

Minnesota Department of Commerce

Documentation of Eligibility

SALESPERSONS

All salesperson examination candidates must prove that they are eligible to take the exam by bringing the proper documentation to the test center on their examination day. Please note that if you are not exempt from the requirement to take Course I, you must complete it before you take the examination. **If you are not exempt and take the examination before you have completed Course I, your exam results will be invalid and you will have to retake the examination, even if you passed it.**

Documentation must be one of the following:

1. **A valid course completion certificate for the Minnesota-approved Course I.**
2. **A valid course completion certificate for the 13-hour Wisconsin-to-Minnesota salesperson prelicense course.**
3. **A copy of your expired Minnesota resident real estate salesperson license.**
4. **A current letter of certification from your resident state.** The letter of certification must be no more than 90 days old.

BROKERS

All broker examination candidates must prove that they are eligible to take the exam by bringing the proper documentation of qualifying education AND qualifying experience to the test center on their examination day. Please note that if you are not exempt from prelicense education and experience requirements, you must complete them before you take the examination. **If you are not exempt and take the examination before you have completed prelicense education and experience requirements, your exam results will be invalid and you will have to retake the examination, even if you passed it.**

Education

Documentation must be one of the following:

1. **A valid course completion certificate for the Minnesota-approved broker course.**
2. **A valid course completion certificate for the 13-hour Wisconsin-to-Minnesota broker prelicense course.**
3. **A copy of your expired Minnesota resident real estate broker license.** This also meets the experience documentation requirement.
4. **A current letter of certification for your broker license from your resident state.** The letter of certification must be no more than 90 days old. This also meets the experience documentation requirement.

Experience

Documentation must be one of the following:

1. **A current letter of certification for your salesperson license from your resident state.** The letter of certification must be no more than 90 days old and must show that you have had a minimum of three years of actual experience within the previous five-year period as a licensed real estate salesperson in Minnesota or in another state having comparable requirements.
2. **A current letter from the Commerce Department showing that you have been granted an exemption from the salesperson experience requirement to sit for the broker examination.** The letter must be no more than one year old.
3. **A copy of your expired Minnesota resident real estate broker license.** This also meets the education documentation requirement.
4. **A current letter of certification for your broker license from your resident state.** The letter of certification must be no more than 90 days old. This also meets the education documentation requirement.

ABSTRACTERS

Abstracters do not have prelicense education or experience requirements.