



# Instructions for Online Licensing

Real Estate Broker



**Application:** To secure a Real Estate Broker license, an application must be completed and signed pursuant to [Illinois Administrative Code Title 68 Part 1450.420](#).

**Fee:** The fee required for the application is \$125. See [Illinois Administrative Code Title 68 Part 1450.130\(b\)\(1\)](#).

## Requirements for License by Examination Age

Applicants must be at least 21 years of age to apply. This requirement may be waived for applicants who are at least 18 years of age and can provide evidence of successful completion of at least four semesters of post-secondary education as a full-time student or the equivalent with major emphasis on Real Estate courses. See [Illinois Administrative Code Title 68 Part 1450.420\(a\)\(1\)](#).

## High School Diploma or GED

Certification of high school graduation or its general equivalent (GED). See [Illinois Administrative Code Title 68 Part 1450.420\(a\)\(2\)](#).

## License Examination

Applicants must successfully pass the license examination administered by [AMP](#). Results will be transmitted directly to the Division of Real Estate by the testing vendor. See [Illinois Administrative Code Title 68 Part 1450.210](#). The Candidate handbook from AMP can be found [here](#).

## Pre-License Education

Prior to taking the license examination, applicants must complete 90 hours of instruction in approved real estate license courses. [Approved pre-license schools](#) can be found here. Attorneys admitted to practice law by the Supreme Court of Illinois are exempt from this requirement. See [Illinois Administrative Code Title 68 Part 1450.420\(a\)\(4\)](#).

## Step by Step Instructions

### Question 1: Public Address

Enter a permanent physical address (not a P.O. Box) where you invite clients. This address will serve as your address of record.

### Question 2: Mailing Address

Enter the address where you want to receive mail.

### Question 5: City of Birth

Enter the city where you were born.

### Question 6: State of Birth

Enter the state where you were born. If you were born outside the United States, please select "Unknown."

### Question 7: Country of Birth

Enter the country where you were born.

### Question 6: Gender

Enter your gender.

### Question 9: Ethnicity

Select the race that best describes you.

### Question 11: Aliases and Name Changes

Have you ever gone by a name other than your current legal name? If Yes, please enter all aliases or former names. If No, please skip to Question 13.

### Question 12: Proof of Name Changes

If you answered "Yes" to Question 11, please upload documents detailing any name changes. For example, please submit copies of marriage certificates or court orders.

### Question 13: Secondary Education

Enter details about your secondary education (High School or GED).

### Question 14: Post-Secondary Education

Enter details about your college, university, training program or vocational school.

### Question 15: Professional License History

Please list all professional licenses held by you now or in the past and indicate the jurisdiction (state or province), license type, license number, and current license status.

### Question 16: Denial of Professional License, Permit, or Privilege

Have you ever been denied a business, trade, professional or occupational license, certification or permit (e.g., CPA, real estate broker, physician, attorney at law), or denied the privilege of taking an examination for one of these credentials? If Yes, please proceed to Question 17. If No, please skip to Question 18.

### Question 17: Denial Explanation

Please attach a detailed explanation describing the circumstances of the denial.

### Question 18: Professional Discipline

Have you ever been disciplined for activity that requires a business, trade, professional or occupational license, certification or permit (e.g., CPA, real estate broker, physician, attorney)? If Yes, please proceed to Question 19. If No, please skip to Question 20.

### Question 19: Discipline Explanation

Please attach a detailed explanation describing the circumstances of the discipline.



### Question 20: Sponsoring Broker

First, please select "Real Estate" from the drop down menu for "Board." Next, search and select the Sponsoring Broker from the active list of available Sponsoring Brokers. The Sponsoring Broker must subsequently confirm your selection.

### Question 21: Criminal History – Felonies\*

Have you been convicted of a felony in any jurisdiction (federal, state, local, military, or foreign country)? If Yes, please proceed to Question 22. If No, please skip to Question 23.

\* **Criminal convictions are not an absolute bar to licensure.**

\* **Please do not disclose expunged, sealed, or juvenile convictions.**

### Question 22: Felony Disclosure(s)

Please attach a personal statement describing the circumstances of any felony conviction(s) and copies of court, probation, or case documents from your conviction.

### Question 23: Criminal History – Misdemeanors\*

Have you been convicted of a misdemeanor in any jurisdiction (federal, state, local, military or foreign country) for any misdemeanor that has as an essential element dishonesty or fraud or that involves larceny, embezzlement, or obtaining money, property, or credit by false pretenses or by means of a confidence game? If Yes, please proceed to Question 24. If No, please skip to Question 25.

\* **Criminal convictions are not an absolute bar to licensure.**

\* **Please do not disclose expunged, sealed, or juvenile convictions.**

### Question 24: Misdemeanor Disclosure(s)

Please attach a personal statement describing the circumstances of the misdemeanor conviction(s) and copies of court, probation, or case documents from your conviction.

### Question 25: Military Service

Have you ever served in the armed forces or military? If Yes, proceed to Question 26. If No, please skip to Question 28.

### Question 26: Military Service Separation

When separating from service, were you dishonorably discharged? If Yes, please proceed to Question 26. If No, please skip to Question 28.

### Question 27: Military Service Separation Explanation

Please attach a detailed explanation about your separation from military service.

### Question 28: Government Service Termination

Have you ever been terminated from employment by a federal, state, or local (county, city, or township) government employer? If Yes, please proceed to Question 29. If No, please skip to Question 30.

### Question 29: Government Service Termination Explanation

Please attach a detailed explanation about your termination from government service.

### Question 30: Child Support

Are you, or have you been, more than 30-Days delinquent in complying with a child support order or certified by a court as being in violation of the Non-Support Punishment Act for more than 60 days? See [20 ILCS 2105-15\(a\)\(5\)](#). If Yes, please proceed to Question 31. If No, please skip to Question 32.

### Question 31: Child Support Explanation

Please attach a detailed explanation as to why you are delinquent on [child support](#) payments. If applicable, please provide proof of a satisfactory [payment plan](#).

### Question 32: Student Loans

Are you in default on an educational loan acquired through or guaranteed by the [Illinois Student Assistance Commission \(ISAC\)](#) or other governmental agency of the State of Illinois? See [20 ILCS 2105-15\(a\)\(5\)](#). If Yes, please proceed to Question 33. If No, please skip to Question 34.

### Question 33: Student Loans Explanation

Please attach a detailed explanation about any student loan defaults. If applicable, please provide proof of a satisfactory repayment record.

### Question 34: State Taxes

Have you failed to file a return, pay the tax, penalty, or interest shown in a filed return, or pay any final assessment of tax, penalty, or interest, as required by any tax Act administered by the [Illinois Department of Revenue \(IDOR\)](#)? See [20 ILCS 2105-15\(g\)](#). If yes, please explain in Question 35. If No, please skip to Question 36.

### Question 35: State Taxes Explanation

Please attach a detailed explanation. If applicable, please provide a clearance letter from the [Illinois Department of Revenue \(IDOR\)](#). If you have questions, call 217.785.5212.

### Question 36: Attestation

Acknowledge that you answered all questions accurately and truthfully. You must select "Yes" to submit application.

### Question 37: Non-Refundable Fees

Acknowledge that all fees are non-refundable.



## Criminal History Statement

### Question 38: Full Legal Name

Enter your full legal name. This serves as your signature.

### Question 39: Date of Application

Click on the hyperlink to enter today's date.

**Save and Close:** Each page within the application has a "Save and Close" button that allows you to save your progress so you can finish later.

### Question/Need Help?

Call 800.560.6420

### Application Review

When the application is complete, please review it in the provided screen. If you need to edit a section, use the "Previous" button in your browser.

### Ready to Checkout?

If you are satisfied that your application is complete, select "Add to Invoice."

### Edit from Checkout:

If you need to edit your application after submitting to Checkout, please click the trash icon (🗑️) which will return your application status to "In Progress" where you can then make edits.

### Payment:

All major credit cards and electronic checks are accepted. There is a 2.35% processing fee for all Credit and Debit Card Payments and a \$1.00 processing fee for ACH or e-Check.

You are not required to report: (1) law enforcement records, court records, and conviction records if you were 17 years old at the time of the offense and before January 1, 2014, unless the nature of the offense required you to be tried as an adult; or (2) arrests not followed by a charge or conviction; or (3) records of arrest where the charges were dismissed unless the charges were related to the practice of the real estate profession; or (4) convictions or arrests that have been sealed or expunged; or (5) convictions that were overturned by a higher court. You are also not required to report a juvenile adjudication occurring prior to your 18<sup>th</sup> birthday involving a violation or attempt to violate any federal, State, county or municipal law or ordinance other than (i) first degree murder, (ii) aggravated criminal sexual assault, or (iii) aggravated battery with a firearm.