



American School of Business

194 Route 46 East, Fairfield, NJ 07004
Phone 800-288-5154 Fax 973-244-0246
Info@AmericanSchoolNJ.com www.AmericanSchoolNJ.com

**Real Estate, Insurance, Mortgage, Appraisal & Securities
Licensing, Continuing Education & Exam Prep
In-Class, On-Line & On-Site**

Real Estate Salespersons Course

Student Information Guide

Corporate Headquarters
194 Route 46 East, Fairfield, NJ 07004

Office Hours

Mondays to Thursdays 8:30am-6:30pm
Fridays 8:30am-4:30pm

Phone 973-244-0333

Fax 973-244-0246

www.AmericanSchoolNJ.com

SOLICITATION OF SALESPERSON OR REFERRAL AGENT LICENSE CANDIDATES AT PRELICENSURE SCHOOLS

NOTICE

TO: ALL SALESPERSON/REFERRAL AGENT COURSE STUDENTS

FROM: NEW JERSEY REAL ESTATE COMMISSION

**RE: SOLICITATION OF SALESPERSON OR REFERRAL AGENT LICENSE
CANDIDATES AT PRELICENSURE SCHOOLS**

It is the policy of the New Jersey Real Estate Commission that there be a complete and total separation between the instruction you receive in your prelicensure education course and any efforts by brokers to recruit you to join their firm and/or to secure listings or offers on listed properties from you. This policy is reflected in Commission rule N.J.A.C. 11:5-2.2(x), which is reproduced in its entirety below.

If you are subjected to any recruitment efforts or are solicited for listings or offers during class time you should immediately notify your instructor, the Director of your school, and the New Jersey Real Estate Commission by writing to:

New Jersey Real Estate Commission
20 West State Street
PO Box 328
Trenton, New Jersey 08625-0328
Attn: Director, Real Estate Education

You are free to negotiate the terms of your employment with any broker. It is in your own best interest to talk to several prospective employing brokers before deciding which offers the best compensation plan, including post-termination payment provisions, and support package for you. You should also consider a prospective employer's professionalism and reputation for honesty and integrity when deciding which broker to work for.

Important Information Regarding Attendance And Completion of Your Real Estate Course

1. In order to complete the Real Estate Course, you will be required to complete 75 hours for salespeople. Your prearranged test time is 3.50 hours, which is a part of the required hours.
2. Each student is to be assigned a student ID number by the school. Please write your Student ID# in your textbook. You will be required to print the complete nine-digit ID# on the Attendance Sheet at the beginning and end of each session of class in order to get credit for being there.
3. If your name and Student ID# are not clearly printed on the Attendance Sheet, you will **not** be given credit for that class.
4. Credit cannot be given to any student who does not attend a full session whether it be day, evening or Saturday. Meaning **no partial credit can be given to students** who miss any portion of a session. Attendance must be timely and students cannot be more than 10 minutes late for class.
5. **Guarantee of Satisfaction:** You have one year from the date of enrollment to complete your course. If you do not complete the course within one year, you will have to re-register and begin accumulating the required hours again. If the above situation occurs, a discount of approximately 15% will be given off the current tuition.
6. Students for Salespersons are entitled to attend makeup classes at any of our day, evening or Saturday programs at any of our training centers.
7. Students will be provided a monthly course calendar outlining what topics are being covered during each session of class at each training center. You can obtain calendars for other locations by visiting us on our web site at www.americanschoolnj.com. From our home page go to the student lounge and click the sub-heading "**Course Calendars**". From the Classroom Calendars page you will see a list of our current training centers. Choose a "**Training Center**" and the name of the course you are attending. i.e. "**Salespersons Licensing Courses**". The calendars are provided in an Adobe "PDF" file format. A free download of Adobe Reader is available by visiting www.adobe.com.



Student Parking Guidelines

*** Fairfield Training Center ***

Occasionally the American School of Business parking lot becomes overcrowded. When this happens, we need all of our students to follow the following guidelines:

1. All cars must be parked in “lined” parking spots.
2. No student parking is permitted in the front of the building.
3. Parking on the grass or mulch is strictly prohibited.
4. DO NOT park in Employee designated areas.

Overflow Parking:

When our parking lot is full you are asked to park on Plog Drive which is the side street next to Prime 94 Restaurant.

Turn left out of the rear parking lot onto Fairfield Road and make your first right onto Plog Road. (about 150 feet)

Cars parked by students in non-designated areas will be subject to tow & removal at the owner's expense!



Your Cooperation Is Greatly Appreciated!!!



Inclement Weather Notice



In the event of inclement weather you should call The American School of Business at (973) 244-0333.

Our voice message service will indicate what locations and courses will be affected by the weather. Call no more than (2) two-hours prior to the start of your scheduled class time. Please, listen to the entire message.

PLEASE NOTE:

Our staff does not make individual calls to our students for cancellations or delayed openings due to bad weather conditions. You must call us as indicated above.

Thank You,
Management

TESTING / RE-TESTING SCHEDULES

Training Center:

American School of Business
194 Route 46 East - 2nd Floor, Fairfield, NJ 07004
Phone: 973-244-0333

Directions are available by visiting our web-site at
www.americanschoolnj.com

Testing Schedule

Mondays at 2:00 PM*

(No one will be admitted after 2:15 PM)

AND

Wednesday Evenings at 5:00 PM*

(No one will be admitted after 5:15 PM)

There is no cost for first time test takers

There is a **\$10.00** testing fee for students who are re-testing

ITEMS NEEDED FOR TEST

- **#2 Pencil**
- **Calculator**
- **Scrap Paper**

NOTE: *Textbooks, materials and / or other personal belongings are NOT permitted in the testing rooms.*

*Testing times are subject to change or cancel due to Holiday Schedules. Call for updated info.

Order Today!
800-288-5154

REAL ESTATE

Exam Preparation & Supplemental Materials Designed for Salespersons & Brokers!

Question & Answer Workbook - \$50

- This book contains over a thousand questions and rationales that will help you prepare for the PSI exam. This exam-prep workbook features topics covering all topics found on your state outlines.
- A self-scoring feature in each chapter charts your individual learning progress. Includes 5 practice exams.

Real Estate CompuCram Online - \$79

- Study real estate vocabulary - interactive flashcards, matching, and fill-in the blank
- Dynamic practice tests - never see the same exam twice!
- Unlimited real estate salesperson practice exams
- Our exclusive pre-assessment identifies the exam topics you need to focus on
- Mobile, table and desktop friendly
- The Readiness Indicator that tracks your progress, so you know when you're ready to take the exam
- Up-to-date questions written by real estate industry experts
- Money back guarantee & 180 day access

Qualifier Plus ///x Calculator - \$65

- Mortgage Loan Qualifying Calculator for Real Estate Pro's.
- The Qualifier Plus ///x helps you pre-qualify your clients so you can find them the most affordable mortgage or property.
- This calculator is the most easiest and complete real estate finance calculator on the market.
- Features include easy qualification solutions, instant mortgage finance solutions, complete taxes and insurance for true PITI payments, automatic sales price & down payment calculations, easy amortization, balloon payments and more.

How to Order

1. Call **1-800-288-5154** to have your order shipped to you at home or work.
2. Mail the below order form to: **American School, 194 Route 46 East, Fairfield, NJ 07004**
3. Fax the below order form to 973-244-0246. Please include credit card information.
4. Full payment is required. Please Add **\$12.00** for Shipping & Handling
5. There are no refunds or exchanges on study materials

Real Estate Order Form:

Workbook

CompuCram

Calculator

Name _____ Student ID# _____

Shipping Address _____

City _____ State _____ Zip Code _____

Day Phone _____ Evening Phone _____

Credit Card # _____ Exp. Date ____ / ____ / ____ CVV # _____

Amount Enclosed \$ _____ Signature _____ Date ____ / ____ / ____

Notice to Persons Seeking a New Jersey Real Estate License

If you have questions, contact the New Jersey Real Estate Commission at **609-292-7272** between the hours of 8:30 a.m. and 4:30 p.m.

BE AWARE OF THE FOLLOWING BEFORE MAKING APPLICATION FOR A REAL ESTATE LICENSE, AS THEY MAY DISQUALIFY YOU FROM LICENSURE.

All applicants for licensure as a real estate professional are required by law to possess good character, trustworthiness, honesty and integrity. See N.J.S.A. 45:15-9. Consequently, all applicants for licensure must submit to a criminal history record check. In addition, when taking the state examination (after successfully completing the real estate licensure course), the applicant will be required to answer screening questions about their qualifications to receive a real estate license. For example, a licensee must be over the age of 18 and must have a high school diploma or its equivalent on the date of the examination.

However, the screening questions also make inquiry into criminal histories. N.J.S.A. 45:15-12.1 specifically prohibits licensure to anyone that has been convicted of forgery, burglary, robbery, any theft offense other than shoplifting, criminal conspiracy to defraud or other like offenses within the 5 (five) years preceding the application for licensure.

Convictions for shoplifting or other offenses or convictions for those offenses stated in the preceding paragraph which occurred **more than five (5) years ago** or the loss of a real estate or other professional license for cause, may constitute grounds for the denial of a license under N.J.S.A. 45:15-9. The Commission considers the date and nature of all convictions and other indicia of the applicant's character, honesty, trustworthiness and integrity when evaluating an applicant's qualifications for licensure.

After successfully passing the real estate licensure examination, you will be required to sign a form on which you certify that your screening question answers are accurate and truthful. That form is part of your application for licensure. **Providing false information in response to your screening questions is grounds for the denial of your application and for the suspension or revocation of any license issued to you, as well as the imposition of a substantial fine.** See N.J.S.A. 45:15-17(n).

If answers to screening questions raise concerns with the Commission about the qualifications of an applicant, the candidate will be given the opportunity to submit a full, written explanation of their response.

*****THEREFORE, IT IS BETTER TO ERR ON THE SIDE OF DISCLOSURE THAN TO ANSWER IN A WAY THAT MAY RAISE CONCERNS ABOUT WHETHER YOUR ANSWERS WERE HONEST AND TRUTHFUL.*****

SCREENING QUESTIONS

ALL QUESTIONS MUST BE ANSWERED

1. **With the exception of motor vehicle violations, have you ever been convicted of a crime, misdemeanor, or disorderly persons offense in the state of New Jersey, any other state or the federal government, or are you presently on probation or parole?**

For SQ-1: A certified copy of every judgement of conviction entered against you and/or of a municipal court record reflecting the disposition and sentence imposed on each offense is required. A written statement explaining for each conviction, the circumstances under which the offense occurred and any social conditions that contributed to your commission of the offense must also be sent.

2. **Is there a criminal complaint, disorderly persons charge, criminal accusation or criminal information presently pending against you or are you presently under indictment in New Jersey, any other state or by the federal government or are you presently enrolled in New Jersey's Pre-Trial Intervention (PTI) program or any similar State or Federal program involving the deferral of the disposition or sentencing in a criminal matter?**

For SQ-2: A certified copy of every indictment, criminal accusation, criminal information and/or criminal complaint now pending against you is required. If you are presently on a Pre-Trial Intervention Program or other Diversionary Program, submit the Order entering you into such a program.

3. **Have you ever had a real estate or other professional license, certification or similar credential revoked, suspended, surrendered in lieu of formal prosecution, or denied in New Jersey or any other state?**

For SQ-3: A copy of the document (Order, consent agreement, etc.) imposing a suspension or revocation of a professional license you previously held is required.

4. **Do you have a child support obligation on which there is an arrearage due that equals or exceeds the amount of child support payable for six months or are you the subject of a child support related warrant, or during the past six (6) months have you failed to provide any court-ordered health care coverage, or have you failed to respond to a subpoena relating to a paternity or child support proceeding?**

For SQ-4: A copy of an Order or consent agreement imposing a child support obligation and a statement providing details regarding the arrears or child support related warrant is required.

5. **Are you UNDER the age of 18 at the time of signing this application?**

For SQ-5: If you have erred in your response, you must provide legal documentation of your correct age.

6. **Do you now hold, or have you ever held, ANY license issued by the NJ Real Estate Commission?**

7. **Is your educational background less than a high school graduate or equivalent?**

For SQ-7: If you misunderstood the question or your response is not an accurate reflection of your educational standing, please submit a letter to the address below detailing your educational background and supply a copy of your high school diploma or equivalent. If you are awaiting the results of your G.E.D., please send it to the same address when you receive official notification.

8. **Do you currently hold a real estate license issued by another state?**

For SQ-8: Disclosure of your Social Security Number is mandatory for child support enforcement purposes. The Commission's authority to compel disclosure of Social Security Numbers is established at P.L. 1996 c.7 and N.J.A.C. 11:5-3.5. Unless otherwise directed, the Commission will also use your Social Security Number for internal identification purposes. Please "X" in the brackets if you object to the Commission doing so [].

9. **Have you pled guilty or nolo contendere, been convicted, adjudicated delinquent, or found not guilty by reason of insanity of any sex offense that would qualify you for registration pursuant to section 2 of P.L. 1994, c. 133 (N.J.S.A.C.2C:7-2) (also known as "Megan's Law") or under an equivalent statute of another state or jurisdiction? ("Adjudicated delinquent" refers to a determination made by a family court at the conclusion of a hearing that a juvenile is found to have been delinquent based on the charges and having committed a prohibited act.)**

For SQ-9: Provide a certified copy of any judgment of conviction or court order reflecting the disposition and sentence imposed for any sex offense under section 2 of P.L. 1994, c. 133 (N.J.S.A. C.2C:7-2) (also known as "Megan's Law") or under an equivalent statute of another state or jurisdiction. Also state if you have applied for and/or been granted termination of the Megan's Law reporting requirements and, if so, provide all related documentation.

This form is part of your license application. Supplying any false information on this form constitutes grounds for denial of your application and/or suspension or revocation of your license. See NJSA 45:15-9 and 45:15-17n.



Real Estate Frequently Asked Questions

Licensing FAQs

1. Do you accept walk-ins?

Licensing applications are processed on a "first-in/first-out" basis. Therefore, the Licensing Bureau will accept, but cannot immediately review or service walk-in applications. Persons who wish to drop off an application may do so at the reception desk on the 8th floor of the Commission's office at 20 West State Street, Trenton, NJ. If there is an error or a question about the application, you will be notified within ten (10) business days.

APPLICANTS SHOULD NOT CALL THE COMMISSION DURING THIS TIME. Depending upon the volume of work pending at the time of the Commission's receipt of it, the processing of a complete and correct application related to a salesperson or broker/salesperson license may take from two to four weeks. Applications related to broker licenses (sole proprietors, business entities and brokers of record) are generally processed within two (2) weeks.

2. How soon after passing the real estate exam must I apply for the issuance of my initial license?

All applicants must apply for the issuance of their initial license WITHIN ONE YEAR FROM THE DATE OF COMPLETING THE REAL ESTATE PRELICENSURE COURSE.

3. What is the procedure for transferring my license to another broker?

Licensees in Inactive/Terminated Status may transfer to a new broker. To be inactivated/terminated, you must submit a formal letter of resignation to your current broker, and your current broker must inactivate/terminate your license via the New Jersey Real Estate Online Licensing Services (www.recbrokers.nj.gov)

Once inactive/terminated, your license may be **electronically** transferred by your new broker via the New Jersey Real Estate Online Licensing Services at www.recbrokers.nj.gov. The \$25 transfer fee may be paid via e-check or company credit card.

Or, the licensee and new broker of record may submit a **paper** transfer application. The paper method will take longer than the electronic method, and will delay your transfer.

- For a **salesperson or broker-salesperson**: [MS Word](#) or [PDF](#)
- For a **salesperson referral**: [MS Word](#) or [PDF](#)

The paper application must be submitted to the New Jersey Department of Banking and Insurance, Real Estate Licensing Section, with a broker's business check, money order, or certified check in the amount of \$25, made payable to the "State Treasurer of New Jersey."

4. How do I establish my own real estate company?

If you wish to apply for a corporate broker's license, sole proprietorship, partnership, or limited liability company, contact the Commission at (609) 292-7272 for appropriate forms and instructions.

5. How do I obtain a license certification or license history?

Submit a written request to the New Jersey Real Estate Commission, PO Box 328, Trenton, New Jersey 08625-0328. Your request must be accompanied by \$25.00 for a current certification of license status, or \$50.00 for a license history (Personal checks are not acceptable. Payment must be by certified check, cashier's check, or a money order, made payable to the Treasurer, State of New Jersey.)

6. I recently relocated my office. What does the Commission require?

A Change of Address form must be completed. All licenses must be returned accompanied by an appropriate fee. To request a form, call (609) 292-7272. **Note:** For a change of residence address, please submit a letter indicating new residence address, home telephone number, and license reference number.

7. How do I change my name on my license?

All licensees must be licensed in their legal names. The "Application for Reinstatement/Transfer/Name Change" is located in the real estate section of the Applications and Forms area of the DOBI website.

- For a **salesperson or broker-salesperson**: [MS Word](#) or [PDF](#)
- For a **salesperson referral**: [MS Word](#) or [PDF](#)

Please complete the appropriate application and sign it using your new name. Please attach a copy of your marriage certificate, a legal document from the court that states you may legally change your name, or a copy of your divorce decree bearing the County Clerk's seal. If you submit a copy of your divorce decree, the first page of the decree and the page that states you may resume your former name is required. You must submit the \$50 name change fee via a broker's business check, money order, or certified check made payable to the "State Treasurer of New Jersey".

After the change has been entered into the Real Estate Licensing database, the new name is viewable on the [Licensee Search](#). At that point, a new pocket card id reflecting the new legal name may be printed by the licensee at www.reconline.nj.gov.

8. What should I do if my license has been lost?

Have your employing broker submit a written or faxed request for a duplicate license to the Commission. Fax number (609) 292-6765. There is no charge for this request.

9. How can a New Jersey salesperson become a New Jersey broker?

Requirements for becoming a broker in New Jersey are as follows:

- You must be a licensed salesperson in New Jersey and have worked as such on a full-time basis under the direction of a broker for the 3 full years immediately preceding application. You are required to take 150 hours of broker prelicensure education. The 90 hour broker general course must be completed first. Thereafter, the 30 hour Agency/Ethics course and the 30 hour Office Management/Related Topics course may be taken in any order.
- Upon successful completion of the courses, the applicant must submit a fully executed school certificate, Experience Activity Report(s) completed by the broker(s) the applicant has worked for during the last 3 years, and a \$25.00 processing fee (**No personal checks accepted**) to the Commission for approval. If approved, a Certificate of Examination Eligibility will be issued which will allow the applicant to make a reservation to challenge the broker examination. Applicants must pass the examination and make application for a license within one year of completing the second 30 hour course.

10. Can an employing broker withhold my license if I request that he release it to me in order to transfer to another broker?

No. The licensee's current broker MUST deliver the license, properly inscribed for termination, to the licensee. The broker must also send the Notice of Termination section to the Commission within five business days, and send a copy of it to the licensee's residence address. N.J.A.C. 11:5-3.11(b).

11. How long can my real estate license be inactive?

N.J.S.A. 45:15-9 provides that Real Estate licenses can be inactive for 2 years after the expiration date of the last license issued. To reinstate your license, your application must be completed by a currently licensed Real Estate Employing Broker.

12. What are the qualifications for a New Jersey Real Estate Broker's license?

First, you must have worked under the direction and guidance of a currently licensed Employing Broker, on a full-time basis, at least 3 full years immediately preceding your application.

Secondly, you must have successfully completed 90 hours of Broker's pre-licensure courses and two 30 hour courses on office management and ethics/agency. These two 30 hour courses must be at an licensed New Jersey Real Estate School.

And, thirdly, you must pass the New Jersey examination. If you applied for a Broker license, please allow the Real Estate Commission 30 business days to process the paperwork. Questions regarding your application cannot be answered during this processing period.

13. What are the qualifications for a Real Estate Salespersons license?

To qualify for a Real Estate Salespersons license you must be at least 18 years old, have a high school education or equivalency, complete a 75 hour pre-licensure course at a licensed school and pass the New Jersey examination. After passing the examination, you must apply for a license through a sponsoring Employing Broker within 1 year from the expiration of the school certificate or you must again complete all requirements.

14. What is the license period?

Effective July 1, 1997, all real estate licenses are issued on the basis of a 2-year license term. Renewal notices are sent to the employing broker's office. If you need to receive a duplicate renewal notice, notify the Real Estate Commission in writing. Your request should be addressed to: *Lea Cipriano, New Jersey Real Estate Commission, PO Box 474, Trenton, NJ 08625-0474.*

15. Are there any waivers of the education requirements?

If you are a Broker or Salesperson in another state, a disabled veteran, an attorney, have taken college courses in Real Estate, or have a degree in real estate, you may qualify for an education waiver. To obtain either a Broker or Salespersons education waiver package, click here for [Waivers/Experience Reports](#).

16. How can I find a licensed school?

View the [list of licensed schools](#).

17. What are the New Jersey licensure requirements applicable to mortgage brokers?

Persons and firms engaged in the business of brokering **residential mortgage loans** for compensation must be licensed by the Department of Banking and Insurance. The New Jersey Licensed Lenders Act, NJSA 17:11C-1 et seq., requires the licensure and regulation of mortgage bankers, correspondent mortgage bankers, and mortgage brokers relating to the solicitation, brokering and origination of residential first mortgage loans on New Jersey property. Similarly, licensure is required for the origination of secondary or subsequent mortgage loans on residential property to consumers. The law defines a first mortgage loan to be any loan secured by a first mortgage on real property containing a one to six family dwelling, a portion of which may be used for a non-residential purpose. Similarly, a second mortgage loan is defined as such a loan on real property which is subject to one or more prior mortgages. Licensing and regulation under this statute are administered by the New Jersey Department of Banking and Insurance, Division of Banking. An individual licensed as a New Jersey real estate broker, broker-salesperson or salesperson is not, by virtue of being licensed, authorized to engage in the residential mortgage brokerage business. For more information on the licensure requirements applicable to residential mortgage brokers, please contact the Licensing Services Section within the New Jersey Division of Banking at (609) 292-7272.

Persons and firms who broker loans secured by mortgages on **commercial real estate** for compensation must be licensed as New Jersey real estate brokers. Individuals licensed as a real estate broker-salesperson or salesperson may engage in such activity, but only if it is done under the authority of and through the brokerage firm with which they are licensed. Like all other real estate brokerage activity, a broker-salesperson's or salesperson's compensation for such activity must be paid by the broker through whom they are licensed, rather than by a party to the commercial mortgage transaction.

For more information on the requirements of licensure as a New Jersey real estate broker, broker-salesperson or salesperson, see below.

Compliance FAQs

1. How can I obtain a copy of the New Jersey real estate statutes and rules?

See [N.J. Administrative Code \(Title 11:5\)](#) and [N.J. Statutes \(Title 45:15\)](#).

2. I had my buyer sign the Consumer Information Statement and we checked off the box that says I'm acting as a buyer broker. Is this enough?

NO. The CIS is not a buyer agency contract. Just as a listing agreement creates the relationship of a seller's agent, there must be an agreement which creates the relationship of a buyer's agent. That agreement should

be in writing and should contain necessary terms such as a description of the services to be provided, the duration of the relationship, the amount and method of compensation, etc.

3. If I have been arrested or convicted of a criminal offense, will it affect my license?

Yes, it may. You must notify the Commission of any arrest, indictment or conviction within 30 days. A failure to do so will subject you to penalties. N.J.S.A. 45:15-17(s). The notification should be made in writing. Whether or not any additional action is taken will depend on the type of crime at issue. For example, N.J.S.A. 45:15-19.1 **requires** that the Commission revoke a license when a licensee has been convicted of certain offenses, including theft and related offenses. N.J.S.A. 45:15-19.2 allows the Commission the discretion to suspend a license if a licensee is indicted for certain types of crimes, including theft and related offenses. Licensees should review these laws for further guidance on this issue.

4. Can licensees use a contest or drawing to promote the sale property?

NO. N.J.S.A. 45:15-17(g) prohibits licensees from using any plan, scheme, or method for the sale or promotion of the sale of real estate which involves a lottery, a contest, a game, a prize, a drawing or the offering of a lot or parcel of lots or parcels for advertising purposes.

5. Can a bonus be paid directly to the selling agent?

Pursuant to N.J.S.A. 45:15-16, any compensation paid to a salesperson must be paid through their employing broker. Therefore any bonus offered by a seller or listing firm to selling salespersons with cooperating firms must be paid to the selling salesperson's broker. The disposition of the bonus will then be governed by the terms of the employment agreement between that salesperson and broker.

Marketing of Out-of-State Developments FAQs

1. What types of out-of-state real estate must be registered under the Real Estate Sales Full Disclosure Act?

See [Subdivided Land Sales FAQs](#).

Updated August 2014



**OPRA | Open
Public Records Act**

OPRA is a state law that was enacted to give the public greater access to government records maintained by public agencies in New Jersey.



You will need to download the latest version of Adobe Acrobat Reader in order to correctly view and print PDF (Portable Document Format) files from this web site.

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New Jersey Department of Banking and Insurance

(1) Originating Agency Number (ORI #) NJ920510Z		(2) Category REK		(3) Statute Number 45:15-9	
(4) Reason for Fingerprinting REAL ESTATE SALES/BROKERS/SALESPERSON			(5) Document Type RB1	(6) Payment Information \$66.05	
(7) Contributor's Case # (Unique Identifier) REBSL			(8) Miscellaneous SERVICE CODE 2F1FTK		
(9) First Name		(10) MI	(11) Last Name		
(12) Daytime Phone Number () -		(13) Social Security Number (Optional)	(14) Date of Birth	(15) Height	(16) Weight
(17) Maiden or Alias Last Name		(18) Place of Birth (US State if US Citizen; Country for all others)		(19) Country of Citizenship	
(20) Home Address					
Address		City	State	Zip	
(21) Gender (Select one) <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Both		(22) Hair Color	(23) Eye Color	(24) Race (Select One) <input type="checkbox"/> Asian/ Pacific Islander (includes Asian Indian) <input type="checkbox"/> Black <input type="checkbox"/> American Indian / Alaska Native <input type="checkbox"/> White (Includes Hispanic/ Spanish Origin) <input type="checkbox"/> Unknown	
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address	City	State	Zip
Identification Requirement - Acceptable identification must be presented at the <u>time of printing</u> . Identification presented MUST be one (1) document that is current (not expired). A combination of documents will not be accepted. The single document must include the following criteria: Photo, Name, Address (home/issuing agency) and Date of Birth. Acceptable ID must be issued by a Federal, State, County or Municipal entity for identification purposes. Examples of acceptable ID are: 1) Valid U.S. State Photo Driver's License/ Non Driver's License, 2) U.S. Passport, 3) USCIS Permanent Resident ID Card (issued after 5/10/2010), and 4) USCIS Employment Authorization Card (issued after 10/31/2011).					

Please READ This Form Carefully:

Follow all of the instructions provided by your agency/employer to complete the fingerprint process. You must have this form (Blocks 1 through 26) completed prior to scheduling your fingerprint appointment via the website or call center. **PLEASE PRINT LEGIBLY.** It is **required** that you **present** this completed Universal Fingerprint Form, IDG_NJAPP_051719_V1, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at <https://uenroll.identogo.com/>. Appointments may also be scheduled through our Call Center. English and Spanish speaking agents are available at **1-877-503-5981**, Monday through Friday, 8:00AM to 5:00PM EST and Saturday, 8:00AM to 12 Noon EST.

Payment:

When an applicant is responsible for payment, payment is required at the time of scheduling. The following forms of payment are accepted: Visa, MasterCard, American Express, Discover and prepaid debit cards, or electronic debit (ACH) from a checking account. Accounts will be debited immediately.

Cancel/ Reschedule:

Appointments may be canceled or rescheduled via the website or the call center before the deadline of 5PM EST the business day prior to the scheduled appointment (Saturday Noon for Monday appointments). An appointment fee of \$12.00 plus tax (\$12.80) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. Idemia Identity & Security will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

Unable to be Fingerprinted:

An applicant is considered "Unable to be Fingerprinted" for any of the following reasons: Failure to appear for scheduled appointment, inability to present proper identification, inability to present this completed Universal Fingerprint Form IDG_NJAPP_051719_V1, or the information on this form does not exactly match the information provided during the scheduling process. Applicants unable to be fingerprinted will incur a \$12.00 plus tax (\$12.80) appointment fee. Idemia Identity & Security will refund the remainder of the fee paid (state/federal search fees) to the original payment method.

PCN and Receipts:

Upon the completion of fingerprinting, you will be assigned a PCN number. The PCN will be recorded on this form and on your receipt. Idemia Identity & Security will not provide *duplicate receipts, PCN Numbers or any appointment/printing information after the time of printing.*

Applicant ID Number:	Payment Authorization:	PCN:
Scheduled Day & Date:	Scheduled Time:	Scheduled Site:
Agency Information:		

You **MUST** retain a copy of this form and the receipt of printing for your personal records.

APPLICANTS MUST NOT ALTER, SHARE, OR REUSE THIS FORM



[Home](#) > [NJ Real Estate Commission](#) > [Licensing and Education](#) > License Candidate Fingerprinting

Real Estate License Candidate Fingerprinting

Please Note:

License candidates now have the option to take real estate salesperson, broker and Instructor license examinations **remotely or in person** at one of the PSI Services testing centers. In-person and remote exams may be scheduled online at: <https://www.psil exams.com/njre>

New Fees Effective June 1, 2019

ALL Candidates for New Jersey Real Estate Licenses are required to complete the fingerprinting process known as **Live Scan** as a condition of securing a real estate license.

This includes all new candidates for Individual Real Estate Salesperson, Real Estate Broker-Salesperson, Real Estate Broker and Salesperson Referral licenses as well as any individual who will serve as an officer, director, member, partner or owner of a controlling interest of a corporation, limited liability company or partnership applying for a license to conduct business as a Real Estate brokerage company.

Candidates for Real Estate Instructor licenses and for directors and principals of applicants for Real Estate School licenses are required to complete the fingerprinting process as a condition of securing the respective real estate licenses.

Individual candidates have one year from the completion date of their pre-licensure education to take and pass the State examination administered by **PSI Services LLC AND** to file a fully completed application for licensure with the Licensing Services Bureau, Real Estate. In order to avoid problems with the expiration of their one year of eligibility for licensure and to make a timely filing, candidates **MUST** complete the fingerprinting process as soon as possible after **PASSING** the State examination.

Applications for licensure **WILL NOT** be accepted without a fully completed application, the appropriate license fee and evidence of the completion of the fingerprinting process.

Evidence of completion of the fingerprinting process **MUST** include:

- (1) a copy of the applicant's completed Universal Form (**IDG_NJAPP_051719_V1**) (*see below*); and
- (2) a copy of the payment receipt issued by **IDEMIA**, the **Live Scan** fingerprint vendor, at the time of completion of the fingerprinting.

To Get Fingerprinted...

- Read [instructions](#)
- Download the appropriate Universal Form (**IDG_NJAPP_051719_V1**) ***Must be completed prior to appointment with vendor**
 - [Real Estate Salesperson, Broker-Salesperson, Broker, Salesperson \(Referral\) - Universal Form \(IDG_NJAPP_051719_V1\)](#)
 - [Real Estate Instructor - Universal Form \(IDG_NJAPP_051719_V1\)](#)
 - [Director/Principal of Real Estate School - Universal Form \(IDG_NJAPP_051719_V1\)](#)
- [Schedule appointment with vendor](#)
- Read [Frequently Asked Questions](#)

Instructions for Live Scan: Electronic Fingerprinting Process

Criminal History Background Investigation

New Jersey law requires that every applicant and any officer, director, partner or owner of a controlling interest of a corporation, limited liability company or partnership applying for a license as a Real Estate Salesperson, Real Estate Broker/Salesperson, Real Estate Broker, Salesperson Referral, Real Estate Instructor, or Real Estate School issued by the New Jersey Real Estate Commission must submit fingerprints and written consent for a criminal history record check. Previously, fingerprinting involved the manual ink and roll method; however new technology allows for electronic Impressions.

To provide for a timely and efficient criminal history background review, the New Jersey Real Estate Commission/Department of Banking and Insurance will be utilizing the State Police coordinated non-criminal justice fingerprinting process known as **Live Scan**. The State of New Jersey has contracted with a vendor, **IDEMIA**, to perform this service. The company has established permanent sites throughout the State as well as several mobile units available to meet their contractual agreement.

Applicant Notification and Record Challenge:

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, Code of Federal Regulations (CFR), 16.34.

How to Schedule an Appointment

Prior to contacting the vendor, each candidate **MUST** complete the appropriate **Universal Form (IDG_NJAPP_051719_V1)** depending upon the license type they are seeking.

- [Real Estate Salesperson, Broker-Salesperson, Broker, Salesperson \(Referral\) - Universal Form \(IDG_NJAPP_051719_V1\)](#)
- [Real Estate Instructor - Universal Form \(IDG_NJAPP_051719_V1\)](#)
- [Director/Principal of Real Estate School - Universal Form \(IDG_NJAPP_051719_V1\)](#)

Appointment scheduling is available via the Internet 24 hours per day, 7 days per week. The Department encourages everyone to schedule their appointment using the vendor website to avoid telephone holding times.

For applicants who do not have Internet access, appointments are available through the toll-free call center at **1-877-503-5981** on a first call, first served basis Monday through Friday, 8 a.m. to 5 p.m. and Saturday, 8 a.m. to noon. Hearing impaired scheduling is available at **1-800-673-0353**. English and Spanish operators are available through the Call Center.

Please Note...

- Make sure that you are completing the correct **Universal Form (IDG_NJAPP_051719_V1)** by **identifying the license type in section #4** on the form.
- Once the proper form is completed you may **schedule an appointment**. **Do NOT discard the Universal form** as it will need to be presented at your scheduled appointment.

Processing Fee

All applicants must pay the criminal history record check fee directly to IDEMIA. The total cost for this process is **\$66.05**. Payment will be required at the time of scheduling. The following forms of payment are accepted: **Visa, MasterCard, American Express, Discover and prepaid debit cards, or electronic debit (ACH) from a checking account.**

Cancellation Fee

An appointment fee of \$12 plus tax (\$12.80) is charged to cover the cost of a scheduled appointment for applicants who do not cancel/reschedule by 5 p.m. EST on the business day prior to the scheduled appointment (Saturday noon for Monday appointments). An appointment fee of \$12 plus tax (\$12.80) also applies to applicants who are turned away from the printing sites due to their inability to present proper ID or who fail to present the proper and current version of the Universal Fingerprint form. All refunds are issued by IDEMIA.

Selecting the Proper Universal Form

The Real Estate Commission issues several different license types that require fingerprinting. The proper Universal Form must be completed for scheduling and presented at the appointment or you will be turned away from the scanning center and charged an appointment fee, as described above. **The license type is identified in field #4 of the Universal Form.** In addition, please be sure to use the most current version of the form.

- [Real Estate Salesperson, Broker-Salesperson, Broker, Salesperson \(Referral\) - Universal Form \(IDG_NJAPP_051719_V1\)](#)
- [Real Estate Instructor - Universal Form \(IDG_NJAPP_051719_V1\)](#)
- [Director/Principal of Real Estate School - Universal Form \(IDG_NJAPP_051719_V1\)](#)

Proper Identification

ACCEPTABLE ID REQUIREMENTS - ID MUST include Photo, Name, Address (Home/Employer) and Date of Birth. Acceptable ID MUST be issued by a Federal, State, County, or Municipal entity for Identification purposes. Examples of acceptable ID are 1) Valid Photo Driver's License or Valid Photo ID issued by any State DMV or NJ MVC, 2) Passport. Acceptable ID MUST meet all of the underlined requirements above and MUST be present on one (1) ID. Combinations of documents are NOT acceptable. If acceptable ID is not presented you will not be fingerprinted.

PLEASE NOTE...

If you live, work or go to school in New Jersey you **MUST** be fingerprinted in person at one of the IDEMIA facilities.

If you do **NOT** live, work or go to school in New Jersey and if you are **NOT** located within ten miles of one of New Jersey's borders, you must contact the Licensing Services Bureau, Real Estate for instructions as to the procedure you need to follow to comply with the fingerprinting requirement. Call 609-292-7272 or send an e-mail to relic@dobi.nj.gov.

Frequently Asked Questions

Who needs to schedule a fingerprint scan for criminal history purposes as a condition of receiving a real estate license?

- All new applicants for New Jersey Real Estate Salesperson, Real Estate Broker/Salesperson, Real Estate Broker or Salesperson Referral licenses
- Any individual who will serve as an officer, director, member, partner or owner of a controlling interest of a corporation, limited liability company or partnership applying for a license to conduct business as a Real Estate broker company
- Any new individuals becoming affiliated with an existing licensed Real Estate broker company as an officer, director, member, partner or owner of a controlling interest
- All new applicants for Real Estate Instructor licenses
- Any individual who will serve as an officer, director, member, partner or owner of a controlling interest of a corporation, limited liability company or partnership applying for a license as a Real Estate School
- Any new individuals becoming affiliated with an existing licensed Real Estate School as an officer, director, member, partner or owner of a controlling interest

If an individual has been fingerprinted in the State of New Jersey for another purpose, is the individual required to go through the process again?

Yes. Regulations concerning dissemination of criminal history information prohibit its use outside the intended purpose. Federal and State security and privacy regulations dictate that dissemination of this information may only be for the purpose expressed in the form field identified as "Reason Fingerprinted." Sharing of criminal history information is therefore prohibited.

How do I begin the process?

The first step is to download the current version of the **Universal Form (IDG_NJAPP_051719_V1)**.

- [Real Estate Salesperson, Broker-Salesperson, Broker, Salesperson \(Referral\) - Universal Form \(IDG_NJAPP_051719_V1\)](#)
- [Real Estate Instructor - Universal Form \(IDG_NJAPP_051719_V1\)](#)
- [Director/Principal of Real Estate School - Universal Form \(IDG_NJAPP_051719_V1\)](#)

Following completion of the proper universal form, contact the Live Scan fingerprint vendor for New Jersey to [schedule an appointment](#).

What do I bring to the scanning center?

[Scanning centers](#) are located throughout the State. You must bring to the scanning center:

1. **Photo Identification.** ID MUST include Photo, Name, Address (Home/Employer) and Date of Birth. Acceptable ID **MUST** be issued by a Federal, State, County, or Municipal entity for Identification purposes. Examples of acceptable ID are 1) Valid Photo Driver's License or Valid Photo ID Issued by any State DMV or NJ MVC, 2) Passport. Acceptable ID **MUST** meet all of the underlined requirements above and **MUST** be present on one (1) ID. Combinations of documents are **NOT** acceptable. If acceptable ID is not presented you will not be fingerprinted.
2. A properly completed **Universal Form (IDG_NJAPP_051719_V1)**.

When should I schedule the fingerprint scan?

For a **real estate salesperson, broker-salesperson, broker and salesperson (referral) candidates**, the Department suggests that you schedule the fingerprint scan **immediately** after you pass the real estate licensing exam.

For a **real estate instructor**, we recommend that you schedule your fingerprint scan no more than three (3) months prior to submitting your application for licensure regardless of when you pass the state exam. Your fingerprint confirmation receipt must be submitted with your application.

For a **real estate Director/Principal of a real estate school**, we recommend that you schedule your fingerprint exam no more than three (3) months prior to submitting your application for licensure. Your fingerprint confirmation receipt must be submitted with your application.

The scheduled appointment will be within 7 to 10 days of completing the scheduling process. Remember that we suggest you take advantage of [online appointment scheduling](#). Real Estate salesperson, broker-salesperson, broker and salesperson referral candidates **MUST** complete the fingerprinting process in sufficient time to file a license application prior to the eligibility expiration date as it appears on their passing score report issued by [PSI Services LLC](#). This date is one year from the date of pre-licensure education course completion.

NOTE: The eligibility expiration date is **NOT** one year from the date of passing the State examination.



OPRA is a state law that was enacted to give the public greater access to government records maintained by public agencies in New Jersey.



You will need to download the latest version of Adobe Acrobat Reader in order to correctly view and print PDF (Portable Document Format) files from this web site.

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