Louisiana Real Estate Commission
State of Louisiana

Office of the Governor

JEFF LANDRY
GOVERNOR

TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

LICENSURE BY ENDORSEMENT PRE-LICENSING CHECKLIST

This checklist will help you navigate the process of obtaining a license by endorsement. This checklist is for your use and does not have to be submitted to the Louisiana Real Estate Commission (LREC).

- Step 1: - **Salesperson**: Submit the Initial Salesperson License Application - Part A, required fee, and any required documents to the LREC office. Do not pay your error and omissions (E&O) insurance fee at this stage. You will pay that fee at a later date.
- Step 1 - **Broker**: Submit your Initial Broker License Application - Part A, required fee, and any required documents to the LREC office. Do not pay your error and omissions (E&O) insurance fee at this stage. You will pay that fee at a later date.
- Step 2: Start the Background Check and Fingerprinting process with IdentoGO. You may schedule an appointment online to have fingerprints digitally scanned at one of many IdentoGO locations.
- Step 3: You will receive email communications from Pearson Vue to schedule your exam date and time and to pay the applicable exam fee after LREC processes your application. Bring personal identification when you go to the exam center. Please see: Pearson VUE Candidate Handbook.
- Step 4: Take and successfully pass the Louisiana state exam. Pearson Vue will assist you in rescheduling and paying the fees for a subsequent exam if you are unable to complete or otherwise fail the exam.
- Step 5: After successfully passing the Louisiana state exam, complete and submit the Initial Real Estate License Application – Part B and proof of and/or payment of your E&O insurance. You may purchase your E&O insurance through the LREC group policy by paying the applicable fee amount in accordance with the prorated premium chart included in the Initial Real Estate License Application – Part B.
    - Alternatively, you may purchase E&O insurance from an independent insurance vendor, but you will be required to complete and submit an Independent Errors and Omissions form and furnish the Declarations page of your insurance policy from your selected insurer.
- OPTIONAL: You may request that your license be issued in the inactive status if you do not plan to immediately practice real estate activity and/or do not yet have a sponsoring real estate broker. To do so, please complete and submit the following form: Request to Issue in the Inactive License Status.
- Note: Any applicant seeking an associate broker license is additionally required to complete and submit the following form: Associate Broker – Part B (Supervision Affidavit).

Please review Act 253 (2024 Reg. Sess., LA Legislature) (La. R.S. 37:51 et seq) for full details regarding licensure by endorsement.

9071 INTERLINE AVE BATON ROUGE, LA 70809
(225) 925-1923 1-800-821-4529 FAX (225) 925-4501
www.lrec.gov email: info@lrec.gov

An Equal Opportunity Employer