

SALESPERSON EXAMINATION CHANGE APPLICATION

RE 415A (Rev. 6/09)

DRE RECEIVED DATE

DRE USE ONLY

GENERAL INFORMATION

- Please read all information before completing this application. *Type or print clearly in ink.*
- Use *eLicensing* at the DRE Web site dre.ca.gov to reschedule an examination, review your examination results and records, request a duplicate schedule or result notice, and change your examination address.
- This application may be used to:
 - Change or correct your name. Legal verification must be submitted for name changes (i.e., copy of marriage certificate, court order, or driver's license reflecting name change).
 - Change or correct your mailing address when not using *eLicensing*.
 - Correct your birth date or social security number; and
 - Apply for *rescheduling* or *re-examination* if you have misplaced your Salesperson Exam Schedule Notice (RE 401A) or Salesperson Exam Result Notice (RE 418A) when not using *eLicensing*.
- Refer to the **Reasonable Accommodation Request** paragraph for further information and instructions should you require this service.
- If it has been over two years since you were qualified to take this examination, you must file a new application and submit qualifying documentation.
- You may be scheduled for only one examination date at a time. A re-scheduling request removes you from your currently scheduled test.

Continued on reverse side

EXAM CHANGE

CHECK APPROPRIATE BOX(ES)

FEE

- Change/Correct Examinee Name no fee
Complete #1-4, 6-10 and 14
- Change/Correct Mailing Addressno fee
Complete #1-2, 4, 6-10 and 14
- Correct Birth Dateno fee
Complete #1-2, 4, 6-10 and 14
- Correct Social Security Number.....no fee
Complete #1-2, 4-10 and 14
- Reschedule Examination *
 - First time *\$15
 - Additional Reschedules*\$30
Complete #1-2 and 4-14
- Re-Examination *\$60
Complete #1-2, 4 and 6-14
- Reasonable Accommodation Request.....no fee
(Refer to **Reasonable Accommodation Request** paragraph for information/instructions.)

*Fees are subject to change.

APPLICANT INFORMATION

1. EXAMINATION ID# (IF KNOWN)		2. EXAMINEE NAME — LAST, FIRST, MIDDLE	
3. EXAMINEE'S NEW NAME — LAST, FIRST, MIDDLE			
4. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX			
CITY		STATE	ZIP CODE
5. SOCIAL SECURITY NUMBER (OPTIONAL)	6. DATE OF BIRTH (MM/DD/YYYY)	7. RESIDENCE PHONE ()	8. BUSINESS (DAYTIME) PHONE ()
9. Have you ever applied for a California real estate exam under your current name or any other names (i.e., maiden name, former married names, AKA's, etc.)? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, list all names used:			
10A. Do you now hold or have you ever held a California real estate license?..... <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, answer 10B and complete 10C, D, E and F below.			
10B. Has your California real estate license been previously revoked? <input type="checkbox"/> NO <input type="checkbox"/> YES			
10C. TYPE OF LICENSE	10D. IDENTIFICATION NUMBER	10E. EXPIRATION DATE	10F. NAME ON LICENSE
11. EXAM AREA PREFERENCE (REFER TO DRE.CA.GOV FOR LIST OF OTHER TESTING FACILITIES THAT MAY BE AVAILABLE.)		12. EARLIEST DATE YOU CAN TAKE EXAM (mm) (dd) (yyyy)	
<input type="checkbox"/> SACRAMENTO <input type="checkbox"/> FRESNO <input type="checkbox"/> LOS ANGELES <input type="checkbox"/> OAKLAND <input type="checkbox"/> SAN DIEGO <input type="checkbox"/> OTHER:		13. <i>I am requesting reasonable accommodation; RE 413 and supporting documents attached.</i> <input type="checkbox"/>	

Certification

I hereby certify under penalty of perjury that I am aware of and meet all examination requirements as set forth in B&P Code Sect. 10150.6 and 10153.2. I also understand that the fee remitted will not be refunded under any circumstances (Section 10207 of the B&P Code). I understand that subverting the examination will subject me to the penalties of Section 123 of the B&P Code.

14. SIGNATURE OF APPLICANT _____ DATE _____

PROCESSOR #	DATE KEYED
DRE ONLY	

GENERAL INFORMATION (CONTINUED)

- Business and license mailing addresses are public information and as such are posted on the Internet and made available from DRE via telephone and written requests. Please consider this when identifying such addresses.

SCHEDULING INFORMATION

- Schedules and examination locations are subject to change.
- **Salesperson examinations are usually given:** Weekdays as needed, *except* Wednesday, in Fresno, Los Angeles, Oakland, Sacramento, and San Diego. Examinations may also be given in satellite locations to accommodate the fluctuations in exam applications. When satellite locations are used they may be subject to change or discontinued without notice. At **dre.ca.gov** you can view a calendar of examination locations and dates currently being scheduled. Since DRE allows reschedule requests online, by phone, and through the mail, examination dates fill quickly and a particular date may not be available; therefore requests cannot be guaranteed.
 - If you want the earliest possible date, indicate multiple locations on line #11 and attach a separate page stating specific dates. Include your daytime phone.
 - If you do not provide a date on line #12, you will be scheduled for the earliest available date in the area chosen.
- **Reasonable Accommodation Request** — Applicants with limitations requiring special accommodation must attach Special Accommodation Request for Examination (RE 413), as well as the required documentation as noted on RE 413, to the exam application and mail or fax the application, documentation, and fee to DRE for processing. **Do not attempt to schedule a reasonable accommodation exam via our Web site, as eLicensing does not provide such services.** Compliance with special requests may be limited by scheduling constraints.
- Acknowledgment will not be mailed for name, address or birth date corrections/changes.
- **Exam date notification** — Processing timeframes are listed on our Web site at **dre.ca.gov**. We encourage you to check these timeframes to more accurately estimate when the processing of your application should be completed.
 - If you have not received an examination confirmation notice within the timeframes listed on our Web site, you can obtain your scheduled date through **eLicensing at dre.ca.gov**.
 - If you have not yet been assigned an exam date or received a deficiency letter and your application was submitted prior to the processing timeframes, check with your bank or credit card company to assure that DRE has processed your fee.

CURRENTLY OR PREVIOUSLY LICENSED?

- If you currently have a real estate salesperson license in California, or if your license expired less than two years ago, you are not eligible to take a salesperson examination. You may obtain a new license through the renewal process.
- If you were issued an 18-month conditional salesperson license within the last four years, that is currently suspended under Section 10153.4 B&P Code, you are not eligible to take the salesperson examination. However, if four years have elapsed from the issuance date of the suspended license, you are eligible to take a new salesperson examination.

EDUCATION REQUIREMENT

In order to qualify to take the examination, applicants must meet all applicable education requirements in effect at that time. (Refer to *Instructions To License Applicants* handbook which is available from any DRE office or the DRE Web site under the Publications category.)

SUBVERSION OF EXAMINATION

It is a misdemeanor for any person to subvert or attempt to subvert any licensing examination. Sections 123, 123.5 and 496 of the Business and Professions Code relate to test security and provide that DRE may deny, suspend, restrict or revoke the license of an applicant or licensee who subverts or attempts to subvert a licensing examination.

In addition to any other penalties, a person found guilty of violating Section 123 of the B&P Code shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

PAYMENT & MAILING INFORMATION

Fees are subject to change.

Fees

- **Reschedule Examination**
 - First time\$15
 - Additional Reschedules.....\$30
- **Re-Examination**\$60

Acceptable payment methods — Cashiers’ check, money order, check or credit card (Visa, American Express, Mastercard).

- **Credit card on the DRE Web site** — Scheduling requests may be made on the Internet at **dre.ca.gov**.
- **Credit card, check or money order by mail** — A completed copy of this form should be mailed with the appropriate payment: 1) completed Credit Card Payment (RE 909) or 2) check or money order made payable to **Department of Real Estate**.

Mail To — Department of Real Estate, P.O. Box 187001, Sacramento, CA 95818-7001

PRIVACY INFORMATION: Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Department of Real Estate 2201 Broadway Sacramento, CA 95818	Managing Deputy Comm. IV Licensing, Exam., & Education Telephone: 877-373-4542
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General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. Providing your social security number on this application is optional, but can assist DRE in correcting any future social security number discrepancies. Your social security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff’s Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).