



Community Association Manager

Salesperson

Broker

The following list represents the requirements to obtain a Broker/Associate Broker License:

I. Background Check

A copy of the applicant's criminal history or Georgia Crime Information Center (GCIC) Report must be brought to the AMP testing center (not the Commission) prior to receiving a license. If the report indicates any crime convictions or sanctions by any licensing or regulatory agency, then the Commission will conduct an investigation and decide whether or not to issue the license.

II. Age Requirement

An individual must be at least 21 to be licensed as a broker or associate broker. Applicants may take the broker's examination at age 20, but cannot activate the license until they are 21

III. General Education

Must be a high school graduate or the holder of a certificate of equivalency.

IV. Real Estate Education

Salesperson Applying For An Associates Broker or Broker License

Applicants licensed as salesperson's must meet ONE of the following Real Estate Educational Requirements:

1. successfully complete the required 60-hour Broker's Prelicense Course at a School approved by the Georgia Real Estate Commission;
2. successfully complete a minimum of 15 quarter hours or 9 semester hours of either course work eligible for a major in real estate from a U.S. or Canadian accredited college or university or course in real property, agency, or contracts from a U.S. or Canadian accredited school of law. You must submit to AMP (not the Commission) an official transcript from the college, university, or school of law with your application for examination. Continuing education, adult education, crash seminars, and special short courses are not acceptable. AMP will notify you as to whether your coursework is acceptable; OR
3. provide proof of completion of at least 60 hours of prelicense course work approved by the real estate regulatory agency of another state or province of Canada. You must obtain a letter from that agency that verifies that the course work is approved in that state or province.

List of [Approved Real Estate Schools](#).

Community Association Manager Applying For An Associates Broker or Broker License

Applicants licensed as community association manager's must meet BOTH of the following Real Estate Educational Requirements:

1. fulfill ONE of the educational requirements listed as 1, 2, or 3 above under the heading "Salesperson Applying For An Associate Broker or Broker License;" AND
2. fulfill ONE of the following:
 - successfully complete an additional 75-hours in a course or courses approved by the Commission, or
 - successfully complete a 75-hour Salespersons Prelicense Course approved by the Commission, or
 - successfully complete a minimum of 10 additional quarter hours or 6 additional semester hours of college course work eligible for a major in real estate from a U.S. or Canadian accredited college or university.

V. Examination

Must pass the [Examination](#) administered by AMP and approved by the Commission. The examination fee is \$121.00. Persons applying for a salesperson's license must apply within twelve months of the date they took the examination; or after twelve months have passed, they must retake the examination.

 ["A Study Guide for the Georgia Broker Simulation Examinations"](#) was written to assist individuals studying to take the Georgia broker examination.

VI. Experience

All associate broker and broker applicants must have been licensed on active status for a minimum of three of the previous five years before they can be licensed.

If you have been actively licensed in Georgia for at least three years and you are enrolled in a Broker's Prelicense Course at a school approved by the Commission, your license history will be verified by the Commission at the time the school transmits your electronic application.

If you have ever held a real estate license in a state other than Georgia, or if you are not fulfilling your prelicense education requirements by taking a Broker's Prelicense Course at a school approved by the Commission, you MUST attach a certification of your license history from the state in which you met the education, examination and experience requirements for licensure with your application. The license history must be less than one year old and it must show "active" time or dates.

VII. Fees

Must pay the appropriate fees as described below:

- The examination fee of \$121.00.
- The license fee of \$170.00

This amount covers all fees due for the first four years of licensure.

VIII. Active/Inactive Status

Associate Broker

If your salesperson's license is on active status with a firm, AMP can issue an associate broker license only to "active" status with that firm. If your salesperson's license is on "inactive" status, AMP can issue an associate broker's license to "inactive" status; or if you desire an "active" license, you must also submit to AMP a Sponsoring Broker Statement Application located in the [candidate handbook](#). An "inactive" license does not require that form. You may activate your license at no cost at a later time when you decide to join a real estate firm. Information regarding opening a real estate firm or changing a qualifying broker can be found by [clicking here](#).

Brokers

AMP can issue only "inactive" brokers licenses. You can activate a brokers license by filing an "opening a new firm" or a "change of qualifying broker" application with the Commission.

Whether placing a license in "active" or "inactive" status, the applicant must pay the appropriate licensing fee. Any licensee who places a license on inactive status must also pay renewal fees as they come due.

XI. Continuing Education

The Commission requires that all active licensees licensed after January 1, 1980, must complete at least thirty-six (36) hours of approved continuing education course work during each four year renewal period to meet the Continuing Education requirements.

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