



California Department of Real Estate

# Online Exam/License Application System User Guide

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## Login Page

The Online Exam/License Application System (OELA) web application extends the capabilities of the eLicensing system by allowing an applicant to apply for a salesperson examination, salesperson license, broker examination, or broker license, through the Internet. In order to use OELA, an eLicensing account must be created first at <https://secure.dre.ca.gov/elicensing/>.

Once logged into the eLicensing system, a link will be provided to access the OELA login page. The password will be the same as the password used in eLicensing. Click the “Log In” button after entering the password to be logged into the system. The “Show” button to the right of the password will reveal the hidden password if clicked.

The screenshot shows the login page for the Online Exam/License Application System (OELA). The page has a blue header with the CA.GOV logo on the left and a Settings gear icon on the right. Below the header is a navigation bar with the Department of Real Estate (DRE) logo and three icons: an information icon for 'Instructions', a document icon for 'Examinations Forms', and another document icon for 'Licensing Forms'. The main content area is titled 'Online Exam/License Application System Login'. Underneath the title, there is a 'Password' label above a text input field containing the placeholder text 'Use your eLicensing Password'. To the right of the input field is a 'Show' button. Below the input field is a blue 'Log In' button. At the bottom of the page, there is a dark footer bar with links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', 'Accessibility', and 'Contact Us'. Below the footer bar is a light gray bar with the text 'Copyright © 2021 State of California'.

## Internet Browser Compatibility

The OELA web application will only work with newer Internet browsers that support updated security standards such as the current versions of Google Chrome, Mozilla Firefox, or Apple Safari. OELA also requires JavaScript be enabled on the browser.

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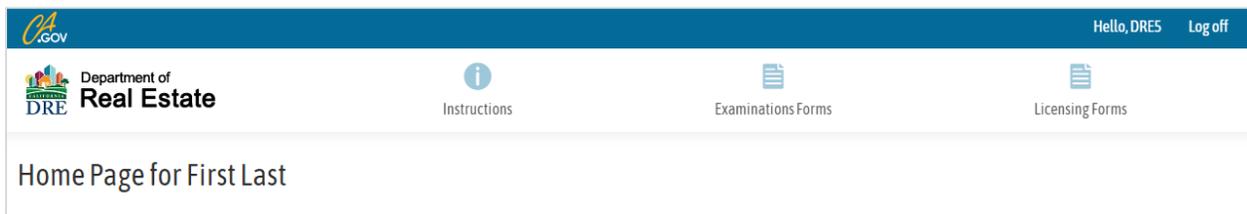
## Website Session Timeout

After successful login to the OELA website, the system has a session timeout of thirty (30) minutes. If there is inactivity for more than thirty minutes, the website will logoff the user account, similar to selecting the “Log Off” link at the top of the page.

## Home Page

After successful login, the home page is displayed. On the left of the blue banner is the CA.GOV logo link which, when clicked, opens the California website in a separate window. On the far right of the blue banner, the account username is shown along with the log off link. The account username should be the username that you created with the eLicensing system. If it is not, please contact DRE.

Below the blue CA.GOV logo banner, the DRE logo is displayed. To the right of the DRE logo are some navigation buttons. The “Instructions” button is a link to the OELA web application user guide. The “Examinations Forms” button shows all forms relating to examinations. The “Licensing Forms” button shows all forms relating to licensing.



Below the DRE Department of Real Estate logo, there are five possible sections that may be shown, if there is information for that section to be displayed: (1) Existing Online Applications, (2) Pending License Applications, (3) All Licenses, (4) Pending Exam Applications, and (5) Applications Received But Not Processed.

To check the current application processing timeframes, there is a link below the Existing Online Applications table, which has more information, or navigate directly to <http://www.dre.ca.gov/Licensees/CurrentTimeframes.html>.

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## Existing Online Applications

The existing online applications section displays all of the licensing applications that have been created using the OELA web application. This section displays the application number in the first column to the left, the application type in the second column, the application status (see [Appendix A](#) for more information) in the third column, and the actions in the right column. The actions column contains any action that can be taken on the application. The list of possible actions are: Edit, Delete, Sign, Pay, View and Receipt. The actions are shown only when they are available.

Existing Online Applications			
Number	Application Type	Status	Actions
3863114021	Sales Exam and License	The applicant is working on the application.	<a href="#">Edit</a> <a href="#">Delete</a>
3859042644	Broker Exam and License	The applicant is working on the application.	<a href="#">Edit</a> <a href="#">Delete</a>

### Application Actions

When the application is first created, it can be edited by clicking on the Edit button. The application can be deleted by clicking on the Delete button up until it is paid.

If the application has been completed but not signed, a Sign button is shown to quickly navigate to the last page. After the application is signed, a Pay button is shown which displays the payment page.

Existing Online Applications			
Number	Application Type	Status	Actions
3844701212	Sales Exam and License	The application has been signed and is awaiting payment from the applicant.	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Pay</a>

After the application has been paid, the View, Print, and Receipt buttons will be shown. The View button displays the completed application. The Print button displays a printable version of the completed application. The Receipt button displays the payment receipt.

Existing Online Applications			
Number	Application Type	Status	Actions
3843915215	Broker Exam Only	The application and fee have been submitted and will be processed in date received order.	<a href="#">View</a> <a href="#">Print</a> <a href="#">Receipt</a>

---

## Pending License Applications

The pending license applications section displays any applications that have been started but not completed. Any applications that have been received, are being processed, or are being reviewed by DRE will appear in this area. If there are any pending license applications, a duplicate of the same type will not be allowed (e.g. Broker license type can't be created in the example below).

Pending License Applications		
License Type	Received Date	Expiration Date
Salesperson	07/30/2021	07/30/2022
Note: If you have a pending license application, you will not be able to apply for a license application of that type through this system.		

## All Licenses

The all licenses section displays the licenses that are active or within the renewal period. If there are no active licenses then a Salesperson and/or a Broker license may be applied for. If a Salesperson license is active, then only a Broker license can be applied for. If a Broker license is active, then only a Salesperson license can be applied for.

All Licenses				
License Type	License Status	Corporation Info	Expiration Date	Two Year Grace Period
Salesperson	Licensed		06/08/2025	06/08/2027
Note: If you have an active license or are within the renewal grace period, you will not be able to apply for a license of that type in this system. The corporation information will be empty when the license type is Broker or Salesperson.				

## Pending Exam Applications

The pending exam applications section displays the exam type, received date, date exam passed and date application expires. If there is a pending exam application, a duplicate can't be created.

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### Pending Exam Applications

Exam Type	Received Date	Date Exam Passed	Application Expiration Date
Salesperson	07/30/2021		

Note: If you have a pending exam application, you will not be able to apply for a new exam application of that type in this system. Once the pending application is processed and you are qualified for the exam, you may schedule an exam by using [eLicensing](#).

## Applications Received But Not Processed

The applications received but not processed section displays a list of applications that have been received by DRE but are still waiting to be processed. A duplicate application can't be submitted (i.e. if a broker examination application was submitted by paper to DRE, it can't be submitted again online).

### Applications Received But Not Processed

Form Type	Received Date
Salesperson Combined Exam/License Application	02/24/2021

## Start New Application

At the bottom of the home page, there is some information about the types of applications that can be created. When you are ready to start a new application, click the "Start New Application" button at the bottom of the home page. When clicked, the button opens the "Create a New Application" page.

---

## How to Create a New Online Application

In order to start the online application process, you need to first decide if you are going to apply and pay for the exam only or if you are going to apply and pay for both the exam and license at the same time. The table below lists the type of online applications you can choose. Once you decide which type of application you want to apply for, click the "Start New Application" button to start the application.

Online Application Type	What You Are Applying For
Sales Exam Only RE400A	To take the salesperson exam only. Once you pass the exam, you will download a license application to submit along with fingerprints and the license fee. (\$60.00)
Sales Exam and License RE435C	To apply and pay for both the salesperson exam and salesperson license. (\$305.00)
Broker Exam Only RE400B	To take the broker exam only. Once you pass the exam, you will download a license application to submit along with fingerprints and the license fee. (\$95.00)
Broker Exam and License RE436C	To apply and pay for both the broker exam and broker license. (\$395.00)

**Note:** You must authorize fee payment using your Visa, MasterCard, American Express, Discover, or a debit card with a Visa or MasterCard logo. Please have the information readily available before you begin your eLicensing transaction.

You cannot apply online and mail your fees in. You cannot split your fees among more than one credit/debit card. You cannot apply for both the exam and license without paying the full amount due. Fees remitted will not be refunded or transferred under any circumstances pursuant to Section 10207 of the Business and Professions Code. If you cannot comply with the terms above, please mail a paper application to DRE.

For your protection, DRE does not process payments nor keep any credit card information on file. All fee payments are conducted through a payment processing center using secured transactions.

Please note: after 30 minutes of inactivity, you will be logged off.

[Start New Application](#)

**Note:** The application(s) created in the OELA web application can only be submitted to DRE if payment is made through the system with a debit or credit card (Visa, MasterCard, Discover, or American Express). If payment cannot be made online, the application must be submitted by mail (paper forms) to DRE.

## Create a New Application Page

Select an application type from the drop-down list. There are four possible selections: Sales Exam Only, Sales Exam and License, Broker Exam Only, or Broker Exam and License. After making a selection, click on the "Create New Application" button to create the new application or click on the "Cancel" button to return to the home page without creating a new application.

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After clicking the “Create New Application” button, the “Applicant Contact Information” page will be displayed. The Application Type is required and cannot be left blank.

## Create a New Application

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The Application Type I want to apply for is

--- Select One ---

**Create New Application** Cancel

All previously paid fees are non-transferable and are not refundable.

### Create New Application - Errors

When the “Create New Application” button is clicked, the system checks whether the application can be created online. If there is already an active license, license application, exam application, or application received but not processed, an error message is displayed.

**Example Error 1** - An application of that type has already been created.

Sales Exam and License application type already exists.

The Application Type I want to apply for is

Sales Exam and License

**Example Error 2** - A new sales application can't be created when there is already an active salesperson license.

A new Sales application cannot be created because you already have a Salesperson License.

The Application Type I want to apply for is

Sales Exam and License

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**Example Error 3** - An application can't be created because there is already a pending exam application.

A new application cannot be created because a pending sales exam application already exists. See the Pending Exam Applications table for more information.

The Application Type I want to apply for is

Sales Exam and License

**Example Error 4** - A license application was submitted by paper to DRE and can't be created online.

A new application cannot be created because a Sales application already exists. See the Pending License Applications table for more information.

The Application Type I want to apply for is

Sales Exam and License

## Applicant Contact Information Page

This section contains the applicants contact information including legal name, any former names, address, phone number, and email address. The application number and application type are shown at the top of the page (in some cases the examination id will be shown).

### Applicant Contact Information

Examination ID: 2217263  
Application Number: 3844701212  
Application Type: Sales Exam and License

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## Legal Name

Under the application type is the legal name area. Verify the legal name and select either “Yes, the above is my legal name” or “No, please change my name”, from the drop-down list.

**Applicant Legal Name**

First Last

**Is This Your Legal Name?**

No, please change my name ▾

Please enter your Legal Name in the provided boxes below. Legal name change documents (court order, divorce decree, copies of driver licenses or passports with new and old names) must be uploaded with this application.

First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▾"/>

Legal name is defined as the name shown on your government issued ID. This name must match the name you will use when presenting your ID at the exam center. If they do not match, there will be a delay in processing your license.

Please be advised that a license will only be issued in your legal name. Discrepancies between the name on this application, the name on your transcripts, and your legal name will cause further processing delays.

If “No, please change my name” is selected, a new section will appear below it allowing for the new first name, middle name, last name, and suffix to be entered. Only the last name is required.

Select “Yes” or “No” for the question “Have you ever used any other names” drop-down list.

**Have you ever used any other names (i.e., maiden name, former married names, AKA's, etc.)?**

--- Select One --- ▾

## Do You Now Hold or Have You Ever Held a California Real Estate License

---

If you have ever held a DRE license, select “Yes” from the drop-down list. Otherwise, select “No”.

**Do you now hold or have you ever held a California real estate license?**

### Has Your California Real Estate License Been Previously Revoked

If your DRE license has been revoked, select “Yes” from the drop-down list. If your previous DRE license has not been revoked, select “No” from the drop-down list.

**Has your California real estate license been previously revoked?**

### Type of License

If you have held a DRE license previously, select the type of license from the drop-down list.

**Type of License**

- Broker
- Officer**
- Salesperson

### Identification Number

If you have held a DRE license previously, enter the eight digit DRE license number in the identification number field.

---

**Identification Number****Expiration Date**

If you have held a DRE license previously and it has expired, enter the expiration date of the previous DRE license.

**Expiration Date****Name on License**

If you have held a DRE license previously, enter the first name, middle name, last name, and suffix that was used. The “Last Name on License” is the only name field that is required.

**First Name on License****Middle Name on License****Last Name on License****Suffix on License**

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## Have You Ever Applied for a California Real Estate Exam

If you do not have a real estate license number or an examination id issued by DRE, a question will be displayed asking if you have ever applied for a California real estate exam. If the answer is “Yes”, three more questions will be displayed below it: “What was the Examination ID?”, “What was your first and middle name at the time you took the exam?”, and “What was your last name at the time you took the exam?”. Legal verification must be submitted for name changes.

Have you ever applied for a California real estate exam?

Yes ▾

Legal verification must be submitted for name changes (i.e., copy of marriage certificate, court order, or driver's license reflecting name change from prior to current name)

What was the Examination ID?

What was your first and middle name at the time you took the exam?

What was your last name at the time you took the exam?

If your previous name used when the exam was taken does not match your current legal name, a message will be displayed as a reminder that legal verification must be submitted for name changes.

## Aliases and Former Names

If “Yes” is selected for “Have you ever used any other names” drop-down list, a new “Alias” section appears below it.

---

[Add Alias](#)

Aliases (add any aliases you have used, i.e. maiden name, former married names, AKA's, etc.)

Last Name	First Name	Middle Name	Suffix	Actions
There are no aliases. Click the "Add Alias" button to add an alias.				

Click on the "Add Alias" button to add any former names to the application. The "Add Alias" button will open a new page called "Add an Alias".

### Add an Alias

Last Name

First Name

Middle Name

Suffix

[Add Alias](#)

Aliases Added to This Application

Last Name	First Name	Middle Name	Suffix	Actions
Last	First	Middle	Sr	<a href="#">Edit</a> <a href="#">Delete</a>

Enter the last name, first name, middle name and suffix and click the "Add Alias" button to add it to the application or click the "Cancel" button to go back to page 2 without adding the alias.

The last name and first name can be a maximum of 40 characters and the middle name can be a maximum of 20 characters long. An error will appear if the name is too long.

**Last Name**

My Alias Name is More than the Maximum

The field Last Name must be a string with a maximum length of 40.

**First Name**

My Alias Name is More than the Maximum

The field First Name must be a string with a maximum length of 40.

**Middle Name**

My Alias Name is More than the Maximum

The field Middle Name must be a string with a maximum length of 20.

After adding an alias, it may be edited or deleted from the main page by clicking on the Edit or Delete button to the right of the name.

Aliases (add any aliases you have used, i.e. maiden name, former married names, AKA's, etc.)

Last Name	First Name	Middle Name	Suffix	Actions
Smith	John	A	Jr	<a href="#">Edit</a> <a href="#">Delete</a>

**Delete Alias/Former Name**

Are you sure you want to delete this?

Last Name  
Smith

First Name  
John

Middle Name  
A

Suffix  
Jr

[Delete](#)

**Mailing Address**

Select "In the USA" or "Outside the USA" under the mailing address drop-down list. If the mailing address is "In the USA", the mailing address line 1, mailing address line 2, mailing address zip code, and mailing address city will be shown.

---

**Mailing Address**

In the USA

**!** Business and licensee mailing addresses are public information and as such are posted on the Internet and available for download on the DRE website. Please consider this when identifying such addresses.

**Mailing Address Line 1**

**Mailing Address Line 2**

Apartment, Suite, Floor, etc.

**Mailing Address Zip Code**

**Mailing Address City**

For the mailing address zip code, enter the 5 digit zip code and select the City and Zip Code combination from the drop-down list.

**Mailing Address Zip Code**

95815

NORTH SACRAMENTO : 95815

**SACRAMENTO : 95815**

After the “City : Zip Code” combination is selected, the Zip Code and City will be shown. The Mailing Address City cannot be changed directly. To change the city, enter a new zip code and select it from the list.

**Mailing Address Zip Code**

95815

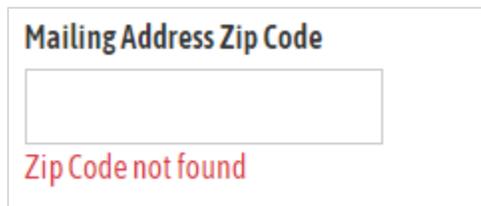
**Mailing Address City**

SACRAMENTO

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### Mailing Address Zip Code Error

If the zip code does not exist, a “Zip Code not found” error will appear below the textbox.

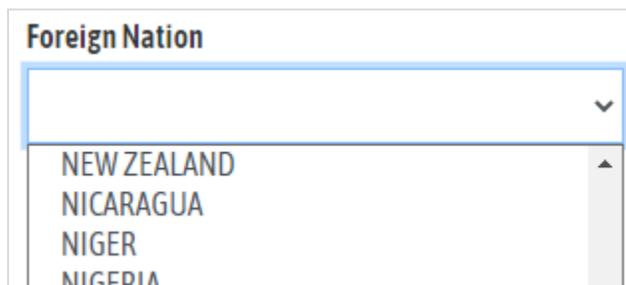


A screenshot of a form field titled "Mailing Address Zip Code". Below the title is an empty rectangular input box. Underneath the input box, the text "Zip Code not found" is displayed in red.

### Foreign Nation Address

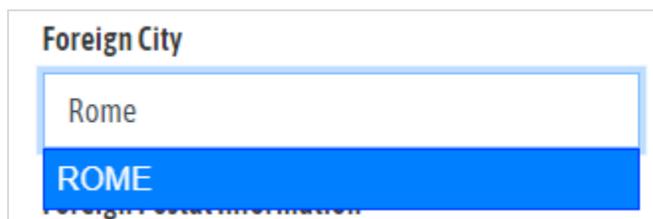
If the mailing address is “Outside the USA”, the mailing address line 1, mailing address line 2, foreign nation, foreign city, and foreign postal information will become visible.

Select the Nation from the “Foreign Nation” drop-down list.



A screenshot of a drop-down menu titled "Foreign Nation". The menu is open, showing a list of countries: NEW ZEALAND, NICARAGUA, NIGER, and NIGERIA. A small downward arrow is visible on the right side of the menu header.

Enter a city name into the “Foreign City” field. A list of foreign cities will be displayed below it. Select one and it will be displayed in the textbox.



A screenshot of a form field titled "Foreign City". The input box contains the text "Rome". Below the input box, a blue highlight is visible over the word "ROME" in a list of suggestions.

Enter the foreign postal information into the “Foreign Postal Information” field.

---

### Foreign Postal Information

00185

### Main Office Address

If the application type is broker exam and license, the main office address is displayed. Click on the checkbox “I do not have a main office address at this time. Please issue my license in a non-working status.”, if the main office address will not be provided with the application. Note that selecting this checkbox will erase any previously entered main office address information.

**I do not have a main office address at this time. Please issue my license in a non-working status.**

To enter the main office address, do not check the box “I do not have a main office address at this time. Please issue my license in a non-working status.” and enter the Main Office Address Line 1 (Must be a street address in California), Main Office Address Zip Code, and optionally the Main Office Address Line 2.

---

I do not have a main office address at this time. Please issue my license in a non-working status.

**Main Office Address Line 1 (Must be a street address in California)**

**Main Office Address Line 2**

**Main Office Address Zip Code**

**Main Office Address City**

Enter a zip code and select the city and zip code combination from the list at the bottom of the field. Similar to the mailing address zip code.

The image shows a close-up of the 'Main Office Address Zip Code' field. The text '90010' is entered in the input box, which has a small 'x' icon for clearing the text. Below the input box, a dropdown menu is open, displaying two suggestions: 'LOS ANGELES : 90010' (highlighted in blue) and 'SANFORD : 90010'.

## Phone Numbers

The current phone number, business cell phone number and business phone can be included with the application at the bottom of page 2.

---

**Current Phone Number**

**Business Cell Phone**

**Business Phone**

## Email Address

The email address is pre-populated from DRE records. To change the email address on file with DRE, which is shown in the “Current Email Address” field, select “Yes” from the “Do you want to change your email address?” drop-down menu. Two new text fields will be shown below the drop-down menu.

**Current Email Address**

**Do you want to change your email address?**

**New Email Address**

**Confirm New Email Address**

Enter the new email address in both the “New Email Address” and “Confirm New Email Address” text boxes. Select the “Save” button at the bottom of the page to save. If the email addresses do not match, the page will not be saved and show an error message.

---

**New Email Address**

New Email Address and Confirm New Email Address do not match

**Confirm New Email Address**

Note: Any errors on the page will prevent all changes from being saved. Please correct all errors before saving or any changes will be lost.

## Navigation Buttons

At the bottom of every page, there are some navigation buttons. The “Home” button opens the home page. The “< Previous” button goes back to the previous page. The “Save” button saves the current page. The “Next >” button saves the page and goes to the next page. If the application has been partially completed from a previous session, the option of going to the last page is given as the “Sign >>” button. The “Sign” button will open Page 12 directly, skipping over the all other pages in between.



**Important Note:** The information entered on the page will not be saved unless the “Save” or “Next >” button is clicked. Closing the page without saving will cause the loss of any information entered on the page that was not previously saved.

## Completed Coursework Page

The completed coursework page shows the completed coursework on file with DRE at the top of the page.

---

Completed Coursework on file with DRE

Course Title
Business Law
Real Estate Practice
Real Estate Principles

For sales applications, there are three options shown on page 3.

### Education

- I am a member of the California State Bar.
- I have college transcripts I want to submit as evidence of required courses.
- I have Statutory/Pre-License (DRE Approved) courses I want to submit as evidence of required courses.

### I Am a Member of the California State Bar

If the checkbox, “I am a member of the California State Bar” is checked, the “Bar Card Number” textbox and related information section is displayed below it. A valid bar card number must be entered in the textbox to continue.

I am a member of the California State Bar.

**Bar Card Number**

Sales/Broker Applicants: Members of the California State Bar are statutorily exempt from the college level course requirements.

Broker Applicants: Members of the California State Bar still need to submit two years full-time licensed salesperson experience or have at least two years real estate related experience while practicing law in California.

I will upload evidence of admission to practice Law in California in the "CA State Bar Card" section on the Files to Upload page.

### I Have College Courses I Want to Submit as Evidence of Required Courses

If the checkbox, “I have college courses I want to submit as evidence of required courses” is checked, a related information section is displayed below it.

---

I have college transcripts I want to submit as evidence of required courses.

I will upload a copy of my official transcripts in the "Transcripts" section on the Files to Upload page. See [RE223](#) for educational institutions outside the USA.

## I Have Statutory/Pre-License (DRE Approved) Courses I Want to Submit as Evidence of Required Courses

If the checkbox, "I have Statutory/Pre-License (DRE Approved) courses I want to submit as evidence of required courses" is checked, the "Add/View Coursework" button is displayed below it. The "Add/View Coursework" button opens a new page where the courses can be added or viewed.

I have Statutory/Pre-License (DRE Approved) courses I want to submit as evidence of required courses.

Add/View Coursework

I will upload my course completion certificates in the "Course Certificates" section on the Files to Upload page.

Enter the course certificate number, registration date, and completed date in the corresponding textboxes. The course certificate number is a six-digit number that can be entered with or without a dash (e.g. 123456 or 1234-56).

Click the "Add Course" button to add the course to the application. Click the "Done Adding Courses" to return to the completed coursework page.

---

## Statutory/Pre-License (DRE Approved) Coursework to be Added

All fields are required. The Course Certificate Number can be entered with or without dashes. If the Course Certificate Number, Registration Date and/or Completion Date are not valid, please contact your course provider.

### Course Certificate Number

### Registration Date



### Completed Date



### List of Statutory/Pre-License (DRE Approved) Coursework Added to this Application

Course Number	Course Title	Registration Date	Completed Date	Actions
---------------	--------------	-------------------	----------------	---------

There is a table at the bottom of the add/view coursework page, that lists all coursework added to the application with the columns: course number, course title, registration date, completed date, and actions.

### List of Statutory/Pre-License (DRE Approved) Coursework Added to this Application

Course Number	Course Title	Registration Date	Completed Date	Actions
████████	Real Estate Practice	07-10-2020	08-10-2020	<input type="button" value="Delete"/>
████████	Real Estate Principles	03-01-2021	04-01-2021	<input type="button" value="Delete"/>

I will upload my course completion certificates in the "Course Certificates" section on the Files to Upload page.

To delete (remove) a course from the application, click the delete button. The delete coursework page opens. Click the delete button again to delete the course.

---

## Delete Coursework

Are you sure you want to delete this?

**Course Certificate Number**

123456

**Registration Date**

2019-05-30

**Completed Date**

2019-06-17

Delete

Back

For broker applications, there are seven options shown on page 3.

### Education

- I am a member of the California State Bar.
- I have college transcripts I want to submit as evidence of required courses.
- I have Statutory/Pre-License (DRE Approved) courses I want to submit as evidence of required courses.

### Experience

- I have two years of licensed experience within the last five years.
- I cannot obtain the broker's signature on the RE226 form(s).
- I have two years of equivalent experience I want to submit in lieu of licensed experience.
- I have a four year degree with a major or minor in Real Estate.

## I Have Two Years of Licensed Experience Within the Last Five Years

If the checkbox, "I have two years of licensed experience within the last five years" is checked, the responsible broker affiliations on file with DRE are shown along with other relevant information.

---

I have two years of licensed experience within the last five years.

I will upload my completed [RE226](#) form(s) in the "RE226" section on the Files to Upload page.

#### Responsible Broker Affiliations on file with DRE

Broker Name	Type	Mailing Address	Contact	Start Date	End Date
There are no responsible brokers found.					

Shown above is your responsible broker affiliation history on file with DRE. The information reflects the current (or last known) status of your affiliations. The "Contact" is the current (or last known) designated officer of the corporation.

For information about documenting licensed and equivalent experience, please review the broker qualifications page at <https://www.dre.ca.gov/Examinees/BrokerExperience.html>.

## I Cannot Obtain the Broker's Signature on the RE226 Form(s)

If the checkbox, "I cannot obtain the broker's signature on the RE226 form(s)" is checked, a related information section is displayed below it.

I cannot obtain the broker's signature on the RE226 form(s).

I will upload two [RE228](#) forms in the "RE228" section on the Files to Upload page. This is in addition to the [RE226](#) form(s) that must still be included. For information about documenting licensed and equivalent experience, please review the broker qualifications page at <https://www.dre.ca.gov/Examinees/BrokerExperience.html>

## I Have Two Years of Equivalent Experience I Want to Submit in Lieu of Licensed Experience

If the checkbox, "I have two years of equivalent experience I want to submit in lieu of licensed experience" is checked, a related information section is displayed below it.

I have two years of equivalent experience I want to submit in lieu of licensed experience.

I will upload my completed [RE227](#) form(s) in the "RE227" section on the Files to Upload page.

For information about documenting licensed and equivalent experience, please review the broker qualifications page at <https://www.dre.ca.gov/Examinees/BrokerExperience.html>.

---

## I Have a Four Year Degree With a Major or Minor in Real Estate

If the checkbox, “I have a four year degree with a major or minor in real estate” is checked, a related information section is displayed below it.

I have a four year degree with a major or minor in Real Estate.

I will upload a copy of my official transcripts in the "Transcripts" section on the Files to Upload page.

## Reasonable Accommodations Page

To apply for reasonable accommodations, click the checkbox, “I am requesting Reasonable Accommodations”. Click “Next >” when finished. When applying for reasonable accommodations, an RE 413 form will be required.

### Reasonable Accommodations

In compliance with the Americans with Disabilities Act (ADA), Public Law 101-336, DRE provides "reasonable accommodations" for examination applicants with disabilities. If reasonable accommodations are needed, please download and complete the Reasonable Accommodations Request for Examination ([RE 413](#)) form. You will then need to upload the form and substantiation on the Files to Upload page.

I am requesting Reasonable Accommodations

Home

<Previous

Save

Next >

---

## Military Service Page

All four military service questions are answered with yes or no from a drop-down list. The first question is, “Are you currently serving in the U.S. Military?”. The second question is, “Have you previously served in the U.S. Military?”. If this answer is yes, a third question will be asked, “Were you honorably discharged?”. A military expedited application will require a DD214 or NGB-22. The fourth question is, “Are you currently married to, in a domestic partnership, or in a legal union with an active duty service member?”.

### Military Service

**Are you currently serving in the U.S. Military?**

**Have you previously served in the U.S. Military?**

**Were you honorably discharged?**

Note: If yes, and you wish to have your application expedited, please upload your DD214 or NGB-22 on the [Files to Upload page](#).

**Are you currently married to, in a domestic partnership, or in a legal union with an active duty service member?**

Note: If yes and you hold a current real estate license, in another state, district, or territory of the United States, and you wish to have your application expedited, please upload evidence of licensure and current military orders on the [Files to Upload page](#).

---

## Residency and Background Check Page

The residency and background check page, will only be shown for application types of “Sales Exam and License” or “Broker Exam and License”.

The question, “Are you a California Resident?”, is a drop-down list with answer of yes or no. A “No” answer will require a RE234 form to be uploaded with the application.

## Fingerprint Requirements for California Residents

For California residents, a Live Scan Request RE237 form is required. The “ATI Number” and “Date Completed” fields are required.

Are you a California Resident?

Yes ▾

### Live Scan

An applicant for any real estate license must submit one set of classifiable fingerprints, acceptable to the State Department of Justice (DOJ). For more information, see [Fingerprint Requirements](#).

#### California Residents

As part of your license application, you must submit fingerprints through the DOJ's Live Scan Program using the Live Scan Request [RE237](#) form. Fingerprints cannot be completed more than 2 years prior to today's date. You will also need to submit a completed copy of this form with this application. In Part 3 of the RE237 form is the "ATI Number" and the "Date Completed" filled out by the Live Scan service provider. Use that information to fill out the fields below:

**ATI Number**

10 characters

**Date Completed**

mm/dd/yyyy 

Live Scan locations can be found at: <https://oag.ca.gov/fingerprints/locations>.

## Fingerprint Requirements for Non-California Residents

For Non-California residents, the “ATI Number” and “Date Completed” fields are not required.

---

**Are you a California Resident?**

No

If you are not a California resident, you must complete a [RE234](#) and upload it on the Files to Upload page.

**Non-California Residents**

Out-of-state residents either need to make arrangements to get their fingerprints taken at a live scan service provider in California or get fingerprinted out of state using the FBI Applicant Fingerprint Card (FD-258 Rev. 5-15-17). A fingerprint card can be obtained by contacting the Licensing Section at 877-373-4542. The FD-258 should be taken to a local law enforcement agency for completion and mailed to DRE at:

**Department of Real Estate  
PO Box 137002  
Sacramento, CA 95813-7002  
Attn: Fingerprint Desk**

Do not upload the FD-258 to this system. These must be mailed to DRE.

An additional fingerprint processing fee of \$49.00 will be applied when you pay for this application.

## Fictitious Business (DBA) Names Page

The fictitious business (dba) names page will only be shown for application type of “Broker Exam and License”.

Click the “Add DBA” button to open a new page to enter the DBA name.

**Add DBA**

DBA(s)

DBA Name	Actions
There are no DBA names. Click the "Add DBA" button to add a DBA name.	

For additional information about DBA names, see [RE436A](#) and [RE282](#).

Note: For each DBA name, you will need to upload a copy of the fictitious business name statement(s) obtained from the county clerk, to the Files to Upload page.

**< Previous**   **Next >**

Enter the DBA/Fictitious Business Name in the textbox and click “Add DBA” to add the fictitious business name to the application. Click “Return to Main Page” to return to page 7 without adding the fictitious business name.

---

## Add a DBA Name

Type DBA/Fictitious Business Name as it appears on the filing from county clerk.

DBA/Fictitious Business Name

Add DBA

Return to Main Page

After adding a DBA name, it will be shown in the table. It can be deleted by clicking the “Delete” button in the “Actions” column of the table.

<a href="#">Add DBA</a>	
DBA(s)	
DBA Name	Actions
ABC Inc.	<a href="#">Delete</a>

## Background Information Page

The background information page will only be shown for application types of “Sales Exam and License” or “Broker Exam and License”.

The question, “Have you ever had a denied, suspended, restricted or revoked business or professional license in California or any other State?”, is a drop-down list with answer of yes or no. If “Yes” is selected, the “Add/Edit/View Issues” button is displayed. Clicking the button opens a new page where the disciplinary actions can be added, edited, viewed, or deleted.

The question, “Are there any license disciplinary actions pending against a business or professional license you hold at this time?”, is a drop-down list with answer of yes or no. If “Yes” is selected, the “Add/Edit/View Issues” button is displayed. Clicking the button opens a new page where the disciplinary actions can be added, edited, viewed, or deleted.

---

**Have you ever had a denied, suspended, restricted or revoked business or professional license (including real estate), in California or any other State?**

Yes ▾

**Add/Edit/View Issues** Click the "Add/Edit/View Issues" button to add, edit and/or view the actions against you

**Are there any license disciplinary actions pending against a business or professional license you hold at this time?**

Yes ▾

**Add/Edit/View Issues** Click the "Add/Edit/View Issues" button to add, edit and/or view the actions against you

The question, “Have you ever been required to register as a sex offender pursuant to the provisions of section 290 of the California Penal Code or any comparable law of any State or governmental unit?”, is a drop-down list with answer of yes or no. If “Yes” is selected, the “Sex Offender Details” textbox appears below the drop-down list and is required. Enter a maximum of 3900 characters in the sex offender details area. If more than 3900 characters is needed, additional information may be uploaded on page 11 - files to upload page.

**Have you ever been required to register as a sex offender pursuant to the provisions of section 290 of the California Penal Code or any comparable law of any State or governmental unit?**

Yes ▾

**Sex Offender Details**

Maximum of 3900 characters. If you need more than 3900 characters, upload additional attachments in the Files to Upload page. Each attachment must be signed by you.

3900 characters remaining

The question, “Have you ever been ordered to cease, desist and/or refrain from doing an act, or from violating a law, rule or regulation, or cited for a breach of ethics or unprofessional conduct, by an administrative policy agency or professional association in California or any other State?”, is a drop-down list with answer of yes or no. If “Yes” is selected, the “Add/Edit/View Issues” button is displayed. Clicking the button opens a new page where the disciplinary actions can be added, edited, viewed, or deleted.

---

Have you ever been ordered to cease, desist and/or refrain from doing an act(s), or from violating a law, rule or regulation, or cited for a breach of ethics or unprofessional conduct, by an administrative agency or professional association in California or any other State?

Yes ▾

[Add/Edit/View Issues](#) Click the "Add/Edit/View Issues" button to add, edit and/or view the actions against you

[Home](#) [< Previous](#) [Save](#) [Next >](#)

### Add, Edit, View, or Delete Disciplinary Actions

View the list of disciplinary actions at the top of the page. The disciplinary actions can be edited by clicking the "Edit" button or deleted by clicking the "Delete" button under the "Actions" column at the right.

To add a new disciplinary action, complete the form and click the "Add Disciplinary Action" button at the bottom of the page. To exit without adding a new disciplinary action, click the "Return to Main Page" button. All fields except the "Date Action Terminated" field are required when adding a new disciplinary action.

### Disciplinary Actions

List of Disciplinary Action(s)

Type of License	License Number	State	Action Taken	Date of Action	Code Section	Actions
License	1457	CA	Revoked	2019-09-03	3324-22A	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Disciplinary Action](#) [Return to Main Page](#)

---

## Responsible Broker/Corporation Information Page

The responsible broker/corporation information page, will only be shown for application type of “Sales Exam and License”.

If the checkbox, “I do not have a Responsible Broker or Corporation at this time. Issue my license in a non-working status” is checked, the “Responsible Broker/Corporation License ID” is not required and will not appear on the page.

### Initial Working Status

I do not have a Responsible Broker or Corporation at this time. Issue my license in a non-working status.

**Issue my license in a working status with this Responsible Broker or Corporation**

1. Enter an 8 digit license number in the Responsible Broker/Corporation License ID box.
2. Use leading zeros if the ID is less than 8 digits.
3. Select the name from the list that appears below the ID.
4. Click the Save button to view the Responsible Broker/Corporation information.

**Responsible Broker/Corporation License ID**

To remove broker, please clear the Broker's License ID and click the Save button.

Please note that once your application is signed and all fees are paid, a notification email will be sent to the responsible broker/corporation you have identified above to certify your potential affiliation. If the responsible broker/corporation fails to certify your potential affiliation by the time you pass the exam, your license will be issued in a non-working, NBA status (no broker affiliation).

[Home](#) [<Previous](#) [Save](#) [Next>](#)

If the checkbox is left unchecked, enter the eight (8) digit “Responsible Broker/Corporation License ID” in the textbox with leading zeros if necessary, and then select the License ID from the list. The License ID will be returned to zero if it is not selected from the list.

**Responsible Broker/Corporation License ID**

License ID: 00000009 | Name:  | Email:  | Contact:

Enter an 8 digit license number in the responsible

---

After selecting the responsible broker/corporation license id from the list, click the “Save” button at the bottom of the page. The License, Name, and Contact information will appear below the License ID number in gray. Confirm that the information is correct and click “Next”.

**Responsible Broker/Corporation License ID**

License: 00000009  
Name: Pinckert & Associates Inc  
Contact: Erny Peter Pinckert

[To remove broker, please clear the Broker’s License ID and click the Save button.](#)

Please note that once your application is signed and all fees are paid, a notification email will be sent to the responsible broker/corporation you have identified above to certify your potential affiliation. If the responsible broker/corporation fails to certify your potential affiliation by the time you pass the exam, your license will be issued in a non-working, NBA status (no broker affiliation).

---

## Files to Upload Page

The “Document Type Upload Buttons” section shows all of the file upload button types that can be used to upload files. The buttons in red are required and the buttons in black are optional or have already been uploaded.

### Document Type Upload Buttons

Click on the button below to upload the related documents. The buttons with a red outline and \* (asterisk) are documents that are required to be uploaded but have no related documents uploaded yet. The buttons with a gray outline are documents that are either optional or have at least one document uploaded. Please note that more than one document may be required for each category based on the application type and responses given.

‡ Indicates that one or more documents have been uploaded for that category. See the complete list of uploaded files at the bottom of this page.

---

LiveScan (RE237)	Completed LiveScan ( <a href="#">RE237</a> )
Course Certificates	* Completed Course Certificates
Consent (RE234)	* Consent to Service ( <a href="#">RE234</a> )
Legal Name Change	* Legal Name Change Documents
Other Disciplinary Action	Other Disciplinary Action Related Documents
RE227	* Equivalent Experience ( <a href="#">RE227</a> )
DBA Documents	* Fictitious Business Name Documents from the County

When an upload button is clicked, it will open a new page that will upload the files for that specific category. For example, clicking on the “Course Certificates” button will open the “File Uploads for Course Certificate” page and all files that are uploaded from this page will be categorized as “Course Certificate”.

The file name and document type will be shown at the bottom of the page. To delete the file, click the “Delete” button under the “Actions” column. Clicking on the file name link will open the file.

---

### List of All Uploaded Files for this Application

File Name	Document Type	Actions
<a href="#">TestPDF.pdf</a>	Course Certificate	<a href="#">Delete</a>

[Home](#) [< Previous](#) [Next >](#)

## File Upload Page

When a file download button is clicked, it will open the file uploads page for that category. The top of the page will indicate which category of files this group will be associated with.

Only certain types of files will be allowed. The total size of all files for each upload must be 20 MB or less but not zero (0 MB). The files cannot have the special characters of #, +, or &, in the name.

### File Uploads for Course Certificate

All documents uploaded in this section will be marked as **Course Certificate**. Only use this page to upload documents that are related to: **Course completion certificates**

Click on the file transfer area under the "Files to Upload" to chose the files that you want to upload. Navigate to the files and select one or more of them. Click the Save button to transfer them. The attached files information will appear at the bottom of the main page once they are transferred. Only files that end with: pdf, jpg, jpeg, png, tif, tiff, docx, doc, xls, or xlsx will be accepted. The maximum combined file size is 20MB per upload. The files being uploaded cannot contain the special characters of: #, + or & in the name.

#### Files to Upload

[Choose Files](#) No file chosen

[Save](#)

[Return to Main Page](#)

Select the file or files that will be uploaded and click the "Save" button to transfer the files. Click the "Return to Main Page" when finished.

---

## File Upload Errors

Here is a list of common file upload errors that might occur when attempting a file upload.

If the file has an invalid special character of #, +, or & in its file name, or is of an invalid file type, this error page will be shown.

**The file that you are trying to upload is invalid. The file has one or more of the following problems:**

1. The file is empty.
2. The file name has invalid characters. Valid characters: Letters Numbers underscore . period . dash -
3. The file extension is invalid. Valid file extensions include: pdf, docx, jpg, tif, png

[Back](#)

If the file size is over 20 MB or 0, this error page will be shown.

**There is a file size error.**

**Please verify that the total size of the files being uploaded are not zero (0) and less than 20 MB (20,000,000 bytes).**

[Back](#)

## Demographic Survey Page

The demographic survey page is optional and will only be shown if the application type is Sales Exam and License or Broker Exam and License. The default for gender and ethnic identity is "Choose not to identify". These may be changed by selecting them from the drop-down lists.

---

## Demographic Survey (Voluntary)

Examination ID: 2217263  
Application Number: 3821804566  
Application Type: Broker Exam and License

### Demographic Information

The Department of Real Estate is required to collect demographic information regarding applicants for licensure pursuant to Business & Professions Code 480 et seq., if the applicant chooses to provide this information. Providing this information is voluntary, and providing responses will not impact the Department's review of your license application.

#### Gender

Choose not to identify 

#### Ethnic Identity

Choose not to identify 

- If you identify with more than one race that is Non-Hispanic or Latino, select Multiple Races.
- If you identify with more than one Asian ethnicity, select Multiple Asian.
- If you identify with more than one Pacific Islander ethnicity, select Multiple Pacific Islander.

Home

< Previous

Save

Next >

## Certification Page

The certification page shows all information that was entered on the previous pages. Review the information you provided carefully and if there are any changes, click the "Edit" button to the right of the page description to go back to that page for editing.

---

## Application Certification

Examination ID: [REDACTED]  
Application Number: 3821804566  
Application Type: Broker Exam and License  
Applicant Name: [REDACTED]  
Social Security Number: [REDACTED]  
Date of Birth: 1/1/1949

Please review your application information before submitting it to DRE. If you need to make changes, click on the Edit link to the right of the page number to go to that page. After this application is paid, it cannot be changed using this system. Any additional forms will need to be mailed in. Please wait for DRE to correspond with you before submitting documents.  
Note: The Application Type cannot be changed.

- Applicant Contact Information -

 Edit

When clicking on the “Edit” button, the corresponding page will open. Make the changes to the page and click the “Save” button. At the bottom of the page, there will be a “Sign” button to go back to the certification page without going through the entire application again.

[Home](#) [< Previous](#) [Save](#) [Next >](#) [Sign >>](#)

At the bottom of the page, there are two buttons. Click the “Sign and Pay” button when you are ready to submit the application to DRE. If you are not ready to submit the application, click the “Sign Later” button to return to the home page.

[Sign and Pay](#) [Sign Later](#)

---

## Certification Page Validation Errors

When the “Sign and Pay” button is clicked at the bottom of the certification page, the system will validate the information provided. If there are any problems with the information provided, for example, a missed question or missing file, the system will show the error(s) at the top of the page. These errors must be corrected before the application can be submitted to DRE.

Please correct the following problems before submitting this application:

- 'Mailing Address Nation' cannot be blank -- [Click Here for Applicant Contact Information page](#)
- 'Foreign City' cannot be blank -- [Click Here for Applicant Contact Information page](#)
- 'Foreign Postal Information' cannot be blank -- [Click Here for Applicant Contact Information page](#)
- 'Main Office Address Line 1' cannot be blank -- [Click Here for Applicant Contact Information page](#)
- 'Main Office Address City' cannot be blank -- [Click Here for Applicant Contact Information page](#)
- 'Main Office Address Zip Code' cannot be blank -- [Click Here for Applicant Contact Information page](#)

To fix the error, click on the link provided at the end of the line labeled “Click Here for...”. This link will open the page where the change can be made. When finished with the correction, click the “Save” button and then click the “Sign” button to return to the certification page.

---

## Payment Page

The total amount due will be shown at the top of the payment page along with the application number and application type. All payment fields are required and the total amount due must be paid in a single transaction using a debit or credit card.

### Payment

Application Number: 3843128495  
Application Type: Broker Exam and License

**Total Amount Due**  
395.00



\* All Fields Are Required. The Total Amount Due must be paid in a single transaction. The amount cannot be split between two or more credit/debit cards. For more information on how this fee was calculated, refer to [RE206](#).

**Cardholder Name**

**Card Number**

**Confirm Card Number**

**Expiration Date**

**CVV**

**Zip Code**

By clicking the "Pay" button below, this application will be submitted to the Department of Real Estate. Once submitted, the application cannot be modified. Clicking "Cancel" will cancel the payment and the application will not be submitted.

---

Enter the Cardholder Name, Card number (numbers only without dashes or spaces), Confirm Card Number (must be the same as the Card Number for verification), Expiration Date, CVV, and Billing Zip Code. To charge the card for the total amount due, click on the “Pay” button at the bottom of the page. To cancel the payment and return to the home page, click the “Cancel” button.

**Cardholder Name**

**Card Number**

**Confirm Card Number**

**Expiration Date**

**CVV**

**Zip Code**

By clicking the "Pay" button below, this application will be submitted to the Department of Real Estate. Once submitted, the application cannot be modified. Clicking "Cancel" will cancel the payment and the application will not be submitted.

To avoid duplicate charges, do not attempt to click on the “Pay” button more than once. After one click, the button will be disabled and the wording will change to “Processing Payment...”.

By clicking the "Pay" button below, this application will be submitted to the Department of Real Estate. Once submitted, the application cannot be modified. Clicking "Cancel" will cancel the payment and the application will not be submitted.

---

## Payment Approved

After the pay button is clicked and the payment is approved and processed, the payment approved page will be displayed.

**Payment Approved**

Transaction Number:  
Response Message: APPROVAL  
Approval Code:  
Payment Amount: 305.00  
Date: 06/14/2021 01:21:33 PM

Thank you,

This application has been submitted successfully. Once your application has been processed you will be notified by email. Applications are processed in received date order. For current processing timeframes, please go to DRE's website at <https://dre.ca.gov/Licensees/CurrentTimeframes.html>.

Please keep a copy of this page for reference. If you need to contact the Department regarding this application, please reference Application Number: **3844701212**

If you need to make changes to your name, mailing address, or email address after submitting this application, you will need to send either a Salesperson Examination Change Application ([RE415A](#)) or a Broker Examination Change Application ([RE415B](#)) to: Department of Real Estate, P.O. Box 137001, Sacramento, CA 95813-7001.

Please take our question survey.

[Take the Survey](#)

[Back to Home Page](#)

## Payment Declined

If the payment is declined, the payment declined page will be displayed. Click on the "Home" button to return to the home page. Another payment attempt may be made by clicking on the "Pay" button under the Actions column in the "Existing Online Applications" section.

Existing Online Applications			
Number	Application Type	Status	Actions
3821804566	Broker Exam and License	The application has been signed and is awaiting payment from the applicant.	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Pay</a>

---

## End of Application Survey

On the payment approved page, a link to a survey is provided. Although it is not required, DRE would appreciate it if you completed the short survey.

## Completed Applications

After the application has been paid and submitted to DRE, the completed application can be viewed or printed from the home page in the Existing Online Applications section. Click the View button to view the application or the Print button to view a printable version of the application. To view the payment receipt, click on the Receipt button.

Existing Online Applications			
Number	Application Type	Status	Actions
3714936773	Sales Exam and License	The applicant is working on the application.	<a href="#">Sign</a> <a href="#">Edit</a> <a href="#">Delete</a>
3712518627	Broker Exam Only	The application has been signed and is awaiting payment from the applicant.	<a href="#">View</a> <a href="#">Print</a> <a href="#">Receipt</a>

---

## **Appendix A**

### **Application Status Descriptions**

<b>Application Status Name</b>	<b>Description</b>
<b>The applicant is working on the application.</b>	The first step in the application process. The application has been created and is being worked on by the applicant.
<b>The application has been signed and is awaiting payment from the applicant.</b>	The second step in the application process. The application has been signed and completed by the applicant. The application is waiting for payment so that it can be submitted to DRE for processing.
<b>The application and fee have been submitted and will be processed in date received order.</b>	The third step in the application process. The application has been paid for and submitted to DRE staff for review and processing.
<b>The application is under review by DRE Staff.</b>	The fourth step in the application process. The application has been accepted by the DRE and is currently being reviewed.
<b>The application is complete.</b>	The fifth and final step in the application process. The application has been reviewed and processed by DRE without any unresolved problems. The examination has been scheduled and/or the license has been issued.