09(B), if an application is denied prior to the applicant's being admitted to the examination, the division, to cover the expenses of processing the application, shall retain one-half of the fees and the other one-half shall be returned to the applicant.

**NOTICE:** Evidence that payment has been refused by the drawer's bank upon a check drawn to the order of the Ohio division of real estate shall constitute prima facie evidence of misconduct and shall constitute a violation of section 4735.18(A)(6) of the Revised Code.

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