



American School of Business

"Your Success Is Our Goal"

194 Route 46 East, Fairfield, NJ 07004

Phone 800-288-5154 Fax 973-244-0246

Info@americanschoolnj.com www.AmericanSchoolNJ.com

October 2018

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

Real Estate Brokers Course

Student Information Guide

Office Hours

Monday to Thursday

8:30am-6:30pm

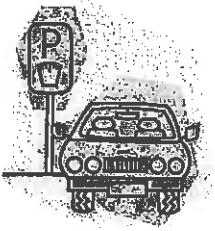
Fridays

8:30am-4:30pm

Now Celebrating 34 Years in Business !

Important Information Regarding Attendance and Completion of Your Real Estate Brokers Courses

1. Each student is to be assigned a student ID number by the instructor. Please write your Student ID# in your textbook. You will be required to print the complete nine digit ID# on the Attendance Sheet during every session of class in order to get credit for being there.
2. In order to complete the Real Estate Brokers Courses you will be required to complete a total of 150 classroom hours. (90 + 30 + 30) Your allotted test time is included in the required hours.
3. If your name and Student ID# is 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.
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 20% will be given off the current tuition within one year of expiration.
6. Students for Salespersons and Brokers Courses 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. Once in our website go to the "General Information" tab and click on the selection for "Existing Students Area Only". From there click the sub-heading for "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 Lombardi's 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 owners 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

Tuesdays 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 IIIx Calculator - \$65

- Mortgage Loan Qualifying Calculator for Real Estate Pro's.
- The Qualifier Plus IIIx 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 _____

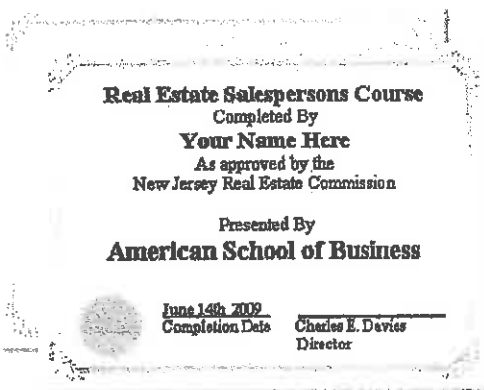
Day Phone _____ Evening Phone _____

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

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

Congratulations!

Be Proud Of Your Accomplishment.
Display a Beautiful Gold Foiled Diploma
With Impressive Certificate Jacket Today.



Fill Out The Attached Order Form & Return To:



American School of Business

"Your Success is Our Goal"

194 Route 46 East, Fairfield, NJ 07004



Mail your completed order form with your payment of \$20.00 or
Fax your order to 973-244-0246 along with a Credit Card #
Please allow 3 weeks for Shipping and Processing

NAME: _____

STUDENT ID# _____

MAILING ADDRESS _____

DAYTIME PHONE: _____

CREDIT CARD #: _____ EXP. DATE ____/____/____



For Office use only: Amount Paid: _____ Ch# / Appr# _____

Date Completed: _____ Date Mailed: _____ Completed: _____

REMINDER TO ALL BROKER CANDIDATES

IN ORDER TO BE ELIGIBLE TO TAKE THE BROKER'S EXAMINATION, THE FOLLOWING INFORMATION MUST BE PROVIDED TO THE REAL ESTATE COMMISSION PRIOR TO SCHEDULING THE EXAMINATION.

1. FULLY EXECUTED SCHOOL CERTIFICATE CERTIFYING TO THE SUCCESSFUL COMPLETION OF THE 150 HOUR BROKER PRELICENSING COURSES.
2. AN EXPERIENCE ACTIVITY REPORT COMPLETED BY EVERY BROKER, UNDER WHOSE DIRECTION YOU WORKED, FOR THE PRECEDING THREE YEARS.
3. A \$25.00 APPLICATION FEE MADE PAYABLE TO THE "STATE TREASURER OF NEW JERSEY". ACCEPTABLE FORMS OF PAYMENT ARE MONEY ORDER, CERTIFIED CHECK, CASHIER'S CHECK OR BROKER'S BUSINESS ACCOUNT CHECK.

PERSONAL CHECKS ARE NOT ACCEPTABLE

YOU MAY CONTACT PSI, THE TESTING VENDOR, AFTER YOU HAVE RECEIVED THE CERTIFICATE OF EXAMINATION ELIGIBILITY BY THE COMMISSION.

Please photocopy and distribute to all broker candidates.



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

REAL ESTATE COMMISSION

PO BOX 328

TRENTON, NJ 08625-0328

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

TEL (609) 292-7272
FAX (609) 292-0944

KENNETH E. KOBYLowski
Acting Commissioner

To: All Real Estate Schools
From: Robert L. Kinniebrew
Executive Director
Date: August 10, 2012
Re: License History Certifications

The New Jersey Real Estate Commission's Education Bureau will no longer be able to verify the license history for broker candidates while they are attending broker classes.

This service has been complimentary in the past and oftentimes broker classes are already underway before we get a list of attendees to verify that they qualify with three years of consecutive, active and full time status which would allow them to sit for the broker exam after completing the course.

The Department has always had forms online for licensees to check their license history and to request a certification of licensure. Effective immediately, licensees who wish to verify their license history will need to complete the form and submit it to the Real Estate Licensing Unit for processing. This should be done prior to enrollment into broker classes as there is a processing time of approximately two weeks.

All school directors and instructors should make candidates aware that they are responsible for verifying their own status via this method if they are not sure what their license history reflects.

Attached is a copy of the application and provided below is the link to the page on the website with the application.

http://www.state.nj.us/dobi/division_rec/licensing/forms/reccertreq.pdf



State of New Jersey
DEPARTMENT OF BANKING AND INSURANCE
LICENSING SERVICES BUREAU - REAL ESTATE

CHRIS CHRISTIE
Governor

PO Box 474
TRENTON, NJ 08625-0474

THOMAS B. CONSIDINE
Commissioner

KIM GUADAGNO
Lt. Governor

TEL (609) 292-7272
FAX (609) 292-6765

CERTIFICATION/LICENSE HISTORY REQUEST FORM

Attention: Licensing Services Bureau - Real Estate

Date:

Fee: \$25.00 for a license certification/letter of good standing (current license status)
\$50.00 for a license history (includes current and previous employing brokers)

No personal checks accepted. Submit certified check, money order, broker business account check or cashier's check, payable to the State Treasurer of New Jersey.

Name in which license is held:

Name in which license was previously held:

License Reference #:

Social Security #:

Email Address:

Mailing Address:

Do you require a License History? Yes No

If yes, the cost for a License History is: \$50.00.

Telephone # where you can be reached during the day:

Mail this request form and fee to the address indicated above.

Please Note: Certification/License History will be mailed within twenty (20) business days from date received by the Licensing Services Bureau - Real Estate.



State of New Jersey
NEW JERSEY REAL ESTATE COMMISSION
 IN THE DEPARTMENT OF INSURANCE
 CN-328
 TRENTON, NEW JERSEY 08625-0328

DARYL G. BELL
 Executive Director.

CHARLES S. PLUMERI
 Assistant Director

NOTICE

TO: ALL SALESPERSON COURSE STUDENTS
 FROM: NEW JERSEY REAL ESTATE COMMISSION
 RE: RECRUITMENT OF SALESPERSON LICENSE CANDIDATES AT PRELICENSURE SCHOOLS

ADMINISTRATION
 (609) 292-8291
 EDUCATION
 (609) 292-8579
 HEARINGS
 (609) 292-8295
 INVESTIGATIONS
 (609) 292-8388
 LICENSING
 (609) 292-7053
 SUB-DIVIDED LAND SALE
 (609) 292-8385

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 firms after you are licensed. This policy is reflected in Commission rule N.J.A.C. 11:5-1.28(x), which is reproduced in its entirety below.

If you are subjected to any recruitment efforts 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, CN 328
 Trenton, New Jersey 08625
 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.

(Repeat text of rule N.J.A.C. 11:5-1.28(x))



State of New Jersey
DEPARTMENT OF BANKING AND INSURANCE
REAL ESTATE COMMISSION
PO Box 328
TRENTON, NJ 08625-0328
Tel (609) 292-7053
Fax (609) 292-0944

JAMES E. MCGREEVEY
Governor

HOLLY C. BAKKE
Commissioner

❖ **For Your Information:**

The Real Estate Commission continues to experience difficulties with candidates who have successfully completed their pre-licensure education but who fail to take and pass the State examination within the one year time frame from date of course completion OR who pass the State examination within the requisite time frame but then fail to make application to the Commission within one year from their course completion date. Please remind your license candidates of the importance of the one-year time period. It is especially important that candidates understand that both actions – passing the examination and filing the application WITH THE COMMISSION must occur within one year of course completion. Merely submitting the application to the sponsoring broker by the deadline is NOT sufficient to fulfill the requirements of the applicable rules at N.J.A.C. 11:5-3.6 and 3.8. A sponsoring broker should be attentive to the one-year date and should NOT accept pass notice/license applications that cannot be completed and submitted to the Commission before the expiration of the one-year time period. Applications that are submitted after the one-year date will be denied.

If you have questions concerning this Notice, please contact the Real Estate Commission at (609) 292-8300, extension 50113 (Education Bureau), extension 50118 or 50130 (Licensing) or 50135 (Investigations).

BEST WISHES FOR A JOYOUS HOLIDAY SEASON AND A HEALTHY AND PROSPEROUS NEW YEAR!



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION ON CIVIL RIGHTS
P.O. BOX 089
140 EAST FRONT STREET, 6TH FLOOR
TRENTON, NJ 08625-0089

GURBIR S. GREWAL
Attorney General

CRAIG SASHIHARA
Director

TO: Property Owners

FROM: Gurbir S. Grewal, Attorney General, State of New Jersey
Craig Sashihara, Director, NJ Division on Civil Rights

DATE: August 2018

SUBJECT: Housing Discrimination Laws

The New Jersey Real Estate Commission requires every licensed broker or salesperson with whom you list your property to give you a copy of this notice. The purpose is to help you comply with the New Jersey Law Against Discrimination (the "LAD") and federal laws prohibiting discrimination in the sale or rental of real property.

In New Jersey, it is illegal to discriminate against a prospective or current buyer or tenant because of race, creed, color, national origin, sex, gender identity or expression, marital status, civil union status, affectional or sexual orientation, familial status, pregnancy or breastfeeding, actual or perceived physical or mental disability, ancestry, nationality, domestic partner status, source of lawful income used for mortgage or rental payments, or liability for service in the Armed Forces of the United States. It is also illegal to place any advertisement or make any statements or utterances that express, directly or indirectly, any limitations to offer housing or real estate based on any of those characteristics.

State and federal fair housing laws apply to a wide range of activities such as advertising, selling, renting, leasing, subleasing, assigning, and showing property (including open land). Here are some issues that come up frequently in enforcing the LAD:

- Discrimination based on "source of lawful income used for mortgage or rental payments," means, for example, that a landlord cannot reject a prospective tenant because he or she intends to rely on a Section 8 rental voucher, FEMA voucher issued to Superstorm Sandy victims, or other types of rent subsidies.
- A "No Pets" rule cannot be enforced to prevent a person with a disability from using a service or guide dog. A landlord may not charge a tenant with a disability an extra fee for keeping a service or guide dog.

For more information about the LAD and Fair Housing Amendments Act of 1988, or if you have other questions about discrimination in the sale or rental of real property, including how to report a complaint, please review our website www.NJCivilRights.gov or call our Housing Hotline at (866) 405-3050. Please contact us if you would like the Division on Civil Rights to provide training on the subject of housing discrimination. Thank you.



Gurbir S. Grewal
Attorney General



Craig Sashihara
Director, Division on Civil Rights



INFORMATION REGARDING REAL ESTATE LICENSING IN NEW JERSEY

Set forth below is a general description of the requirements for licensure as a New Jersey real estate salesperson or broker.

To qualify for a real estate salesperson's license an applicant must be 18 years of age or older, have a high school education or equivalency, complete a 75 hour prelicensure course at a licensed school and pass the license examination. After successfully completing the course and passing the examination the applicant must apply for a license through a sponsoring real estate broker. In addition the Commission must be satisfied as to the applicant's honesty, trustworthiness, character and integrity.

→ To qualify for a broker's license an applicant must have a high school education or equivalency and must successfully complete 150 hours of prelicensure education. Applicants must first complete a 90-hour general real estate course, and then two 30-hour courses on Agency/Ethics and Office Management and related topics. In addition, applicants must have been continually licensed and employed on a full-time basis as a New Jersey real estate salesperson for the three years immediately preceding application. After completion of all three courses applicants must submit to the Education Qualification Section of the Commission their completed school certificate and a completed Experience Report For Broker Applicant form. Following review and approval, the applicant will be mailed a Certificate of Examination Eligibility, which may be used to make a reservation to take the Broker license examination. An applicant must pass the broker license examination and apply for and request the issuance of a license as a broker or broker-salesperson not later than one year after their successful completion of the broker prelicensure education requirements.

If an applicant has ever been convicted of a crime, or is currently on parole or probation their application for a real estate license may be denied. See N.J.S.A. 45:15-9, 45:15-12.1 and 2A:168A-1 et seq.

If you are a disabled United States Veteran and a citizen of New Jersey, it may be possible to secure waivers of the education and experience requirements for licensure. Please contact the Commission's Education Waiver Section at 609-292-8300 Ext. 50137 for details.

New Jersey does not have reciprocity with any state.

If you have any questions regarding the above please do not hesitate to contact the Commission's Education Bureau at 609-292-8300 Ext. 50113 or 50137.

**NOTICE TO PERSONS CONSIDERING SEEKING A NEW JERSEY
REAL ESTATE LICENSE**

RE: QUALIFICATIONS FOR LICENSURE

Before you make the commitment to enroll in a real estate pre-licensure course, you should be aware of the following information.

The law in New Jersey requires all applicants for licensure as a real estate salesperson or broker to possess good character, trustworthiness, honesty and integrity. N.J.S.A. 45:15-9. To enforce this requirement, all applicants for licensure must submit to a criminal history record check. In addition, presuming you successfully complete the course, at the time you take the state license examination you will be asked to provide responses to certain "screening questions". The questions relate to the statutory qualifications to receive a real estate license. Among these are the candidate being over the age of 18 and having a high school diploma or its equivalent on the date of the examination. The statutory qualifications also include the absence of any convictions for forgery, burglary, robbery, any theft offense other than shoplifting, criminal conspiracy to defraud, or other like offenses within the five years preceding the application for licensure. See N.J.S.A. 45:15-12.1.

As was noted above, the law also provides that an applicant for a real estate license must establish their general good character, honesty, trustworthiness and integrity. Thus, convictions for shoplifting or other offenses, or convictions for the offenses specified in N.J.S.A. 45:15-12.1 which occurred more than five years ago, or the loss of a real estate or other professional license for cause, may constitute grounds for the denial of a license application under N.J.S.A. 45:15-9. Consequently, 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.

The purpose of this Notice is to urge you to consider whether any such incidents in your background may serve to disqualify you from licensure as a real estate salesperson or broker. If you have any questions or doubts about whether you will qualify for licensure, you can call the Commission for guidance at 609-292-8300 x50147 between the hours of 8:30 a.m. and 4:30 p.m. However, in most cases no conclusion can be reached based upon verbal information supplied in a phone call.

Should you pass the exam you will be required to sign a form on which your answers to the screening questions referred to above will appear. By signing that form you will certify to the Commission that those answers are truthful and accurate. **THAT FORM IS PART OF YOUR APPLICATION FOR A LICENSE.** Providing false information in response to a screening question is grounds for the denial of your application and for the suspension or revocation of any license issued to you, and the imposition of substantial fines. See N.J.S.A. 45:15-17(n). Therefore, it is always better to err on the side of disclosure than to answer a question in a way that may raise concerns about whether your answers were honest and truthful. In all cases where a passing candidate's response to a screening question does raise a concern about his or her qualifications for licensure, the candidate is given the opportunity to submit a full written explanation of the response.

SCREENING QUESTIONS

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 by the federal government, or are you presently on probation or parole?
2. Is there a criminal complaint, disorderly persons charge, a 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?
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?
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?
5. Are you UNDER the age of 18 at the time of taking this examination?
6. Do you now hold, or have you ever held, ANY license issued by the NJ Real Estate Commission?
7. Are you a high school graduate or the holder of a G.E.D?
8. Do you currently hold a real estate license issued by another state?

NEW JERSEY REAL ESTATE COMMISSION
M E M O R A N D U M

TO: ALL PERSONS CONSIDERING ENROLLING IN A BROKERS PRE-LICENSURE COURSE

FROM: NEW JERSEY REAL ESTATE COMMISSION

RE: OTHER EMPLOYMENT DURING EXPERIENCE PERIOD

IF YOU HAD ANY OTHER JOB IN ADDITION TO THAT OF REAL ESTATE SALESPERSON DURING THE LAST THREE YEARS, READ THIS NOTICE!!!

SECTION 9 OF THE REAL ESTATE LICENSING LAW STATES THAT, TO QUALIFY FOR A BROKERS LICENSE, A PERSON SHALL FIRST HAVE BEEN THE HOLDER OF A NEW JERSEY REAL ESTATE SALESPERSON'S LICENSE AND HAVE BEEN ACTIVELY ENGAGED ON A FULL-TIME BASIS IN THE REAL ESTATE BROKERAGE BUSINESS FOR THREE YEARS IMMEDIATELY PRECEDING THE DATE OF APPLICATION.

THE REAL ESTATE COMMISSION IN ITS RULE 11:5-1.3 HAS DEFINED THE EXPERIENCE REQUIREMENT. SECTION (1i) OF THE RULE STATES THAT THE EXPERIENCE REQUIREMENT OF THREE FULL YEARS AS A SALESPERSON CAN BE FULFILLED ONLY BY A SHOWING THAT THE APPLICANT HAS WORKED UNDER THE AUTHORITY OF THE BROKER(S) WITH WHOM THEY WERE LICENSED DURING THE THREE YEAR EXPERIENCE PERIOD. THE RULE GOES ON TO STATE THAT:

"SUCH FULL TIME REQUIREMENT SHALL BE DEMONSTRATED BY A SHOWING THAT THE APPLICANT HAS WORKED AS A SALESPERSON UNDER THE AUTHORITY OF THE BROKER(S) WITH WHOM THEY WERE LICENSED FOR AT LEAST 40 HOURS PER WEEK AND DURING THE HOURS OF APPROXIMATELY 10:00 A.M. TO 8:00 P.M."

FURTHER, SECTION (1iii) STATES "IF THE APPLICANT WAS EMPLOYED IN ANY OTHER OCCUPATION DURING THE THREE YEAR PERIOD, SUCH OTHER EMPLOYMENT WAS ON A PART-TIME BASIS AND DID NOT EXCEED 25 HOURS PER CALENDAR WEEK."

THUS, THERE ARE TWO COMPONENTS TO THE FULL TIME EMPLOYMENT AS A SALESPERSON ASPECT OF THE EXPERIENCE REQUIREMENT. FIRST, THE APPLICANT MUST WORK AS A SALESPERSON FROM APPROXIMATELY 10:00 A.M. TO 8:00 P.M. DURING ANY FIVE DAYS IN EACH WEEK OF THE THREE YEAR EXPERIENCE PERIOD. SECOND, THE APPLICANT CANNOT HAVE BEEN EMPLOYED ON A FULL-TIME BASIS IN ANY OTHER OCCUPATION DURING THAT TIME. THE RULE PROVIDES THAT IN THIS CONTEXT "FULL-TIME BASIS" MEANS 25 OR MORE HOURS PER CALENDAR WEEK.

THE COMMISSION STRONGLY URGES YOU TO CAREFULLY CONSIDER ANY DECISION TO TAKE THE BROKERS PRE-LICENSURE COURSE AT THIS TIME IF YOU HAVE BEEN ENGAGED IN OTHER EMPLOYMENT WHICH EXCEEDS 25 HOURS PER CALENDAR WEEK DURING THE PAST THREE YEARS. REGARDLESS OF AN APPLICANT'S SUCCESS IN SUCH A COURSE AND REGARDLESS OF THE VOLUME OF THEIR REAL ESTATE ACTIVITY, IF THEY HAVE NOT FULFILLED THE "FULL-TIME" ASPECT OF THE EXPERIENCE REQUIREMENT AS OUTLINED ABOVE, THEIR EXPERIENCE WILL NOT BE APPROVED BY THE COMMISSION AND THEY WILL NOT BE ALLOWED TO SIT FOR THE BROKERS LICENSE EXAMINATION.

BROKER APPLICANT EXPERIENCE REPORT INSTRUCTIONS

BEFORE the report is signed, the applicant must complete the full 150 hours of broker pre-licensure education. After the applicant has completed the second of the two required thirty hour courses:

1. Section I of the report form is to be completed and signed by the applicant first.
2. Then the form is to be supplied by the applicant to the broker for completion and signing.
3. Then the fully completed and signed form IS TO BE RETURNED BY THE BROKER TO THE APPLICANT. (The broker is advised to retain a copy).
4. Then the applicant must submit ALL of the following to the Commission at the address indicated below in one complete package:
 - a. Completed and signed ORIGINAL experience report forms from all brokers the applicant worked under as a salesperson during the three (3) years immediately preceding application;
 - b. Applicant's fully completed and signed ORIGINAL school certificate confirming their having fulfilled all of the broker pre-licensure education requirements; and
 - c. A certified or cashier's check, or money order, or broker's business account check payable to the STATE TREASURER OF NEW JERSEY in the sum of \$25.00. NO PERSONAL CHECKS ACCEPTED.

ATTENTION BROKER CANDIDATES: No one will be permitted to take the State Broker's License Examination unless their full-time experience as a salesperson during the three years immediately preceding their application has been approved by the Commission. The original Experience Report(s) should be completed and forwarded by you to the Commission with the \$25.00 fee in proper form and your original school certificate as soon as possible AFTER your completion of ALL of the three broker pre-licensure courses. Send to:

New Jersey Real Estate Commission
P.O. Box 328
Trenton, New Jersey 08625-0328
Attn: Linda Pica-Carcci

EXPERIENCE REPORT FOR BROKER APPLICANT

COPY

NEW JERSEY REAL ESTATE COMMISSION
EDUCATION BUREAU
PO BOX 328
TRENTON, NEW JERSEY 08625-0328

APPLICATION FEE: \$25.00

TO OBTAIN A CERTIFICATE OF EXAMINATION ELIGIBILITY, APPLICANT MUST SUBMIT EXPERIENCE REPORT(S), A COMPLETED AND FULLY EXECUTED 150 HOUR SCHOOL CERTIFICATE, AND A \$25.00 CERTIFIED CHECK, CASHIER'S CHECK, BROKER'S BUSINESS ACCOUNT CHECK OR MONEY ORDER MADE PAYABLE TO THE "STATE TREASURER OF NEW JERSEY". NO PERSONAL CHECKS ACCEPTED

(PLEASE PRINT OR TYPE)

Name of Applicant (Indicate Ms., Mrs., Mr.)		Salesperson Reference Number	
Address of Applicant		City	State
Home Phone: ()		Work Phone: ()	
		Zip	

SECTION I---TO BE COMPLETED BY APPLICANT

(CHECK ONE)

- During the last three years, while licensed under this broker I had no other employment.
- During the last three years prior to my signing this report, while licensed as a salesperson with the

broker named below I was also employed by _____ as a
_____, I held that position from _____
to _____ days per week, _____ weeks per year.

NOTE: The applicant may supply additional information on separate sheets regarding other employment or any information supplied by the broker. Any such submissions must be signed by the applicant.

I HEREBY CERTIFY THAT THE INFORMATION IN SECTION I HEREOF AND ON ANY ATTACHMENTS SUPPLIED BY ME IS TRUE. I am aware that providing false or misleading information in connection with a license application is grounds for the imposition of fines and the revocation of my license pursuant to N.J.A.C. 45:15-17(n).

Signature of Applicant

Date

REVERSE SIDE OF THIS APPLICATION FORM MUST BE COMPLETED SOLELY BY THE BROKER

COPY

SECTION II--TO BE COMPLETED BY EMPLOYING BROKER/
BROKER OF RECORD AND RETURNED WITHIN FIVE DAYS OF RECEIPT

I hereby certify that the above named applicant was/has been continuously licensed as a real estate salesperson under my supervision as his/her broker from _____ through _____.

DURING THE THREE YEARS PRIOR TO MY SIGNING THIS REPORT WHILE WORKING UNDER MY SUPERVISION:

(COMPLETE AND CHECK ALL THAT APPLY)

Applicant _____ did _____ did not work as a salesperson at least 40 hours per week, between approximately 10:00 a.m. and 8:00 p.m. five days in each week.

- I have no knowledge of the applicant's other employment:
- I am aware that the applicant also worked as a _____, _____ days per week during the hours of approximately _____ to _____.

IT IS MANDATORY ---- CHECK ALL BOXES THAT APPLY

Through my firm, the applicant worked and was compensated as the listing and/or selling or renting salesperson on the following types of closed transactions:

(CHECK TYPE(S) WORKED ON)

- Residential Sales
- Residential Leases (non-seasonal)
- Seasonal Leases
- Commercial/Industrial Sales
- Acreage Sales
- Commercial/Industrial Leases

The applicant was compensated for his/her work on property management accounts with my firm which did involve the solicitation for new tenants to fill vacancies, and/or the receipt of security deposits to be escrowed, and/or the collection of rents and/or the negotiation of leases. Such accounts related to:

(CHECK AND COMPLETE ALL APPLY)

- Residential buildings, containing a total of _____ units: and/or
- Commercial buildings containing a total of _____ units.

If applicant asserts extensive experience in a specialized field of brokerage, attach a separate sheet, signed by the broker, describing the specialized field in detail and indicate the volume of transactions.

- I have no reason to question the applicant's good moral character, honesty, integrity and competence.
- I question the good moral character, honesty, integrity and competence of the applicant for the following reasons:

OTHER REMARKS OR RECOMMENDATIONS:

As the broker signing this report, I HEREBY CERTIFY THAT I am now and have been a licensed New Jersey Real Estate Broker for the last _____ years: THE INFORMATION SUPPLIED HEREIN IS TRUE ACCORDING TO MY RECORDS; SECTION II OF THIS REPORT WAS COMPLETED BY ME WITHOUT THE APPLICANT'S ASSISTANCE; and to the best of my knowledge, the information supplied by the Applicant in Section I of this report is true. I am aware that providing false or misleading information in connection with a license application is grounds for the imposition of fines and the revocation of my broker license pursuant to N.J.A.C. 45:15-17(n).

_____ Firm Name	_____ (Print) Broker's Name
_____ Firm Reference Number	_____ Broker's Signature
_____ Firm Address	_____ Broker's Reference Number
_____ Telephone Number	_____ Date

**New!
Fingerprinting Requirements
Effective September 2006**



State of New Jersey
DEPARTMENT OF BANKING AND INSURANCE
REAL ESTATE COMMISSION
PO Box 328
TRENTON, NJ 08625-0328

***These new requirements
apply to all applications
received on or after
September 5th 2006.**

JON S. CORZINE
Governor

TEL (609) 292-7053
FAX (609) 292-0944

STEVEN M. GOLDMAN
Commissioner

MEMORANDUM

To: All Licensed real estate Schools, Directors and Instructors

From: ^{RLK} Robert L. Kinniebrew, Executive Director

Date: August 8, 2006

*** EFFECTIVE SEPTEMBER 5th, 2006**

Re: Live scan fingerprinting for new real estate applicants

The New Jersey Real Estate Commission has set September 5, 2006 as the date for the implementation of the live scan fingerprint process for new real estate applicants. We would appreciate your cooperation in notifying all students who have successfully completed a prelicensure education course at your school. Please provide this information to all students, including those who have completed their courses since September 5, 2005. This information will be of particular interest to those candidates who may be approaching the one year expiration of their eligibility.

All license applications and temporary letters of authority will require a Personal Control Number (PCN). This number will be assigned to each candidate at the time of fingerprinting and must be affixed to those documents. There will be a note to brokers on the Pass Notice/Application and Temporary Letter of Authority which will state:

"NOTE TO BROKERS: Do not sign, date or submit this application unless a PCN number has been affixed."

Candidates for a real estate license must pass the State license examination, submit to the live scan fingerprint process and make application to the New Jersey Real Estate Commission within one year from the completion of their real estate prelicensure education course. See, N.J.A.C. 11:5-3.6.

Anyone who passes the state license examination and applies for a license prior to September 5, 2006 will not be affected by the new procedures and need not take any further action.

If you have any questions, please contact the Education Section at (609) 292-8300, extension 50113.

Thank you for your cooperation.

New Jersey Department of Banking and Insurance
Real Estate Commission
P.O. Box 328
Trenton, NJ 08625-0328

To: All Real Estate School License Applicants
From: Investigations Unit
Subject: Fingerprint Process

New Jersey law requires that every applicant for licensure as a real estate school and any other officer, director, partner or owner of a controlling interest of a corporation or partnership submit to a fingerprint process before the Real Estate Commission can issue a license (N.J.S.A. 45:15-10.6, et seq.). All applicants for licensure in the State of New Jersey must comply with the new procedures for obtaining criminal history background checks.

In order to have your fingerprints taken you must contact the vendor (Sagem Morpho) designated by the New Jersey State Police to take fingerprint impressions. The vendor, will take information from you, including the codes provided on the reverse side of this form (Universal Form). You will be scheduled to report to a local site and have your fingerprint impressions taken. On that day you **MUST BRING A PHOTO ID ISSUED BY A GOVERNMENT AGENCY AND THE UNIVERSAL FORM.** Failure to follow these directions will result in you being turned away at the center and you will be required to reschedule. To schedule an appointment for your fingerprint process, it is strongly suggested that you make your appointment via the Internet at www.bioapplicant.com/nj (7 days a week, 24 hours a day). As an alternative you may call Sagem-Morpho toll free at (877) 503-5981 Monday through Friday, 8AM to 5PM, and Saturday 8AM to Noon (when calling, you may experience a busy signal or be put on hold for a extended period of time). You will need to provide the vendor with the information on the Universal Form. A required fee of \$78.00 for the fingerprint check and scanning fee must be paid by Visa, Master Card, electronic check or money order upon making your appointment. Payment instructions are relayed during the scheduling process.

You are required to keep any appointment you make with the vendor. Please note the cancellation policy on the Universal Form. If you fail to cancel an appointment within the required time or if you do not bring the Universal Form and proper ID with you to the fingerprint center you will forfeit a portion of the fee (\$14). Also, failure to be fingerprinted will result in your disqualification from receiving a real estate license in New Jersey. The vendor will report all "no-show" applicants to the Real Estate Commission.

Once you are fingerprinted, the vendor will give you a special number called a PCN. You should make sure that the vendor writes the number down on the Universal Form. Record the PCN on your application and records. The PCN proves that the fingerprinting process was completed and can help the Real Estate commission track information or re-send your prints in the future.

Upon completion of the fingerprinting process, you must submit your license application, Universal Form(s) and Sagem-Morpho receipt(s) with the appropriate fee to the Education Bureau.

If you are a SQ 1-4 applicant you must notify Lori Clark (Investigations Unit) 609-292-8300 ext. 50147 immediately after you complete the fingerprint process.

Privacy Act Notice (PL 93-579) the submission of social security numbers is mandatory for licensure pursuant to 42 USC 666 and N.J.S.A. 2A:17-56.44(e), and used to uniquely identify candidates for licensure and to comply with child support order enforcement pursuant to N.J.S.A. 2A:17-40, et seq.

Live Scan: Electronic Fingerprinting Process - EFFECTIVE SEP. 5 PM 12:00

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, 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 Department 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, Sagem Morpho Inc., 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.

How to Schedule an Appointment:

Prior to contacting Sagem Morpho, each candidate must complete the appropriate Universal form depending upon the license type they are seeking. The Real Estate Commission issues licenses to Real Estate Salespersons, Real Estate Broker/Salespersons, Real Estate Brokers, Real Estate Instructors and Real Estate Schools. The Universal form for Real Estate Salespersons, Broker/Salespersons, and Brokers are found on the New Jersey Department of Banking and Insurance web site www.njdobi.org under each specific license category. Please make sure that you are completing the correct universal form by identifying the license type in section 20 on the form. Once the proper form is completed you may schedule an appointment as described below. Do not discard the Universal form as it will need to be presented at your scheduled appointment. Information concerning the fingerprinting process for Real Estate Instructors and Real Estate Schools must be obtained by contacting the Education Bureau at (609) 292-8300.

Appointment scheduling is available via the Internet 24 hours per day, 7 days per week. The Department encourages everyone to schedule their appointment using this website to avoid telephone holding times. For applicants who do not have internet access, appointments are available through the toll free call center at (877) 503-5981 on a first call, first served basis Monday through Friday, 8:00 AM to 5:00 PM and Saturday, 8:00 AM to 12 noon. Hearing impaired scheduling is available at (800) 673-0353. English and Spanish operators are available through the Call Center.

Processing Fee: All applicants must pay the criminal history record check fee directly to Sagem Morpho. The total cost for this process is \$78. Payment will be required at the time of scheduling. **Personal Checks are NOT accepted** by Sagem Morpho. Sagem Morpho will accept Money Orders, Bank Checks, and Credit Cards. Payment instructions are relayed during the scheduling process but do have the credit card or Bank check or money order ready prior to contacting Sagem Morpho.

Cancellation Fee: A fee of \$14 is charged to cover the cost of a scheduled appointment for applicants who do not cancel by noon on the business day prior to your scheduled appointment (Saturday noon for Monday appointments). The \$14 fee 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 Sagem Morpho.

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 a \$14 fee, as described above. The license type is identified in field 20 of the universal form. In addition, please be sure to use the most current version of the form. Real Estate Salespersons, Broker/Salespersons and Brokers will all use the same Universal Form. The most current version of this form is available on our website. Real Estate Instructors will have their own Universal Form. Real Estate Schools will have a third version of the Universal Form. As noted above, the Real Estate Instructor and Real Estate School information must be obtained by contacting the Education Bureau at (609) 292-8300, extension 50113. Real Estate Instructor and School forms will NOT be available on the website.

Proper Identification: ID must be issued by a Federal, State, County, or Municipal entity for identification purposes and must include photo, name, address (home/employer) and date of birth. Examples of acceptable identification include a photo driver's license or photo identification card issued by any State DMV, passport or immigration ID, Federal State, County, or Municipal Employment ID.

Frequently Asked Questions Concerning Electronic Fingerprinting:

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

Yes, since the 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."

How do I begin the process?

The first step is to access our website and down load the current version of the universal form. Following completion of the proper universal form, contact Sagem Morpho to schedule an appointment. We strongly suggest that you use their website at www.bioapplicant.com/nj. Don't forget to have your credit card, bank check, or money order ready when scheduling the appointment.

What do I bring to the scanning center?

Scanning centers are located throughout the State. You may identify the most convenient location by accessing Sagem Morpho's Website. You must bring to the scanning center photo identification issued by a Federal, State, County, or Municipal entity for identification purposes. It must include your name, address (home/employer) and date of birth. Examples of acceptable identification include a photo driver's license or photo identification card issued by any State DMV, passport or immigration ID, Federal State, County, or Municipal Employment ID. A properly completed Universal form. The bank check or money order identified during the scheduling process, if you did not opt to pay by credit card.

***When should I schedule the fingerprint scan?**

The Department suggests that you schedule the fingerprint scan immediately after you pass the licensing exam. The scheduled appointment will be within 7 to 10 days of completing the scheduling process. Remember that we suggest you take advantage of Sagem Morpho's on line registration process.

Who needs to schedule a fingerprint scan for criminal history purposes?

All new applicants for New Jersey Real Estate Salesperson, Real Estate Broker/Salesperson, or Real Estate Broker licenses will need to be fingerprinted. All new applicants for Real Estate Instructor licenses must also be fingerprinted. Any individual who will serve as an officer, director, 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 must be fingerprinted as well as any such individuals becoming affiliated with an existing licensed Real Estate broker company. Finally, any individual who will serve as an 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 School must be fingerprinted as well as any such individuals becoming affiliated with an existing licensed Real Estate School.

NOTE: If you live, work or go to school in New Jersey you MUST be fingerprinted in person at one of the Sagem Morpho 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 : Licensing Services, NJDOBI, PO Box 473, in writing for instructions as to the procedure you need to follow to comply with the fingerprinting requirement.

(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 \$65.45
(7) Contributor's Case # (Unique Identifier) REBSL			(8) Miscellaneous		
(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) [] Female [] Male [] Both		(22) Hair Color		(23) Eye Color	
(24) Race (Select One) [A] Asian/ Pacific Islander (includes Asian Indian) [B] Black [I] American Indian / Alaska Native [W] White (Includes Hispanic/ Spanish Origin) [U] Unknown					
(25) Occupation / Position (with respect to Requirement)		(26) Employer / Organization Name (with respect to Requirement)			
		Employer Address			
		City		State	Zip
<p>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/employer), 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 10/31/2010).</p>					

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_020115_V2, at your scheduled appointment.

Appointment Scheduling:

Scheduling is available anytime at www.bioapplicant.com/nj. 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, 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 \$10.00 plus tax (\$10.70) will be incurred by applicants who do not cancel/reschedule their appointment prior to the deadline. MorphoTrust 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_020115_V2, 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 \$10.00 plus tax (\$10.70) appointment fee. MorphoTrust 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. MorphoTrust 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: STATE AND FBI BACKGROUND CHECK		

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

Location Listing for NJ

Please proceed to the registration page and register for your fingerprinting.

Click here to schedule online or call toll-free 1-877-503-5981

Location listing is accurate as of Thursday August 06th 2015 2:46:35 PM CST -
locations are subject to change without notice.

[Central] [North] [South]

Location

Address

Dates & Times

Central

Cranford	Cranford, NJ. (6 South Ave West) [Map (opens new browser)]	M-F 9AM-12PM & 1PM-5PM
Ewing	Ewing, NJ. (1230 Parkway Ave, Ste 102, 1st Floor) [Map (opens new browser)]	M-F 9AM-12PM & 1PM-5PM; New Hours Beginning 4-13 M-F 9AM-12PM & 1PM-5PM M-F 2nd & 4th Sat 9AM-12PM
Ocean	Ocean, NJ. (39 Cindy Ln, Ste B) [Map (opens new browser)]	Mon, Tue, Wed & Fri 9AM-12PM & 1PM-5PM; Thu 12PM-4PM & 5PM-8PM; 2nd & 4th Sat 9AM-12PM & 1PM-5PM

[Back to top](#)

North

Annandale	Annandale, NJ. (67 Beaver Ave) [Map (opens new browser)]	Tue, Wed 9AM-12PM & 1PM-5PM; 2nd & 4th Sat 9AM-12PM & 1PM-5PM
Edison	Edison, NJ. (1090 King Georges Post Road Building 1 Suite 108) [Map (opens new browser)]	M, T, Th, F 9AM-12PM & 1PM-5PM ; W 12PM-4PM & 5PM-8PM; 2nd and 4th Saturday 9AM-12PM & 1PM-5PM
Newark	Newark, NJ. (124 Halsey Street, 7th Floor) [Map (opens new browser)]	M-F 9AM-12PM & 1PM-5PM
Paramus	Paramus, NJ. (299 Forest Ave., 1st Floor, Suite B) [Map (opens new browser)]	M, W, Th, F 9AM-12PM & 1PM-5PM; Tu 12PM-4PM & 5PM-8PM; 2nd & 4th Sat 9AM-12PM & 1PM-5PM
Parsippany	Parsippany, NJ. (601 Jefferson Road) [Map (opens new browser)]	M, T, W, F 9AM-12PM & 1PM-5PM; Th 12PM-4PM & 5PM-8PM; 2nd & 4th Sat 9AM-12PM & 1PM-5PM
Sparta	Sparta, NJ. (17 Woodport Road) [Map (opens new browser)]	Wed, Thur 9AM-12PM & 1PM-5PM; Some Fri 9AM-12PM & 1PM-5PM

[Back to top](#)

South

Ancora	Hammonton, NJ. (301 Spring Garden Rd, 1st Floor) [Map (opens new browser)]	Two Fridays per month 9AM-12PM & 1PM-4PM
Brick	Brick, NJ. (2850 Yorktowne Blvd) [Map (opens new browser)]	M, T, Th, F 9AM-12PM & 1PM-5PM; W 12PM-4PM & 5PM-8PM; 2nd & 4th Saturday 9AM-12PM & 1PM-5PM
Cherry Hill	Cherry Hill, NJ. (57 Haddonfield Road, 110) [Map (opens new browser)]	M, T, Th, F 9AM-12PM & 1PM-5PM; W 12PM-4PM & 5PM-8PM; 2nd & 4th Saturday 9AM-12PM & 1PM-5PM
Linwood	Linwood, NJ. (199 New Rd, (route 9), Ste 67) [Map (opens new browser)]	M, W, F 9AM-12PM & 1PM-5PM
Manahawkin	Manahawkin, NJ. (714 North Main Street) [Map (opens new browser)]	Thurs 9AM-12PM & 1PM-5PM
Mannington	Mannington, NJ. (5 Route 45) [Map (opens new browser)]	Thurs 9AM-12PM & 1PM-5PM
Vineland	Vineland, NJ. (629 Wood Street, 103) [Map (opens new browser)]	M, Tu, W, F 9AM-12PM & 1PM-5PM
Woodbine	Woodbine, NJ. (1175 Dehirsch Avenue (route 550)) [Map (opens new browser)]	Tues 9AM-12PM & 1PM-5PM Center will reopen on May 12 in a location

**OUTLINE OF REQUIREMENTS IMPOSED BY LAW AND COMMISSION RULE
CONCERNING
REAL ESTATE BROKER'S OFFICE PROCEDURES**

1. Obligations regarding escrowed funds:
 - a. Maintain escrow account in Commission approved bank—N.J.S.A. 45:15-12.5 and 12.6
 - b. Prompt deposit of escrow money—N.J.A.C. 11:5-5.1 (c) and (e)
 - c. Escrow account records including ledger book—N.J.A.C. 11:5-5.4
 - d. Must give receipts for escrow monies paid in cash—N.J.A.C. 11:5-5.4(a)1
 - e. No disbursements to "cash"—N.J.A.C. 11:5-5.4(b)
 - f. Notify Real Estate Commission of all changes regarding escrow accounts—N.J.A.C. 11:5-5.1(b)
 - g. Escrow records in general—N.J.A.C. 11:5-5.4
 - h. Prohibition upon broker receiving, obtaining or using interest earned on escrowed funds—N.J.S.A. 45:15-12.7

2. Signs on office premises—N.J.S.A. 45:15-12

3. Other advertising
 - a. Business Cards—N.J.A.C. 11:5-6.1(e)
 - b. Advertising—names—N.J.A.C. 11:5-6.1
 - c. Advertising—free offerings in advertisements—N.J.A.C. 11:5-6.1
 - d. Cannot promote sale of real estate through lotteries, contests, prizes, etc.—N.J.S.A. 45:15-17(g)

4. Employment Agreements—required for *all* licensees, full-time and part-time people—and must be fully executed by both parties *before* licensee begins to work for employing broker—N.J.A.C. 11:5-4.1

5. Main Office Supervision (branch office supervision)—N.J.S.A. 45:15-12, N.J.A.C. 11:5-4.3, 4.4 and 4.5

6. Listing Agreement Requirements—N.J.A.C. 11:5-6.2(c) and (e)
 - a. Attorney General's Memo on Law Against Discrimination—N.J.A.C. 11:5-6.4(j)
 - b. Definite termination dates in all listing agreements—N.J.S.A. 45:15-17(f)

7. Attorney Review—N.J.A.C. 11:5-6.2(g)

8. Copies to parties of all listing agreements, offers, contracts—N.J.S.A. 45:15-17(f), N.J.A.C. 11:5-6.2(a)

9. Business Records—N.J.A.C. 11:5.4, 5.5
 - a. records regarding solicitations—N.J.A.C. 11:5-7.4

10. Real Estate Sales Full Disclosure Act—filing and other requirements—
N.J.S.A. 45:15-16.27 et seq., N.J.A.C. 11:5-9.1, et seq.
11. Cannot put new people (initially licensed or transferees) to work *until properly licensed with their firm*—N.J.S.A. 45:15-14, N.J.A.C. 11:5-3.11(c)
12. Notice to Real Estate Commission of termination of licensees—N.J.S.A.
45:15-14, N.J.A.C. 11:5-3.11
13. Change in Broker of Record Affidavit and Office Closing Affidavit—N.J.A.C.
11:5-3.9
14. All fees to be paid by other than personal checks—N.J.A.C. 11:5-3.2
15. Expediting of license issuance and transfer procedures—N.J.A.C. 11:5-
3.11(b) and (c)
16. Notice of change of place of business—N.J.S.A. 45:15-13



State of New Jersey
DEPARTMENT OF BANKING AND INSURANCE
REAL ESTATE COMMISSION
PO Box 328
TRENTON, NJ 08625-0328

RICHARD J. CODEY
Acting Governor

TEL (609) 292-7053
FAX (609) 292-0944

DONALD BRYAN
Acting Commissioner

**INSTRUCTIONS FOR
LICENSURE OF LIMITED LIABILITY COMPANIES**

PLEASE SUBMIT THE FOLLOWING:

1. Copy of the Certificate of Formation, filed with the Department of Treasury. (Contact the Commission for availability of both LLC title and fictitious name.)
2. Copy of a filed alternate name certificate if LLC will trade under a fictitious name. (To be filed with Department of Treasury). If LLC will operate as a franchise, submit copy of franchise agreement.
3. Copy of Operating Agreement. The individual broker licensee designated as the broker of record of the LLC must either be a member of the LLC or, if a non-member, the Operating Agreement of the LLC must refer to the position that person will fill and provide that the person in that position is vested with full management authority with regard to all brokerage activity conducted by any persons in the name, or on behalf of the LLC. The Operating Agreement must specifically state that no member or other officer/manager of the LLC may supercede or override the supervisory authority of the non-member broker-of-record with respect to all persons licensed as salespersons or broker-salespersons through the LLC.
4. An original certification signed by the member or non-member officer/manager designated by the LLC pursuant to N.J.S.A. 45:15-9 as its authorized broker ("Broker of Record".) The certification shall confirm that the Broker-of-Record has full authorization to act on behalf of the Limited Liability Company with respect to all dealings with the New Jersey Real Estate Commission and full management authority with respect to all brokerage business conducted by the LLC.
5. Where the Broker of Record is not a member of the LLC, the applicant must also supply to the Commission an original resolution of the LLC designating that individual as its Broker of Record and as the officer/manager of the LLC referenced in its Operating Agreement as being vested with such authority.

6. Original letter from a Commission-Approved bank confirming the establishment of a trust, or escrow account for the LLC. Letter must state the account number and all authorized signers on said account. Letter must specify broker of record's name as an authorized signatory. Any other persons with signatory authority must be actively licensed. SEE N.J.A.C.11:5-5.1(h).
7. Original Form REC-006 completed in its entirety, accompanied by current license and appropriate fee(s). If original broker, submit examination Score Report and Criminal History request. Enclosed certification must be completed by manager/member.
8. A signed copy of the lease or letter from landlord is required to confirm right to occupy office location.

NO PERSONAL CHECKS ACCEPTED. PLEASE SUBMIT BROKER'S BUSINESS ACCOUNT CHECK, CERTIFIED CHECK, OR A MONEY ORDER.

NJREC CONTINUING EDUCATION (CE) CREDIT HOURS REQUIRED TO CHANGE LICENSE TYPE FROM REFERRAL AGENT (RA) TO OTHER NJ LICENSE TYPES: BROKER (BR), BROKER-SALESPERSON (BR-SP), SALESPERSON (SP)

THE REFERRAL AGENT LICENSE TYPE BECAME EFFECTIVE AS OF JULY 01, 2011

<i>A licensed referral agent who "was not previously licensed" as a broker, broker-salesperson or salesperson and who has been licensed as a referral agent:</i>	
11:5-3.15(a)	<p>Less than 1 year</p> <p>Shall be eligible for licensure as a salesperson without being required to complete any CE.</p>
11:5-3.15(b)	<p>Between 1 year and 6 years</p> <p>Immediately preceding making application for a change of status to that of a licensed salesperson shall, in order to qualify for licensure as a salesperson complete 24 hours of CE, all of which shall be in core topics as set forth in N.J.A.C. 11:5-12.4. The 24 hours of CE shall be completed within the 2 years immediately preceding application for licensure as a salesperson.</p>
11:5-3.15(c)	<p>More than 6 immediately preceding years</p> <p>Shall, in order to qualify for licensure as a salesperson, be required to complete the pre-licensure education requirement applicable to salespersons and to pass the (NJ) State license examinations for salespersons. (NO CE REQUIRED)</p>

<i>A licensed referral agent who "was previously licensed" as a broker, broker-salesperson or salesperson who has been licensed as a referral agent for the 6 immediately preceding years or any lesser period shall, in order to qualify for reissuance of a broker, broker-salesperson or salesperson or salesperson license, complete the hours of continuing education as set forth in N.J.A.C. 11:5-12.4 below:</i>	
11:5-3.15(d) 1.	<p>Less than 3 years</p> <p>To qualify for re-licensure as a salesperson, a person who has been licensed as a referral agent shall complete 12 HOURS of CE all of which shall be in core topics within the 2 years immediately preceding application.</p>
11:5-3.15(d) 2.	<p>More than 3 years, but less than 6 years</p> <p>To qualify for re-licensure as a salesperson, a person who has been licensed as a referral agent shall complete 18 HOURS of continuing education within 2 years immediately preceding application, all of which shall be in core topics.</p>
11:5-3.15(d) 3.	<p>Less than 3 years</p> <p>To qualify for re-licensure as a broker, or broker-salesperson, a person who has been licensed as a referral agent shall complete 18 HOURS of CE all of which shall be in core topics within the 2 years immediately preceding application.</p>
11:5-3.15(d) 4.	<p>3 years or more, but less than 6 years</p> <p>To qualify for re-licensure as a broker, or broker-salesperson, a person who has been licensed as a referral agent shall complete 24 HOURS of CE within the 2 years immediately preceding application, all of which shall be in core topics.</p>
11:5-3.15(e)	<p>More than 6 immediately preceding years</p> <p>A licensed referral agent who was previously licensed as a broker, broker-salesperson or salesperson who has been licensed as a referral agent, in order to qualify for a re-licensure as a broker, broker-salesperson or salesperson, complete 30 HOURS of CE, 24 HOURS of which shall be in core topics AND shall pass the broker's, or salesperson's, license examination, as applicable.</p>