



**Rules of
Department of Commerce and
Insurance**

**Division 2250—Missouri Real Estate Commission
Chapter 3—Applications for License;
License Examinations**

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**Title 20—DEPARTMENT OF
COMMERCE AND INSURANCE
Division 2250—Missouri Real
Estate Commission
Chapter 3—Applications for
License; License Examinations**

20 CSR 2250-3.010 Applications for License

PURPOSE: This rule informs applicants of the requirements, procedures, and qualifications necessary for obtaining a license.

(1) Licenses shall be granted only to persons who present, and corporations, associations or partnerships whose officers, associates, or partners present, satisfactory proof to the commission that they are persons of good moral character; bear a good reputation for honesty, integrity, and fair dealing; and are competent to transact the business of a broker or salesperson in such a manner as to safeguard the interest of the public.

(2) All applications for license shall be made on forms approved by the commission and completed and signed by the applicant. The commission may deny issuance of a license to any applicant submitting an incomplete application or an application containing any false or misleading information or to any applicant failing to submit the correct fees with an application.

(3) All individuals applying for an original Missouri real estate license after December 31, 2010, must provide acceptable proof of having submitted fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and a Federal Bureau of Investigation fingerprint background check. Any fees due to fingerprint background checks shall be paid by the applicant directly to the Missouri State Highway Patrol or its approved vendor. Individuals who hold a current Missouri real estate license and have previously satisfied this requirement with a previous Missouri real estate license application will be considered to have met this requirement.

(4) Salesperson.

(A) Every application for original salesperson license shall be accompanied by proof acceptable to the commission that the applicant has met all applicable requirements of sections 339.010 through 339.190, RSMo, and these rules, including, but not limited to:

1. Proof of successful completion of an approved forty-eight- (48-) hour course of study known as "Salesperson Pre-Examination Course" prior to the date of examination

and no more than six (6) months prior to the receipt date as affixed by the United States Postal Service or recognized common carrier, or the date the application is hand-delivered to the Missouri Real Estate Commission during regular business hours;

2. Proof of satisfactory completion of both national and state portions of the required examination after the successful completion of the course identified as "Salesperson Pre-Examination Course"; and

3. Proof of successful completion of an approved twenty-four- (24-) hour course known as "Missouri Real Estate Practice Course" completed after successful completion of the "Salesperson Pre-Examination Course."

(5) Original salesperson type applications postmarked August 1 through September 30 of every even-numbered year will be issued a license for the subsequent licensing period without being required to obtain continuing education or submit a renewal application.

(6) Broker Type License.

(A) Every application for original broker type license shall be accompanied by proof acceptable to the commission that the applicant has met all applicable requirements of the license law and these rules, including, but not limited to:

1. Evidence of having been an actively licensed Missouri salesperson, or holding an active real estate license in another state or jurisdiction, for no less than twenty-four (24) of the last thirty (30) months immediately preceding the date of application for license;

2. Proof of successful completion of an approved forty-eight- (48-) hour course of study known as the "Broker Pre-Examination Course" no more than six (6) months prior to the receipt date as affixed by the United States Postal Service or recognized common carrier, or the date the application is hand-delivered to the Missouri Real Estate Commission during regular business hours; and

3. Proof of satisfactory completion of both portions of the required examination after having completed the "Broker Pre-Examination Course."

(7) Original broker type applications postmarked May 1 through June 30 of every even-numbered year will be issued a license for the subsequent licensing period without being required to obtain continuing education or submit a renewal application.

(8) Applicants will have six (6) months after satisfactory completion of the required course(s) of study within which to pass the required examination and apply for license.

After six (6) months, credit for such course(s) and examination will expire, and satisfactory completion of the required course(s) and examination must be repeated before applying for license.

(9) The respective pre-examination course must be completed and the completion certificate received prior to the candidate attempting to take the required examination.

(10) The commission may require an applicant for a license to furnish a recent passport-type photograph and court documents, as well as any other information deemed necessary by the commission to determine the applicant's qualifications for a license.

(11) The commission reserves the right, at its discretion, to hold any application for a reasonable length of time for investigation.

AUTHORITY: sections 339.090 and 339.120, RSMo Supp. 2013. This rule originally filed as 4 CSR 250-3.010. Original rule filed Nov. 14, 1978, effective Feb. 11, 1979. Amended: Filed Oct. 2, 1985, effective Dec. 26, 1985. Amended: Filed June 15, 1990, effective Dec. 31, 1990. Amended: Filed Feb. 2, 1994, effective Aug. 28, 1994. Amended: Filed June 28, 2002, effective Dec. 30, 2002. Amended: Filed April 6, 2006, effective Sept. 30, 2006. Moved to 20 CSR 2250-3.010, effective Aug. 28, 2006. Amended: Filed Oct. 12, 2007, effective April 30, 2008. Amended: Filed Aug. 18, 2009, effective Feb. 28, 2010. Amended: Filed July 15, 2016, effective Dec. 30, 2016.*

**Original authority: 339.090, RSMo 1941, amended 1978, 2001 and 339.120, RSMo 1941, amended 1963, 1967, 1981, 1988, 1993, 1995, 1999, 2004, 2008.*

20 CSR 2250-3.020 License Examinations

PURPOSE: This rule establishes how and by whom the examination shall be given. The requirements, fees and prohibitions are included in this rule.

(1) The form, content, method of administration, passing standards and schedule of written license examinations shall be determined by the commission and the date and place of examinations shall be announced as far in advance as is practicable. In conducting examinations, the commission may utilize professional testing services.

(2) Fees payable by applicants for broker and salesperson license examinations shall be



established by agreement with the commission and testing service administering the examination. Fees shall be paid as directed by the commission.

(3) No applicant shall be permitted to take any memoranda, pamphlet, book or paper into an examination room and otherwise shall be subject to the rules imposed by the administrator of the examination. If any applicant violates any rules imposed by the administrator while taking an examination such act shall be reason to deny issuance of a license to the applicant(s) involved.

*AUTHORITY: sections 339.090 and 339.120, RSMo Supp. 2005. * This rule originally filed as 4 CSR 250-3.020. Original rule filed Nov. 14, 1978, effective Feb. 11, 1979. Amended: Filed Oct. 2, 1985, effective Dec. 26, 1985. Amended: Filed Feb. 2, 1994, effective Aug. 28, 1994. Amended: Filed Sept. 8, 2003, effective March 30, 2004. Amended: Filed April 6, 2006, effective Sept. 30, 2006. Moved to 20 CSR 2250-3.020, effective Aug. 28, 2006.*

**Original authority: 339.090, RSMo 1941, amended 1978, 2001 and 339.120, RSMo 1941, amended 1963, 1967, 1981, 1988, 1993, 1999, 2004.*