

Idaho Real Estate School

How Do I Become a Real Estate Broker?

- A. Take your pre-license classes (Brokerage Management, Real Estate Law, plus two electives from this list: Valuation & Analysis, Finance, GRI 101/102, GRI 201/202, or CCIM courses CI 101, CI 102, CI 103, CI 104). [Go to the Education Lookup](#) to search for available pre-license courses. To be a Designated Broker, you must complete the Idaho Business Conduct and Office Operations (BCOO) course before you can be licensed. (BCOO is included as part of the Idaho Brokerage Management course.) All of these courses can be taken right at our school!
- B. Pass the state and national portions of the broker licensing exam and get fingerprinted for the background check. Schedule the exam and fingerprint appointment through Pearson VUE at www.pearsonvue.com.
 - a. You must fingerprint even if you already hold an Idaho salesperson license. Fingerprints can take anywhere from 1 week to 12 weeks for processing. Read IREC's [Fingerprint Instructions](#) –
 - i. We recommend having your fingerprints taken at a Pearson Vue test center, if possible. Electronic fingerprints are processed much faster than fingerprints made on a paper card.
 - ii. If you cannot have your fingerprints taken at a Pearson Vue test center, you must contact IREC to have a fingerprint packet sent to you. Take the fingerprint card to the nearest law enforcement agency to have your fingerprints rolled. Make sure you and the person who is taking your prints follow the fingerprint instructions exactly.
 - b. Read the Pearson VUE [candidate handbook](#) for more information on topics covered in the exams. See the [approved textbook list](#) for resources helpful in preparing for the exams. You can download the [License Law and Rules Booklet](#) and [guidelines](#) are available from the IREC website.
- C. If you have not already done so, register a user name and password for the [IREC online services](#). The online services allow you to track your own fingerprint status, license history, and education records.
- D. Your fingerprints must clear before you send in your application. You can check your fingerprint status by logging in to the online services. The message “RES-OK” on your fingerprint status means your prints have cleared. Contact IREC staff for assistance if you have ever had a felony or a professional license revoked.
- E. The Commission has a group policy available through Rice Insurance Services Co. at www.risceo.com, or ask your designated broker if you will be covered under a firm policy at the brokerage. Either way, you must have E&O coverage in place before your license can be activated.
- F. Read and carefully complete the [Broker Application](#) (Form REE-041 on the IREC website).

1450 S. Eagle Flight Way, Suite 100, Boise, Idaho 83709
208-377-4300 Office 208-685-6712 Fax 800-574-4594 Toll-free
www.Idahorealestateschool.com