



## Montana Board of Realty Regulation

PO Box 200513  
301 S Park, 4<sup>th</sup> Floor  
Helena, MT 59620-0512  
Phone: (406) 444-6880

Email: [DLIBSDHELP@mt.gov](mailto:DLIBSDHELP@mt.gov) Website: [www.realestate.mt.gov](http://www.realestate.mt.gov)

## Licensing Requirements and Application Checklist Real Estate Salesperson

### License Qualifications for Real Estate Salesperson

1. Must be at least 18 years of age. ([MCA 37-51-302](#))
2. Must have received credit for completion of 2 years of full curriculum study at an accredited high school or equivalent. ([MCA 37-51-302](#))
3. Must have completed 70 hours of approved pre-licensing education within the past 24 months. ([MCA 37-51-302](#) and [ARM 24.210.611\(8\)](#))
4. Must have passed the Montana Real Estate Salesperson Examination within the past 12 months. ([MCA 37-51-302](#) and [ARM 24.210.611\(3\)](#)) Register for exam at: <https://www.pearsonvue.com/us/en/mt/realestate.html>
5. Must be employed or under contract with a licensed broker with a supervising broker endorsement. ([MCA 37-51-302](#) and [ARM 24.210.611\(8\)](#))
6. Proof of Professional Liability & Errors and Omissions Insurance ([MCA 37-51-325](#))

### Checklist of Required Documents to Submit for Application for Real Estate Salesperson – New Licensee

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Completion certificate of 70 hours of pre-licensing education.
- Exam results showing passage of the Montana Salesperson examination (state & national portions).
- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

### Checklist of Required Documents to Submit for Application for Real Estate Salesperson – Out-of-State Licensee/Waiver Process

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Exam results of passing the Montana state portion of the Salesperson examination.
- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.)



### **Application Fee for Real Estate Salesperson**

The following fee must be submitted with your application. Online applicants may pay using a credit card or bank account. If you submit a paper application you must submit a check or money order. Do not mail cash.

- \$80 application fee

**You can apply for a license online at <https://aca-prod.accela.com/POL/Default.aspx> or submit the pdf application below. Online application is recommended.**

**Include a valid e-mail address with your application. E-mail is the department's primary form of communication.**

**If you have questions about the application process or the licensing requirements, please contact the Department of Labor and Industry Employment Standards Division using the contact information at the top of this checklist.**