

Minnesota Department of Commerce

Guide to

**REAL ESTATE LICENSING**

2017

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# Guide to Real Estate Licensing

## **INTRODUCTION**

This guide is intended to help individuals and businesses understand how to apply for and receive approval from the Minnesota Department of Commerce ("Commerce Department") for their real estate license in Minnesota.

Every effort was made to ensure the accuracy of the material in this guide, but nothing in it should be construed as legal advice, and Minnesota state law always governs the matters discussed in these pages.

The information in this guide was current as of October 2017, but always check Minnesota Statutes, Chapter 82 and the Commerce Department website for updates to laws and procedures.

Becoming a Licensed  
**REAL ESTATE SALESPERSON**

## **QUICK OVERVIEW**

To become licensed as a real estate salesperson in Minnesota, you must first qualify by fulfilling several requirements. You must be at least 18 years old, and you must successfully complete three 30-hour education courses (known as Course I, Course II, and Course III), pass the salesperson's examination, become associated with a licensed real estate broker (who must submit the application for your license), and receive notice that the application for your license has been approved by the Commerce Department.

To remain licensed in good standing, you must fulfill additional requirements. You must maintain association with a licensed broker, complete required continuing education courses by the specified deadlines, and comply with all laws governing your conduct as a licensee.

### **Fees**

The fee for an initial real estate salesperson license totals \$110. This includes \$30 for the real estate education, research and recovery fund, and a \$10 technology surcharge.

The fee for a renewal of a real estate salesperson license totals \$70. This includes \$20 for the real estate education, research and recovery fund, and a \$10 technology surcharge.

## **APPLICABLE LAWS**

The primary statute governing real estate salespersons in Minnesota is [Minnesota Statutes Chapter 82, Real Estate Brokers and Salespersons](#). But you must be familiar with many other Minnesota laws as well, including the following:

[Chapter 45, Department of Commerce; General Powers](#)

[Chapter 83, Subdivided Lands](#)

[Chapter 103I, Wells, Borings, and Underground Uses](#)

[Chapter 115, Water Pollution Control; Sanitary Districts](#)

[Chapter 115C, Petroleum Tank Release Cleanup](#)

[Chapter 116, Pollution Control Agency](#)

[Chapter 279, Delinquent Real Estate Taxes](#)

[Chapter 287, Mortgage Registry Tax; Deed Tax](#)

[Chapter 327A, Housing; Statutory Warranties](#)

[Chapter 336, Uniform Commercial Code](#)

[Chapter 363A, Human Rights](#)

[Chapter 500, Estates in Real Property](#)

[Chapter 504B, Landlord and Tenant](#)

[Chapter 507, Recording and Filing Conveyances](#)

[Chapter 508, Registration of Land](#)

[Chapter 510, Homestead Exemption](#)

[Chapter 513, Agreements Relating to Property](#)

[Chapter 514, Liens Against Property](#)

[Chapter 515, Minnesota Condominium Act](#)

[Chapter 515A, Uniform Condominium Act](#)

[Chapter 515B, Minnesota Common Interest Ownership Act](#)

[Chapter 559, Adverse Claims to Real Property](#)

[Chapter 580, Mortgages; Foreclosure by Advertisement](#)

[Chapter 581, Mortgages; Foreclosure by Action](#)

[Chapter 582, Mortgages; Foreclosure, General Provisions](#)

## **PULSE**

Most licensing services, including applications, renewals, terminations, transfers, address changes, and others, are performed online via PULSE ([pulseportal.com](https://pulseportal.com)), the electronic system used by the Commerce Department to administer its licensing and enforcement programs for real estate and other industries. For assistance using PULSE, please contact Pulse Support at 1-866-274-4756.

## **QUALIFYING FOR THE LICENSE**

To qualify for a Minnesota real estate salesperson license, you must be at least 18 years old and must:

- Complete required prelicense education courses
- Pass the salesperson's examination
- Become associated with a licensed real estate broker (who must submit the application for your license)
- Receive notice that the application for your license has been approved by the Commerce Department

## Prelicense Education Courses

There are three courses that you must successfully complete before you apply for a real estate salesperson license, known as "Course I," "Course II," and "Course III." Each course consists of 30 hours of instruction. You must successfully complete Course I before taking the salesperson's examination. You must successfully complete Course II and Course III before applying for your license.

Before registering for any prelicense education course, you must ensure that the course provider is active and in good standing with the Commerce Department, and that the Commerce Department has approved the course for prelicense education credit. To do so, follow these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Search/Inquiry Services	Approved Provider/Course Inquiry

- ▶ Click the "Pre-Licensing Education" radio button.
- ▶ Make sure the "Status" field says "Active."
- ▶ Use the arrow keys by the "Category" field to scroll down to the course type that you want to search for, then click on the course type name to highlight it.
- ▶ Click "View/Refresh Report." As you are reviewing the report, take note of the instruction method that is listed for any course that you are interested in.

**Online courses.** If you want to take a course online, look for "Internet/Self Study/Online" in the "Instruction Method" column. Contact the course provider to verify the method of instruction as well as the registration procedures and fees for the course.

**Classroom courses.** If you want to take a course in person in a classroom, look for "Classroom" in the "Instruction Method" column, then check to see when and where the provider may be offering the course by following these steps:

- ▶ Write down the complete name of the provider (you will need it for a later step).
- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Search/Inquiry Services	Course Offerings Inquiry

- ▶ Click the "Pre-Licensing Education" radio button.
- ▶ Click the "Course Offered Between" box, and then click on the current day's date in the pop-up calendar.
- ▶ Click the "And" box, and then click on a future day's date in the pop-up calendar. You can use the arrows and the dropdown menus to navigate to future months and years.
- ▶ Type the name of the approved course provider in the "Provider" field.

- ▶ Use the arrow keys by the "Category" field to scroll down to the course type that you want to find offerings (dates and times) for, then click on the course type name to highlight it.
  
- ▶ Click "View/Refresh Report."

After you have reviewed the report, contact the course provider to get information about the registration procedures and fees for the course.

## Examination

You must also pass the salesperson's examination before you apply for your license. Before registering to take the examination, you must have successfully completed at least Course I. You must apply for your salesperson's license within one year of passing the examination. Otherwise, you will need to retake the examination and pass it again.

Information about the examination, including registration and scheduling instructions, is included in the Candidate Information Bulletin that is available for download from the PSI Exams website. You can download the Candidate Information Bulletin by following these steps:

- ▶ Visit [candidate.psiexams.com](http://candidate.psiexams.com).
  
- ▶ Click or select the specified item in the indicated location.

<b>Location</b>	<b>Item to Click/Select</b>
Find Information or Download Candidate Information Bulletin section	Government/State Licensing Agencies
Select Jurisdiction dropdown menu	Minnesota
Select Account dropdown menu	MN Real Estate
Classification box	MN Real Estate Salesperson
Upper right-hand corner of the page	Download Candidate Information Bulletin

## **Becoming Associated with a Licensed Broker**

By law you cannot become licensed as a real estate salesperson without first being associated with an actively licensed real estate broker. You must be licensed to act on behalf of a licensed broker, and you may not be licensed to act on behalf of more than one broker in Minnesota during the same period of time.

You do not submit your application for a real estate salesperson license; the real estate broker that you become associated with must submit it. Once the application has been approved by the Commerce Department, your broker will be able to print out your license and inform you that you are licensed as a Minnesota real estate salesperson.

The instructions that your broker must follow in order to apply for your license can be found in the "Becoming a Licensed Real Estate Broker" section of this guide.

## **INCOMPLETE APPLICATIONS**

Under state law, an application that is incomplete is considered withdrawn if the applicant does not submit a complete application within six months of the date the application was received, and the application fee under these circumstances is nonrefundable.

## **MAINTAINING YOUR LICENSE**

In order for your license to remain active, you must maintain it by remaining associated with an actively licensed real estate broker, and by completing all required continuing education. (Information on what happens when your association with an actively licensed real estate broker ends can be found under "License Inactivation" below.)

### **Continuing Education**

As a real estate licensee, you will have continuing education requirements that must be completed before June 30 each year (except for the first June 30 that occurs after you become licensed for the first time or become newly relicensed after your license was inactive for more than two years). In general, real estate salespersons must complete 30 hours of real estate continuing education before their June 30 license renewal deadline, and at least 15 of those hours must be completed before the previous June 30. Continuing education must be taken in the appropriate license period; extra hours or courses do not carry over into the next period or satisfy future renewal requirements.

**Required courses.** As part of the 15 hours each license year, a real estate salesperson must complete a specific general module continuing education course. As part of the 30 hours required for license renewal, a real estate salesperson must successfully complete at least one hour of training in courses in laws or regulations on agency representation and disclosure ("Agency Laws"), and at least one hour of training in courses in state and federal fair housing laws, regulations, and rules, other antidiscrimination laws, or courses designed to help licensees to meet the housing needs of immigrant and other underserved populations ("Fair Housing").

You may not repeat a continuing education course for credit during the same licensing period.

**Commercial-only licensees.** "Commercial-only" brokers and salespersons who are engaged solely in the commercial real estate business and whose commercial-only status has been verified with the Commerce Department through the required filing (explained in the "Commercial-only Exemption" section below) do not have to complete a course on agency law, a course on fair housing, and a specific module training course, but must fulfill all other continuing education requirements.

**Registering for courses.** Before registering for any continuing education course, you must ensure that the course provider is active and in good standing with the Commerce Department, and that the Commerce Department has approved the course for continuing education credit. To do so, follow these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Search/Inquiry Services	Approved Provider/Course Inquiry

- ▶ Click the "Continuing Education" radio button.
- ▶ Make sure the "Status" field says "Active."
- ▶ Use the arrow keys by the "Category" field to scroll down to the course type that you want to search for, then click on the course type name to highlight it.
- ▶ Click "View/Refresh Report." As you are reviewing the report, take note of the instruction method that is listed for any course that you are interested in.

**Online courses.** If you want to take a course online, look for "Internet/Self Study/Online" in the "Instruction Method" column. Contact the course provider to verify the method of instruction as well as the registration procedures and fees for the course.

**Classroom courses.** If you want to take a course in person in a classroom, look for "Classroom" in the "Instruction Method" column, then check to see when and where the provider may be offering the course by following these steps:

- ▶ Write down the complete name of the provider (you will need it for a later step).
- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Search/Inquiry Services	Course Offerings Inquiry

- ▶ Click the "Continuing Education" radio button.
- ▶ Click the "Course Offered Between" box, and then click on the current day's date in the pop-up calendar.
- ▶ Click the "And" box, and then click on a future day's date in the pop-up calendar. You can use the arrows and the dropdown menus to navigate to future months and years.
- ▶ Type the name of the approved course provider in the "Provider" field.
- ▶ Use the arrow keys by the "Category" field to scroll down to the course type that you want to find offerings (dates and times) for, then click on the course type name to highlight it.
- ▶ Click "View/Refresh Report." After you have reviewed the report, contact the course provider to get information about the registration procedures and fees for the course.

## **Commercial-Only Exemption**

"Commercial-only" brokers and salespersons who are engaged solely in the commercial real estate business and whose commercial-only status has been verified with the Commerce Department through the required filing do not have to complete a course on agency law, a course on fair housing, and a specific module training course, but must fulfill all other continuing education requirements.

The instructions that your broker must follow in order to submit the required filing can be found in the "Becoming a Licensed Real Estate Broker" section of this guide.

## **License Renewal**

You do not submit your application to renew your real estate salesperson license; the real estate broker that you become associated with must submit it. Once the application has been approved by the Commerce Department, your broker will be able to print out your renewed license and inform you that your license as a Minnesota real estate salesperson has been successfully renewed.

The instructions that your broker must follow in order to renew your license can be found in the "Becoming a Licensed Real Estate Broker" section of this guide.

## LICENSE INACTIVATION

Your license will become inactive if any of the following occurs:

- You don't complete continuing education requirements before the deadline
- Your license is not successfully renewed
- Your association with a licensed broker ends
- Your associated broker's license becomes inactive
- Your license is revoked or suspended for outstanding tax or child support obligations
- Your license is specifically inactivated as part of an enforcement action

**If your license becomes inactive, it is very important that you take note of the date.** Reinstatement timelines are calculated from the day your license went inactive, which in many cases is earlier than your license expiration date. See the next section, "Reinstating/Reactivating Your License," for additional information.

## **REINSTATING/REACTIVATING YOUR LICENSE**

Your broker must reactivate your license via PULSE after you have completed any missing requirements. The requirements depend on when your real estate salesperson's license became inactive.

**License inactive for more than two years.** Generally, if your real estate salesperson's license has been inactive for more than two years, you must:

- Complete prelicense education if you didn't complete Course I, Course II, AND Course III to get the original license. (Original licenses issued before 1987 didn't require all three courses to be completed.)
- Re-take and re-pass the state and national real estate salesperson license examinations.
- Reapply for the license (via your broker) and pay the associated fees.

**License inactive for less than two years.** Generally, if your real estate salesperson's license has been inactive for less than two years, the reactivation requirements depend on whether your license renewal deadline has passed.

If your license renewal deadline **has not** passed, you must:

- Complete all outstanding continuing education requirements.
- Apply to reactivate the license (via your broker) and pay a \$20 reactivation fee.

If your license renewal deadline **has** passed, you must:

- Complete all outstanding continuing education requirements.
  - Reapply for the license (via your broker) and pay new fees.
- **Make sure ALL of your outstanding continuing education has been completed before the reactivation application is submitted.**

## **TRANSFERRING YOUR LICENSE**

If your license becomes inactive because your association with a licensed broker ends, you may become associated with another broker who can apply for transfer of your license to active status, as long as your license renewal deadline has not passed. You must complete all outstanding continuing education requirements before your new broker can submit the transfer application.

The instructions that your broker must follow in order to transfer your license can be found in the "Becoming a Licensed Real Estate Broker" section of this guide.

## **PROHIBITED PRACTICES**

Your real estate license gives you the ability to perform various services that unlicensed individuals are legally forbidden to perform. But state law also prohibits real estate licensees from performing certain acts and practices. For example, you may not act on behalf of more than one party to a transaction without the knowledge and consent of all parties, and you may not act in the dual capacity of licensee and undisclosed principal in any transaction. There are many other prohibitions.

Review [Minnesota Statutes Chapter 82, Real Estate Brokers and Salespersons](#), as well as the other items listed under "Applicable Laws" above. If you have any questions, consult with your broker.

You may also contact the Commerce Department Enforcement Division at [consumer.protection@state.mn.us](mailto:consumer.protection@state.mn.us) with questions about permissible acts and practices.

## REFUNDS

If an individual submits an application in error or wants to withdraw an application for some other reason, state law provides very limited circumstances under which that person may request a refund of the associated license fee. In general, a refund cannot be issued unless the person for whom the application was submitted does not qualify for the license, and the person who submitted the payment for the application must request a refund within six months of the date that the fee payment was submitted.

To request a refund, the person who submitted the payment for the application must send an e-mail to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us) with "REAL ESTATE APPLICATION REFUND REQUEST" in the subject field. **Include the mailing address in the body of the message** because we are not able to issue a refund to a credit card or bank account directly.

If we are able to approve the refund request, a refund check will be mailed within 4-6 weeks to the person who submitted the payment for the application.

Please note that we can only refund the fees that the Commerce Department charges for the application; we cannot refund any vendor or credit card processing fees.

## AVOIDING COMMON PROBLEMS

Most problems that can arise for license applicants and licensees are easily avoidable by taking a few common-sense steps.

### ► **Know your deadlines**

Be aware of the required timelines associated with prelicense courses, the prelicense examination, the license application, continuing education, and license renewal. State law does not provide "grace periods" for missing required deadlines.

### ► **Don't wait until the last minute to complete CE**

As long as your license is active and in good standing, continuing education courses can be completed at any time during the license year in which they are due. Waiting until June—especially the last two weeks of June—to finish your CE can cause issues with your license renewal. Education providers need time to upload their student rosters into the system, and if you wait until the last week or two of June to complete your CE, you run the risk of your renewal being placed in a pending status after June 30, or even lapsing if the associated student roster is not entered into the system by July 10.

If you complete your CE and all of the student rosters for the courses that you took are in the system by the middle of June, your renewal will not pend for failure to complete CE. But if you put off your CE until late June or the student roster for a course that you took is not in the system by the middle of June, your renewal may pend beyond June 30 to allow the course provider time to upload the student roster. **If the course provider does not upload the roster by July 10, however, your license will lapse.**

### ► **Understand what makes your license inactive**

Your license becomes inactive when any of the following occurs:

- You don't complete your required continuing education before the June 30 deadline
- Your license renewal application isn't submitted before the license renewal deadline

- Your license renewal fee isn't paid before the license renewal deadline
- Your broker terminates your association
- Your broker's license becomes inactive
- Your real estate company's license becomes inactive
- Your license is revoked or suspended for outstanding tax or child support obligations
- Your license is specifically inactivated as part of an enforcement action

► **Double-check the name, SSN, and license number on your application before submitting it**

Names and numbers are easy to enter incorrectly, by leaving out a letter or transposing a digit. Before submitting an application, double-check all name, Social Security Number, and license number fields to ensure that the information has been entered accurately. This will avoid lengthy delays and confusion that can arise when these important personal identifiers are not correct.

Becoming a Licensed

# **REAL ESTATE BROKER**

## **QUICK OVERVIEW**

To become licensed as a real estate broker in Minnesota, you must first qualify by fulfilling several requirements. You must:

- be at least 18 years old
- successfully complete the 30-hour broker's course
- qualify to sit for the broker's examination
- pass the broker's examination
- apply for the license as a primary broker or become associated with a licensed primary broker (who must submit the application for your license)
- receive notice that the application for your license has been approved by the Commerce Department

To remain licensed in good standing, you must fulfill additional requirements. You must be a primary broker or maintain association with a licensed broker (if you are not a primary broker), complete required continuing education courses by the specified deadlines, and comply with all laws governing your conduct as a licensee.

## **APPLICABLE LAWS**

The primary statute governing real estate brokers in Minnesota is [Minnesota Statutes Chapter 82, Real Estate Brokers and Salespersons](#). But you must be familiar with many other Minnesota laws as well, including the following:

[Chapter 45, Department of Commerce; General Powers](#)

[Chapter 83, Subdivided Lands](#)

[Chapter 103I, Wells, Borings, and Underground Uses](#)

[Chapter 115, Water Pollution Control; Sanitary Districts](#)

[Chapter 115C, Petroleum Tank Release Cleanup](#)

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[Chapter 500, Estates in Real Property](#)

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[Chapter 581, Mortgages; Foreclosure by Action](#)

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## **PULSE**

Most licensing services, including applications, renewals, terminations, transfers, address changes, and others, are performed online via PULSE ([pulseportal.com](http://pulseportal.com)), the electronic system used by the Commerce Department to administer its licensing and enforcement programs for real estate and other industries. For assistance using PULSE, please contact Pulse Support at 1-866-274-4756.

## **QUALIFYING FOR THE LICENSE**

To qualify for a Minnesota real estate broker license, you must be at least 18 years old and must:

- Complete the required prelicense education course
- Have a minimum of three years of active licensed real estate salesperson experience within the five years prior to application for the broker's examination, or qualify for the salesperson experience waiver
- Pass the broker's examination
- Apply for the license as a primary broker or become associated with a licensed primary broker (who must submit the application for your license)
- Receive notice that the application for your license has been approved by the Commerce Department

## Prelicense Education Course

You must successfully complete the 30-hour broker course before applying for your license. You must apply for your broker's license within 12 months of completing the course. Otherwise, you will need to retake it and successfully complete it again.

Before registering for the broker course, you must ensure that the course provider is active and in good standing with the Commerce Department, and that the Commerce Department has approved the course for prelicense education credit. To do so, follow these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Search/Inquiry Services	Approved Provider/Course Inquiry

- ▶ Click the "Pre-Licensing Education" radio button.
- ▶ Make sure the "Status" field says "Active."
- ▶ Use the arrow keys by the "Category" field to scroll down to the course type that you want to search for, then click on the course type name to highlight it.
- ▶ Click "View/Refresh Report." As you are reviewing the report, take note of the instruction method that is listed for any course that you are interested in.

**Online courses.** If you want to take a course online, look for "Internet/Self Study/Online" in the "Instruction Method" column. Contact the course provider

to verify the method of instruction as well as the registration procedures and fees for the course.

**Classroom courses.** If you want to take a course in person in a classroom, look for "Classroom" in the "Instruction Method" column, then check to see when and where the provider may be offering the course by following these steps:

- ▶ Write down the complete name of the provider (you will need it for a later step).
  
- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
  
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
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- ▶ Click the "Pre-Licensing Education" radio button.
  
- ▶ Click the "Course Offered Between" box, and then click on the current day's date in the pop-up calendar.
  
- ▶ Click the "And" box, and then click on a future day's date in the pop-up calendar. You can use the arrows and the dropdown menus to navigate to future months and years.
  
- ▶ Type the name of the approved course provider in the "Provider" field.
  
- ▶ Use the arrow keys by the "Category" field to scroll down to "Broker Course," then click on "Broker Course" to highlight it.

- ▶ Click "View/Refresh Report."

After you have reviewed the report, contact the course provider to get information about the registration procedures and fees for the course.

## Qualifying to Sit for the Broker's Examination

To qualify to sit for the broker's examination, you must either have a minimum of three years of actual licensed real estate salesperson experience within the previous five years prior to application for the examination, or you must qualify for a waiver of the salesperson experience requirement. The experience must have been obtained in Minnesota or another state having comparable requirements. Please note that any periods when your license was inactive do not count toward the experience requirement.

To qualify for a waiver of the salesperson experience requirement, you must either have a degree in real estate from an accredited college or university; be a licensed practicing attorney whose practice involves real estate law; be a public officer whose official duties involve real estate law or real estate transactions; or be a military member, veteran, or military spouse who was previously licensed as a real estate salesperson or broker and who meets other specific requirements (see the explanation later in this section).

**Request form.** The form for requesting the non-military waiver explains what documentation you must submit and is available on the Commerce Department website at <http://mn.gov/commerce-stat/pdfs/salesperson-broker-exam.pdf>. **The form lists all of the non-military options; do not add a box and an option of your own.** Also, if you are not able to check a box and do not qualify under one of the military options, then you do not qualify for this waiver.

The table below, which continues on the next page, also explains what documentation you must submit when requesting the non-military waiver.

Item	What should be submitted
Three years of real estate salesperson experience within the previous five years through active licensure in another state having requirements comparable to Minnesota's	An official letter of certification from the other state (no more than 90 days old)  <b>Do NOT submit:</b> <ul style="list-style-type: none"><li>• A printout of information from the other state's online license lookup</li><li>• A copy of your license</li></ul>

<p>A degree in real estate from an accredited college or university</p>	<p>A certified transcript from the college or university</p> <p><b>Do NOT submit:</b></p> <ul style="list-style-type: none"> <li>• An Internet printout</li> <li>• An unofficial transcript</li> <li>• A transcript that does not list the degree</li> </ul>
<p>Current licensure as a practicing attorney whose practice involves real estate law</p>	<p>Objective and valid documentation sufficient to prove to an impartial reviewer that your practice involves legal matters that reasonably fall under the scope of Minnesota Statutes, Chapter 82—for example, public advertising (such as a law firm’s website) that states that you handle real estate cases.</p> <p><b>Do NOT submit:</b></p> <ul style="list-style-type: none"> <li>• An affidavit</li> <li>• Blank legal forms</li> <li>• Anything that contains unredacted private data about a third party</li> </ul>
<p>Current employment as a public officer whose official duties involve real estate law or real estate transactions</p>	<p>Documentation, such as a current, official position description, to show that your official duties involve real estate transactions or legal matters that reasonably fall under the scope of Minnesota Statutes, Chapter 82</p> <p><b>Do NOT submit:</b></p> <ul style="list-style-type: none"> <li>• Documentation related to a private-sector position</li> </ul>

**Military waiver for qualified individuals.** A law passed in 2016 allows certain military members, veterans, and military spouses to receive a waiver of the salesperson experience requirement if they are a "qualified individual." A "qualified individual" is someone whose license lapsed or became ineffective and who meets one of these definitions:

- an active duty military member on the date of license cancellation or the date by which a timely renewal must have been made
- the spouse of an active duty military member on the date of license cancellation or the date by which a timely renewal must have been made
- a veteran or spouse of a veteran who has left service in the two years preceding the date of license cancellation or the date by which a timely renewal must have been made, and has confirmation of an honorable or general discharge status

The form for requesting the military waiver explains what documentation you must submit and is available on the Commerce Department website at <http://mn.gov/commerce-stat/pdfs/salesperson-broker-exam-military.pdf>.

## Examination

You must also pass the broker's examination before you apply for your license. You must apply for your broker's license within one year of passing the examination, unless you are a real estate salesperson who remains continuously active in the real estate field as a licensee. Otherwise, you will need to retake the examination and pass it again.

Information about the examination, including registration and scheduling instructions, is included in the Candidate Information Bulletin that is available for download from the PSI Exams website. You can download the Candidate Information Bulletin by following these steps:

- ▶ Visit [candidate.psiexams.com](http://candidate.psiexams.com).
  
- ▶ Click or select the specified item in the indicated location.

<b>Location</b>	<b>Item to Click/Select</b>
Find Information or Download Candidate Information Bulletin section	Government/State Licensing Agencies
Select Jurisdiction dropdown menu	Minnesota
Select Account dropdown menu	MN Real Estate
Classification box	MN Real Estate Broker
Upper right-hand corner of the page	Download Candidate Information Bulletin

## **Trust Account**

Every applicant for a real estate broker's license must provide a notice of trust account status, including the trust account numbers, the effective date, and the name of the financial institution. An applicant for a real estate broker's license may apply for a waiver of these notice requirements, however, if neither the applicant nor any individual licensed brokers, salespersons, or closing agents who are or may become affiliated with the applicant's real estate company will receive any trust funds. To apply for a waiver of the trust account notice requirements, submit the form that is available at <http://mn.gov/commerce-stat/pdfs/re-trust-account-waiver.pdf>.

## LICENSE APPLICATION PROCEDURES

The steps for submitting real estate broker and salesperson license applications are explained in the following pages. Before starting the application process, make sure that you have the following information; you will need it in order to complete the applications.

For the company:

- Full legal Minnesota business name, and the associated business name approval filed with the Minnesota Secretary of State's office
- Employer Identification Number (EIN)
- Business organization type
- Resident state
- Assumed names and doing business as names (DBAs), and the associated Certificate of Assumed Name filed with the Minnesota Secretary of State's office
- Business address
- Mailing address
- E-mail address
- Business telephone number
- The Certificate of Authority to Transact Business from the Minnesota Secretary of State's office (*nonresidents only*)
- A list of all officers and directors of the business entity, including (if applicable) members or managers (for a limited liability company) or partners, including their full name, official title, and Social Security Number or EIN
- A list of all persons who have an ownership interest of more than 10%, whether directly or indirectly, including their full name, official title, percentage of ownership, license number, license type, issuing state, date issued, residential address, and Social Security Number or EIN
- A BCA form for all individuals listed in the above two items
- Trust account information, including financial institution name, trust account number, and effective date; OR the completed and notarized Trust Account Notice Waiver Certification form

- Real estate company name and license number for all other companies that the individual listed as the Primary Broker acts as an individual broker for, if any
- A list of any unclaimed property that must be reported under [Minnesota Statutes, Chapter 345.37](#)

For each listed officer, director, member, manager, partner, and owner, and each real estate salesperson:

- All applicable background documentation (see the next section, “Background Documentation”)

For each salesperson (in addition to all applicable background information):

- Full legal name
- Social Security Number
- Date of birth
- Resident state
- Residential address
- Mailing address
- Residential telephone number
- Business telephone number
- E-mail address for business use
- An official Certification of Licensure, less than 90 days old, from each state other than Minnesota where the salesperson has ever been licensed as a real estate broker or salesperson
- A list of any unclaimed property that must be reported under [Minnesota Statutes, Chapter 345.37](#)
- A BCA form

## BACKGROUND DOCUMENTATION

The license applications ask questions about the applicant's criminal history. Any real estate broker, owner, officer, director, member, manager, partner, or salesperson who has a background item that needs to be explained is required to submit certain official documents to show the extent of the issues and how they were ultimately resolved. The table below shows the correct documentation for the most common items.

Item	What should be submitted
<p><b>For each of the following:</b></p> <p><b>Criminal conviction</b> (felony, misdemeanor, or military offense)</p> <p><b>Criminal charge</b> (felony, misdemeanor, or military offense)</p> <p><b>Withheld or deferred judgment</b> (felony, misdemeanor, or military offense)</p>	<ul style="list-style-type: none"> <li>• A written statement explaining the circumstances of each incident; AND</li> <li>• A copy of the charging document; AND</li> <li>• A copy of the official document that demonstrates the resolution of the charges or any final judgment—often called a Sentencing Order</li> </ul> <p><b>Do NOT submit:</b></p> <ul style="list-style-type: none"> <li>• A Register of Actions (unless it contains an official court stamp confirming that it is the only document available)</li> <li>• A case summary printout</li> </ul>
<p><b>Administrative action</b> associated with any professional or occupational license or registration</p>	<ul style="list-style-type: none"> <li>• A written statement identifying the type of license and explaining the circumstances of each incident; AND</li> <li>• A copy of the Notice of Hearing or other document that states the charges and allegations; AND</li> <li>• A copy of the official document that demonstrates the resolution of the charges or any final judgment—often called a Consent Order or Final Order</li> </ul>

## **APPLYING FOR YOUR LICENSE**

By law you cannot become licensed as a real estate broker without first being associated with a real estate company. How the application for your broker's license is submitted depends on how you will be associated.

- If you will be working as an individual proprietor or will be serving as the primary broker for a real estate company, you will apply for your broker's license and the real estate company license at [pulseportal.com](http://pulseportal.com) using the "Dual Application" process.
- If you will be working as a non-primary broker for a real estate company, you do not submit your application for a real estate broker license; the primary broker for the company that you become associated with must submit it. Once the application has been approved by the Commerce Department, your primary broker will be able to print out your license and inform you that you are licensed as a Minnesota real estate broker.

You cannot be licensed to act on behalf of more than one broker in Minnesota during the same period of time.

### **Submitting Documents**

Various items in the application require supporting documents to be submitted. To avoid processing delays, use the document upload feature in PULSE that is provided during the application process, which is more efficient than e-mailing the documents later. For assistance, please contact Pulse Support at 1-866-274-4756.

### **Fees**

The fee for an initial real estate broker license totals \$190 (\$150 plus \$30 for the real estate education, research and recovery fund and a \$10 technology surcharge).

The fee for an initial real estate company license totals \$180 (\$150 plus \$30 for the real estate education, research and recovery fund).

The fee for an initial real estate salesperson license totals \$110 (\$70 plus \$30 for the real estate education, research and recovery fund and a \$10 technology surcharge).

## Submitting a License Application for an Individual Proprietor Broker or a Primary Broker (“Dual Application”)

If you will be an individual proprietor real estate broker or a primary real estate broker, you can submit the necessary applications by following these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser’s “Back” button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Licensing Services	Submit License Application
Entity Type	Organization
License Type	Real Estate Company, if you are not a sole proprietor and the company to be licensed is an LLC or has been incorporated  Real Estate Indv Proprietor, if you are a sole proprietor
Resident State	The company’s resident state

- ▶ Enter the specified item in the associated field.

Field	Item to Enter
EIN	The company's Federal Employer Identification Number ( <b>cannot be a Social Security Number</b> )
Previous License Number and Previous License Type	The requested information, but only if the business entity was previously licensed
Company Name	The company’s full legal name

- ▶ Click the "Next" button.
  
- ▶ Continue entering the requested demographic information and answering the background questions for the company.
  
- ▶ On page 7, click on "Submit New Primary Broker License Application." This will enable the broker's portion of the application.
  
- ▶ Enter the demographic information and answer the background questions for the broker's portion of the application.
  
- ▶ At the end of the application, you will receive a confirmation number that can be used to check the status of the applications on PULSE as part of the "Application/Renewal Status Inquiry" service. (NOTE: The Department of Commerce does not receive this number and cannot use it to reference your application.)

## Submitting a License Application for a Salesperson or a Non-Primary Broker

Applications for real estate salesperson licenses and non-primary real estate broker licenses are submitted by the primary broker for the real estate company that the salesperson or non-primary broker will be associated with. The primary broker can submit an application by following these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Licensing Services	Submit License Application
Entity Type	Individual
License Type	The license type that you want to submit an application for

- ▶ Click the "Next" button.
- ▶ You will then be asked to log in using the user name and password of the licensed real estate company that the individual will be associated with.
- ▶ After successfully logging in you will be able to follow the necessary steps to complete the application.

The licensed primary broker can also use PULSE to check the status of a license application. After the application has been approved, the licensed primary broker can print a copy of the license.

## **Incomplete Applications**

Under state law, an application that is incomplete is considered withdrawn if the applicant does not submit a complete application within six months of the date the application was received, and the application fee under these circumstances is nonrefundable.

## **MAINTAINING YOUR LICENSE**

In order for your license to remain active, you must maintain it by remaining associated with an actively licensed real estate company, and by completing all required continuing education. (Information on what happens when your association with an actively licensed real estate company ends can be found under "License Inactivation" below.)

### **Continuing Education**

As a real estate licensee, you will have continuing education requirements that must be completed before June 30 each year (except for the first June 30 that occurs after you become licensed for the first time or become newly relicensed after your license was inactive for more than two years). In general, real estate brokers must complete 30 hours of real estate continuing education before their June 30 license renewal deadline, and at least 15 of those hours must be completed before the previous June 30. Continuing education must be taken in the appropriate license period; extra hours or courses do not carry over into the next period or satisfy future renewal requirements.

**Required courses.** As part of the 15 hours each license year, a real estate broker must complete a specific general module continuing education course and a specific broker module continuing education course (if one is required for that year). As part of the 30 hours required for license renewal, a real estate broker must successfully complete at least one hour of training in courses in laws or regulations on agency representation and disclosure ("Agency Laws"), and at least one hour of training in courses in state and federal fair housing laws, regulations, and rules, other antidiscrimination laws, or courses designed to help licensees to meet the housing needs of immigrant and other underserved populations ("Fair Housing").

You may not repeat a continuing education course for credit during the same licensing period.

**Commercial-only licensees.** "Commercial-only" brokers who are engaged solely in the commercial real estate business and whose commercial-only status has been verified with the Commerce Department through the required filing (explained in the "Commercial-only Exemption" section below) do not have to complete a course on agency law, a course on fair housing, and a specific module training course, but must fulfill all other continuing education requirements.

**Registering for courses.** Before registering for any continuing education course, you must ensure that the course provider is active and in good standing with the Commerce Department, and that the Commerce Department has approved the course for continuing education credit. To do so, follow these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Search/Inquiry Services	Approved Provider/Course Inquiry

- ▶ Click the "Continuing Education" radio button.
- ▶ Make sure the "Status" field says "Active."
- ▶ Use the arrow keys by the "Category" field to scroll down to the course type that you want to search for, then click on the course type name to highlight it.
- ▶ Click "View/Refresh Report." As you are reviewing the report, take note of the instruction method that is listed for any course that you are interested in.

**Online courses.** If you want to take a course online, look for "Internet/Self Study/Online" in the "Instruction Method" column. Contact the course provider to verify the method of instruction as well as the registration procedures and fees for the course.

**Classroom courses.** If you want to take a course in person in a classroom, look for "Classroom" in the "Instruction Method" column, then check to see when and where the provider may be offering the course by following these steps:

- ▶ Write down the complete name of the provider (you will need it for a later step).
- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Search/Inquiry Services	Course Offerings Inquiry

- ▶ Click the "Continuing Education" radio button.
- ▶ Click the "Course Offered Between" box, and then click on the current day's date in the pop-up calendar.
- ▶ Click the "And" box, and then click on a future day's date in the pop-up calendar. You can use the arrows and the dropdown menus to navigate to future months and years.
- ▶ Type the name of the approved course provider in the "Provider" field.
- ▶ Use the arrow keys by the "Category" field to scroll down to the course type that you want to find offerings (dates and times) for, then click on the course type name to highlight it.
- ▶ Click "View/Refresh Report."

After you have reviewed the report, contact the course provider to get information about the registration procedures and fees for the course.

## Commercial-Only Exemption

"Commercial-only" brokers and salespersons who are engaged solely in the commercial real estate business and whose commercial-only status has been verified with the Commerce Department through the required filing do not have to complete a course on agency law, a course on fair housing, and a specific module training course, but must fulfill all other continuing education requirements.

You (if you are a primary broker) or your broker can submit the required filing by following these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Licensing Services	Verify Commercial-Only Designations

- ▶ Enter the broker/company's PULSE user name and password.
- ▶ Click the "Login" button.
- ▶ You will be presented with a list of "junior licenses" (if any)—that is, a list of your associated licensees who are currently in the first year of their two-year license period. To designate an individual on this list as "commercial-only," check the box in the "Commercial Only" column in the row that contains the individual's name, license number, and license type. If you do not want to designate anyone listed here as "commercial-only," leave all of the boxes unchecked.
- ▶ Click the "Next" button.

- ▶ You will be presented with a list of "senior licenses" (if any)—that is, a list of your associated licensees who are currently in the second year of their two-year license period. To designate an individual on this list as "commercial-only," check the box in the "Commercial Only" column in the row that contains the individual's name, license number, and license type. If you do not want to designate anyone listed here as "commercial-only," leave all of the boxes unchecked.
  
- ▶ Click the "Next" button.
  
- ▶ Read the Attestation and then click the appropriate button.
  
- ▶ Review the confirmation, then click the "Done" button.

You (if you are a primary broker) or your broker can also submit this filing during the mass license renewal process. See the "Mass License Renewal" section below for more information.

## UPDATING YOUR LICENSE INFORMATION

When any of the information that you submitted in a license application changes, you must notify the Commerce Department using the procedure explained below no later than ten days after the change. This includes, but is not limited to, changes to a personal name, trade name, address, e-mail address, or business location.

### Name Changes

To change your personal legal name, you must submit the “Notification of Name Change for Individual Licensee” form available on the Commerce Department website at <http://mn.gov/commerce-stat/pdfs/insur-license-name-change.pdf>. You must attach legal documentation of the name change—a copy of a marriage certificate, divorce decree, or court order. **A driver’s license or Social Security card will not be accepted.** Submit the completed form and the legal documentation via email to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us).

To change a trade name or assumed name for a business, you must first file the proper form with the Office of the Minnesota Secretary of State. Once that office has given you a stamped copy of the form that documents the name change, submit it via email to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us).

### Address Changes

The procedure for changing an address depends on whether the new address is in a different state or affects your residency status.

If the address change is from state to state or changes your residency status, you must request an address change by sending an email to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us). Put “REAL ESTATE ADDRESS CHANGE” in the subject field and include the new address in the body of the message.

If the address change is not from state to state and does not change your residency status, visit [pulseportal.com](http://pulseportal.com) and use the “Change Your Address” service. Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser’s “Back” button at any point or the data you enter will be lost.**

- ▶ Select the specified item from the associated dropdown menu or list. **This process can only be used if the address change is not from state to state and does not change your residency status.**

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Licensing Services	Change Your Address (see note in <b>bold</b> above)

### E-mail Address Changes

To change your e-mail address, visit [pulseportal.com](http://pulseportal.com) and use the “Change Your Address” service. Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser’s “Back” button at any point or the data you enter will be lost.**

- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Licensing Services	Change Your Address

### Changing a Primary Broker

To change your real estate company’s primary broker, you must submit the “Real Estate Request To Change Primary Broker” form available on the Commerce Department website at <http://mn.gov/commerce-stat/pdfs/re-primary-brok-change.pdf>. The new primary broker must be an owner or elected officer of the real estate company and must already be licensed as a real estate broker. *You cannot change the primary broker for an individual proprietorship.* Submit the completed form via email to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us) or by mail to Minnesota Department of Commerce, 85 – 7th Place East, Suite 280, St. Paul, MN 55101.

## **Changing or Terminating a Real Estate Company Trust Account**

To change or terminate your real estate company's trust account, you must submit the "Real Estate Company Trust Account Termination Or Change Notice" form available on the Commerce Department website at <http://mn.gov/commerce-stat/pdfs/trust-acct-termination-change-notice.pdf>. Submit the completed form via email to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us) or by mail to Minnesota Department of Commerce, 85 – 7th Place East, Suite 280, St. Paul, MN 55101.

## **Owner, Partner, Officer, or Director Changes**

To notify the Commerce Department of an ownership or leadership change, you must submit the "Notification of Change in Owner, Partner, Officer, or Director for Real Estate Company Licensee" form available on the Commerce Department website at <http://mn.gov/commerce-stat/pdfs/owner-partner-officer-change.pdf>. Submit the completed form via email to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us).

## **MASS LICENSE RENEWAL**

Salespersons and non-primary brokers do not submit their license renewal applications; the real estate broker that they are associated with must submit it. Once the application has been approved by the Commerce Department, the broker will be able to print out the renewed license.

### **Fees**

The fee for a renewal of a real estate broker license totals \$130 (\$100 plus \$20 for the real estate education, research and recovery fund and a \$10 technology surcharge).

The fee for a renewal of a real estate company license totals \$120 (\$100 plus \$20 for the real estate education, research and recovery fund).

The fee for a renewal of a real estate salesperson license totals \$70 (\$40 plus \$20 for the real estate education, research and recovery fund and a \$10 technology surcharge).

## Submitting License Renewal Applications

You (if you are a primary broker) or your broker can submit license renewal applications by following these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
License Renewals	Renew Brokers, Salespeople and Companies (Renewal must be completed by the Broker)

- ▶ Enter the broker/company's PULSE user name and password.
- ▶ Click the "Login" button.
- ▶ You will be presented with a list of all individuals associated with your company whose licenses are NOT up for renewal but who do have a continuing education requirement due June 30. To designate an individual on this list as "commercial-only," check the box in the "Commercial Only" column in the row that contains the individual's name, license number, and license type. If you do not want to designate anyone listed here as "commercial-only," leave all of the boxes unchecked.
- ▶ Click the "Next" button.
- ▶ You will be presented with a list of all individuals associated with your company whose licenses are due for renewal June 30. To designate an individual on this list as "commercial-only," check the box in the "Commercial Only" column in the row that contains the individual's name, license number, and license type. If you do not want to

designate anyone listed here as "commercial-only," leave all of the boxes unchecked.

- ▶ Click the "Next" button.
- ▶ Read the Attestation and then click the appropriate button.
- ▶ Review the confirmation, then click the "Done" button. You will now be taken back to the home page.
- ▶ Select the specified item from the associated dropdown menu or list.

<b>Menu or List</b>	<b>Item to Select</b>
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
License Renewals	Renew Brokers, Salespeople and Companies (Renewal must be completed by the Broker)

- ▶ Next to "License Type," click the "Real Estate Company" radio button, then click the "Submit" button. (This will only appear if your company license needs to be renewed.)
- ▶ The list of licensees due for renewal will appear. Select the licensees that you would like to renew and click the "Submit" button.
- ▶ The "Attestation" screen will appear. Click the "I Agree" button.
- ▶ A list of licensees that you have chosen to renew will appear. Click the "Submit" button.
- ▶ The Credit Card Information screen will appear. Enter all requested information. (Note: If your mailing address is in the United States, you do not need to enter anything in the "Country" field.) Click the "Continue" button.

- ▶ Verify your information on the next screen. If something needs to be added or corrected, click the "Back" button (the one on the page, not the one for your browser). If everything is correct, click the "Submit Credit Card Info" button.
  
- ▶ The confirmation page will appear. Please write down the Confirmation ID number and print the page for your records. The Confirmation ID number can be used to check the status of your renewal.
  
- ▶ After your renewal application has been processed (approximately 7 business days after you submit a complete application), you can print your license.

**Printing your license.** To print your license:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser’s “Back” button at any point or the data you enter will be lost.**
  
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Print Licenses/Documents	Print Your License

### **Incomplete Applications**

Under state law, an application that is incomplete is considered withdrawn if the applicant does not submit a complete application within six months of the date the application was received, and the application fee under these circumstances is nonrefundable.

## LICENSE INACTIVATION

Your license will become inactive if any of the following occurs:

- You don't complete continuing education requirements before the deadline
- Your license is not successfully renewed
- Your association with a licensed broker ends
- Your associated broker's license becomes inactive
- Your license is revoked or suspended for outstanding tax or child support obligations
- Your license is specifically inactivated as part of an enforcement action

**If your license becomes inactive, it is very important that you take note of the date.** Reinstatement timelines are calculated from the day your license went inactive, which in many cases is earlier than your license expiration date. See the next section, "Reinstating/Reactivating Your License," for additional information.

## **REINSTATING/REACTIVATING YOUR LICENSE**

Your primary broker must reactivate your license via PULSE after you have completed any missing requirements. The requirements depend on when your broker's license became inactive.

**License inactive for more than two years.** Generally, if your broker's license has been inactive for more than two years (along with any salesperson's license that you may have held), you must start over as a salesperson and:

- Complete prelicense education if you didn't complete Course I, Course II, AND Course III to get the original license. (Original licenses issued before 1987 didn't require all three courses to be completed.)
- Re-take and re-pass the state and national real estate salesperson license examinations.
- Reapply for the license (via your broker) and pay the associated fees.

If you have three years of real estate salesperson experience within the previous five years through active licensure in another state having comparable requirements to Minnesota's, however, you may apply for a waiver of the real estate licensing experience requirement for the broker's examination. (See "Qualifying to Sit for the Broker's Examination" above.) If the waiver request is approved, you must:

- Complete the 30-hour broker course.
- Re-take and re-pass the state and national real estate broker license examinations.
- Reapply for the license and pay the associated fees.

**License inactive for less than two years.** Generally, if your broker's license has been inactive for less than two years, the reactivation requirements depend on whether your license renewal deadline has passed.

If your license renewal deadline **has not** passed, you must:

- Complete all outstanding continuing education requirements.

- Apply to reactivate the license (via your broker) and pay a \$20 reactivation fee.

If your license renewal deadline **has** passed, you must:

- Complete all outstanding continuing education requirements.
  - Reapply for the license and pay new fees.
- **Make sure ALL of your outstanding continuing education has been completed before the reactivation application is submitted.**

## TRANSFERRING A LICENSE

If the license of a salesperson or non-primary broker becomes inactive because the licensee's association with a licensed broker ends, the salesperson or non-primary broker may become associated with another broker who can apply for transfer of the license to active status, as long as the salesperson's or non-primary broker's license renewal deadline has not passed. The salesperson or non-primary broker must complete all outstanding continuing education requirements before the new broker can submit the transfer application.

You can submit a transfer application by following these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Licensing Services	Transfer/Add Employee

- ▶ Enter the information for the company that is performing the transfer, and then click the "Next" button.
- ▶ Enter the licensee's last name, license number, and Social Security Number. **Double-check to ensure that all of these items have been entered accurately.**
- ▶ Click the "Next" button.
- ▶ Enter the broker/company's PULSE user name and password.
- ▶ Click the "Login" button.

- ▶ Continue with the process and pay the \$20.00 transfer fee.
- ▶ Print the confirmation page for your records.

Once the transfer fee has been paid online, the licensee will be automatically transferred.

## REAL ESTATE COMPANY LICENSE

A business entity applying for a real estate company license must have at least one responsible person individually licensed to act as broker for the brokerage. This primary broker must be an elected officer of the company. The business entity broker's license extends no authority to act as broker to any person other than the business entity. Each responsible person who intends to act as a broker must obtain a license.

### Applying for a Real Estate Company License

If you intend to serve as the primary broker for a real estate company and are not already licensed as a broker, apply for the real estate company license using the application process described earlier in the “Submitting a License Application for an Individual Proprietor Broker or a Primary Broker” section. If you are already licensed as a broker, submit a real estate company application by following these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser’s “Back” button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Licensing Services	Submit License Application
Entity Type	Organization
License Type	Real Estate Company, if you are not a sole proprietor and the company to be licensed is an LLC or has been incorporated Real Estate Indv Proprietor, if you are a sole proprietor
Resident State	The company's resident state

- ▶ Enter the specified item in the associated field.

Field	Item to Enter
EIN	The company's Federal Employer Identification Number ( <b>cannot be a Social Security Number</b> )
Previous License Number and Previous License Type	The requested information, but only if the business entity was previously licensed
Company Name	The company's full legal name

- ▶ Click the "Next" button.
- ▶ Continue entering the requested demographic information and answering the background questions for the company.
- ▶ At the end of the application, you will receive a confirmation number that can be used to check the status of the application on PULSE as part of the "Application/Renewal Status Inquiry" service. (NOTE: The Department of Commerce does not receive this number and cannot use it to reference your application.)

## **ADDITIONAL BROKER'S LICENSE**

You may receive an additional broker's license when it is necessary in order to serve a legitimate business purpose, such as engaging in a different and specialized area of real estate or maintaining an existing business name, and you meet specific requirements concerning supervisory responsibilities and your relationship to the real estate companies that you will hold a license for.

**Supervision.** You must be capable of supervising all salespersons over whom you will have supervisory responsibility.

**Relationship to companies.** One of the following must be true:

- You have at least 51 percent ownership interest in each real estate company; or
- The real estate companies are majority-owned by the same persons, **and** you are an elected or appointed officer, signing partner, or managing member of both business entities.

**Request form.** To request an additional broker's license, you must submit the "Additional Broker's License Request" form that is available on the Commerce Department website at <http://mn.gov/commerce-stat/pdfs/broker-licenlse-request.pdf>. To avoid processing delays:

- Fill the form out completely, signing and dating it where indicated on each page.
- Check a box and fill in the associated blanks in both the "Broker's Relationship to Real Estate Companies" section and the "Supervision of Agents" section.
- Complete the "Legitimate Business Purpose" section.
- Include a fully-completed "Disclosure of Owners, Partners, Officers" form for each real estate company.

## **TEMPORARY BROKER'S PERMIT**

In the event of a broker's death, incapacity, or loss of license owing to revocation or a similar circumstance, a 45-day temporary permit may be issued to an individual who has had a minimum of three years actual experience as a licensed real estate salesperson and who is otherwise reasonably qualified to act as a broker. A broker's failure to complete all continuing education requirements by the renewal deadline does not meet the threshold for approval. Likewise, a broker's departure from a real estate company does not meet the threshold for approval.

**Procedure and required information.** To request a temporary broker's permit, the person who is legally authorized to manage the pending business affairs for the real estate company should send the following information via a direct e-mail to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us), with "TEMPORARY BROKER'S PERMIT REQUEST" in the subject field:

- In the event of a broker's death, a death certificate, a copy of the published obituary, or a link to the online obituary; in the event of a broker's incapacitation, a letter from the broker's doctor explaining and documenting the medical hardship that caused the incapacitation; in the event of the broker's loss of license, a written statement explaining the revocation or similar circumstance.
- Documentation showing the company's owners and their percentage of ownership.
- A written statement from the person who is legally authorized to manage the pending business affairs for the real estate company confirming that he or she approves the temporary broker's permit request and designating the qualified individual to whom the permit should be issued.

Only those salespersons licensed to the broker at the time of death, incapacity, or loss of license may conduct business for or on behalf of the person to whom the temporary broker's license is issued.

## **LIMITED BROKER'S LICENSE**

If you will engage in transactions as principal only, or if you will solely engage in negotiations of mortgage loans other than residential mortgage loans as defined below, you can apply for a limited real estate broker's license.

For the purposes of limited broker licensure, "residential mortgage loan" means a loan secured primarily by either: (1) a mortgage on residential real property; or (2) certificates of stock or other evidence of ownership interest in and proprietary lease from corporations, partnerships, or other forms of business organizations formed for the purpose of cooperative ownership of residential real property.

A salesperson may not be licensed to act on behalf of an individual holding a limited broker's license. A responsible person of a business entity licensed as a limited broker may act on behalf of that business entity without being subject to the licensing requirements.

### **Fee**

The fee for an initial limited broker license totals \$180 (\$150 plus \$30 for the real estate education, research and recovery fund).

## **Trust Account**

Every applicant for a limited broker's license must provide a notice of trust account status, including the trust account numbers, the effective date, and the name of the financial institution. An applicant for a limited broker's license may apply for a waiver of these notice requirements, however, if the applicant will not receive any trust funds. To apply for a waiver of the trust account notice requirements, submit the form that is available at <http://mn.gov/commerce-stat/pdfs/re-trust-account-waiver.pdf>.

## Applying for Your License

There are no prelicense education, prelicense examination, or continuing education requirements for a limited broker's license, but you must apply for a business entity license (as an individual proprietor or some other type of business entity) and pay the associated fee. You can submit an application by following these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Licensing Services	Submit License Application
Entity Type	Organization
License Type	Limited Broker
Resident State	The entity's resident state

- ▶ Enter the specified item in the associated field.

Field	Item to Enter
EIN	The company's Federal Employer Identification Number ( <b>cannot be a Social Security Number</b> )
Previous License Number and Previous License Type	The requested information, but only if the entity was previously licensed
Company Name	The entity's full legal name

- ▶ Click the "Next" button.
- ▶ Continue entering the requested demographic information and answering the background questions for the company.

- ▶ On page 8, read the Attestation and the Tennessee Warning.
- ▶ To continue with the application, click the "I Agree" button.
- ▶ Read the information in the "License Application Additional State Requirements" pop-up window.
- ▶ Click the "Close This Window" button.
- ▶ Review the information on the Fee Summary screen and click the checkbox next to the statement about your credit card being charged.
- ▶ Click on the "Submit" button.
- ▶ The Credit Card Information screen will appear. Enter all requested information. (Note: If your mailing address is in the United States, you do not need to enter anything in the "Country" field.) Click the "Continue" button.
- ▶ Verify your information on the next screen. If something needs to be added or corrected, click the "Back" button (the one on the page, not the one for your browser). If everything is correct, click the "Submit Credit Card Info" button.
- ▶ The confirmation page will appear. Please write down the Confirmation ID number and print the page for your records. The Confirmation ID number can be used to check the status of your license application.

### **Incomplete Applications**

Under state law, an application that is incomplete is considered withdrawn if the applicant does not submit a complete application within six months of the date the application was received, and the application fee under these circumstances is nonrefundable.

## LICENSE RENEWAL

Limited broker licenses are valid for up to two years and must be renewed by June 30 of the expiration year at [pulseportal.com](http://pulseportal.com). You will need your license number and your Social Security Number (for an individual license renewal) or your Employer Identification Number (for a company license renewal). You will also need to verify your trust account status.

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
License Renewals	Renew a Closing Agent or Limited Broker License

- ▶ Enter your identification information and proceed with the application.

### Fee

The fee for a renewal of a limited broker license totals \$120 (\$100 plus \$20 for the real estate education, research and recovery fund).

### Incomplete Applications

Under state law, an application that is incomplete is considered withdrawn if the applicant does not submit a complete application within six months of the date the application was received, and the application fee under these circumstances is nonrefundable.

## **PROHIBITED PRACTICES**

Your real estate license gives you the ability to perform various services that unlicensed individuals are legally forbidden to perform. But state law also prohibits real estate licensees from performing certain acts and practices. For example, you may not act on behalf of more than one party to a transaction without the knowledge and consent of all parties, and you may not act in the dual capacity of licensee and undisclosed principal in any transaction. There are many other prohibitions.

Review [Minnesota Statutes Chapter 82, Real Estate Brokers and Salespersons](#), as well as the other items listed under "Applicable Laws" above. If you have any questions, consult with your broker.

You may also contact the Commerce Department Enforcement Division at [consumer.protection@state.mn.us](mailto:consumer.protection@state.mn.us) with questions about permissible acts and practices.

## REFUNDS

If you submit an application in error or want to withdraw an application for some other reason, state law provides very limited circumstances under which you may request a refund of the associated license fee. In general, you cannot receive a refund unless you do not qualify for the license, and you must request a refund within six months of the date that you submitted the fee payment.

To request a refund, send an e-mail to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us) with "REAL ESTATE APPLICATION REFUND REQUEST" in the subject field. **Include your mailing address in the body of the message** because we are not able to issue a refund to your credit card or bank account directly.

If we are able to approve your refund request, a refund check will be mailed to you within 4-6 weeks.

Please note that we can only refund the fees that the Commerce Department charges for the application; we cannot refund any vendor or credit card processing fees.

## AVOIDING COMMON PROBLEMS

Most problems that can arise for license applicants and licensees are easily avoidable by taking a few common-sense steps.

### ► **Know your deadlines**

Be aware of the required timelines associated with prelicense courses, the prelicense examination, the license application, continuing education, and license renewal. State law does not provide "grace periods" for missing required deadlines.

### ► **Don't wait until the last minute to complete CE**

As long as your license is active and in good standing, continuing education courses can be completed at any time during the license year in which they are due. Waiting until June—especially the last two weeks of June—to finish your CE can cause issues with your license renewal. Education providers need time to upload their student rosters into the system, and if you wait until the last week or two of June to complete your CE, you run the risk of your renewal being placed in a pending status after June 30, or even lapsing if the associated student roster is not entered into the system by July 10.

If you complete your CE and all of the student rosters for the courses that you took are in the system by the middle of June, your renewal will not pend for failure to complete CE. But if you put off your CE until late June or the student roster for a course that you took is not in the system by the middle of June, your renewal may pend beyond June 30 to allow the course provider time to upload the student roster. **If the course provider does not upload the roster by July 10, however, your license will lapse.**

### ► **Understand what makes your license inactive**

Your license becomes inactive when any of the following occurs:

- You don't complete your required continuing education before the June 30 deadline

- Your license renewal application isn't submitted before the license renewal deadline
- Your license renewal fee isn't paid before the license renewal deadline
- Your broker terminates your association
- Your broker's license becomes inactive
- Your real estate company's license becomes inactive
- Your license is revoked or suspended for outstanding tax or child support obligations
- Your license is specifically inactivated as part of an enforcement action

► **Double-check the name, SSN, and license number on your application before submitting it**

Names and numbers are easy to enter incorrectly, by leaving out a letter or transposing a digit. Before submitting an application, double-check all name, Social Security Number, and license number fields to ensure that the information has been entered accurately. This will avoid lengthy delays and confusion that can arise when these important personal identifiers are not correct.

Becoming a Licensed

# **REAL ESTATE CLOSING AGENT**

## **QUICK OVERVIEW**

To become licensed as an individual real estate closing agent, you must be at least 18 years old, and you must successfully complete an 8-hour closing agent prelicense education course. There are no prelicense examination or continuing education requirements for a closing agent license.

## **APPLICABLE LAWS**

The primary statute governing real estate closing agents in Minnesota is [Minnesota Statutes Chapter 82, Real Estate Brokers and Salespersons](#). But you must be familiar with many other Minnesota laws as well, including [Minnesota Statutes Chapter 45, Department of Commerce; General Powers](#).

## **PULSE**

Most licensing services, including applications, renewals, terminations, transfers, address changes, and others, are performed online via PULSE ([pulseportal.com](http://pulseportal.com)), the electronic system used by the Commerce Department to administer its licensing and enforcement programs for real estate and other industries. For assistance using PULSE, please contact Pulse Support at 1-866-274-4756.

## **QUALIFYING FOR THE LICENSE**

To qualify for a Minnesota real estate closing agent license, you must be at least 18 years old and must:

- Complete the required prelicense education course
- Submit the application for your license
- Receive notice that the application for your license has been approved by the Commerce Department

## Prelicense Education

Before registering for any prelicense education course, you must ensure that the course provider is active and in good standing with the Commerce Department, and that the Commerce Department has approved the course for prelicense education credit. To do so, follow these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Search/Inquiry Services	Approved Provider/Course Inquiry

- ▶ Click the "Pre-Licensing Education" radio button.
- ▶ Make sure the "Status" field says "Active."
- ▶ Use the arrow keys by the "Category" field to scroll down to "Closing Procedures," then click on "Closing Procedures" to highlight it.
- ▶ Click "View/Refresh Report." As you are reviewing the report, take note of the instruction method that is listed for any course that you are interested in.

**Online courses.** If you want to take a course online, look for "Internet/Self Study/Online" in the "Instruction Method" column. Contact the course provider to verify the method of instruction as well as the registration procedures and fees for the course.

**Classroom courses.** If you want to take a course in person in a classroom, look for "Classroom" in the "Instruction Method" column, then check to see when and where the provider may be offering the course by following these steps:

- ▶ Write down the complete name of the provider (you will need it for a later step).
- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Search/Inquiry Services	Course Offerings Inquiry

- ▶ Click the "Pre-Licensing Education" radio button.
- ▶ Click the "Course Offered Between" box, and then click on the current day's date in the pop-up calendar.
- ▶ Click the "And" box, and then click on a future day's date in the pop-up calendar. You can use the arrows and the dropdown menus to navigate to future months and years.
- ▶ Type the name of the approved course provider in the "Provider" field.
- ▶ Use the arrow keys by the "Category" field to scroll down to "Closing Procedures," then click on "Closing Procedures" to highlight it.
- ▶ Click "View/Refresh Report."

After you have reviewed the report, contact the course provider to get information about the registration procedures and fees for the course.

## **Trust Account**

Every applicant for a real estate closing agent license must provide a notice of trust account status, including the trust account numbers, the effective date, and the name of the financial institution. An applicant for a real estate closing agent license may apply for a waiver of these notice requirements, however, if neither the applicant nor any individual licensed brokers, salespersons, or closing agents who are or may become affiliated with the applicant's real estate company will receive any trust funds. To apply for a waiver of the trust account notice requirements, submit the form that is available at <http://mn.gov/commerce-stat/pdfs/re-trust-account-waiver.pdf>. **Be sure to enter the individual applicant's name—NOT the company name—in the "Name of Real Estate Company, Limited Broker, or Closing Agent" field.**

## **Submitting Documents**

Various items in the application require supporting documents to be submitted. To avoid processing delays, use the document upload feature in PULSE that is provided during the application process, which is more efficient than e-mailing the documents later. For assistance, please contact Pulse Support at 1-866-274-4756.

## **Fee**

The fee for an initial real estate closing agent license totals \$115 (\$85 plus \$30 for the real estate education, research and recovery fund).

# APPLYING FOR YOUR LICENSE

## Individual

You can submit an application for an individual closing agent license by following these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
Licensing Services	Submit License Application
Entity Type	Individual
License Type	Closing Agent
Resident State	Your resident state

- ▶ Click the "Next" button.
- ▶ Continue entering the requested information.
- ▶ On page 8, read the Attestation and the Tennessen Warning.
- ▶ To continue with the application, click the "I Agree" button.
- ▶ Read the information in the "License Application Additional State Requirements" pop-up window.
- ▶ Click the "Close This Window" button.

- ▶ Review the information on the Fee Summary screen and click the checkbox next to the statement about your credit card being charged.
  
- ▶ Click on the "Submit" button.
  
- ▶ The Credit Card Information screen will appear. Enter all requested information. (Note: If your mailing address is in the United States, you do not need to enter anything in the "Country" field.) Click the "Continue" button.
  
- ▶ Verify your information on the next screen. If something needs to be added or corrected, click the "Back" button (the one on the page, not the one for your browser). If everything is correct, click the "Submit Credit Card Info" button.
  
- ▶ The confirmation page will appear. Please write down the Confirmation ID number and print the page for your records. The Confirmation ID number can be used to check the status of your license application.

## **Business Entity**

To apply for a business entity closing agent license, please contact the Commerce Department at [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us) to request the required paper application form.

## **Incomplete Applications**

Under state law, an application that is incomplete is considered withdrawn if the applicant does not submit a complete application within six months of the date the application was received, and the application fee under these circumstances is nonrefundable.

## LICENSE RENEWAL

Real estate closing agent licenses are valid for up to two years and must be renewed by June 30 of the expiration year at [pulseportal.com](http://pulseportal.com). You will need your license number and your Social Security Number (for an individual license renewal) or your Employer Identification Number (for a company license renewal). You will also need to verify your trust account status.

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Real Estate
License Renewals	Renew a Closing Agent or Limited Broker License

- ▶ Enter your identification information and proceed with the application.

## Fee

The fee for a renewal of a real estate closing agent license totals \$80 (\$60 plus \$20 for the real estate education, research and recovery fund).

## Incomplete Applications

Under state law, an application that is incomplete is considered withdrawn if the applicant does not submit a complete application within six months of the date the application was received, and the application fee under these circumstances is nonrefundable.

## **PROHIBITED PRACTICES**

Your real estate license gives you the ability to perform various services that unlicensed individuals are legally forbidden to perform. But state law also prohibits real estate licensees from performing certain acts and practices. Review [Minnesota Statutes Chapter 82, Real Estate Brokers and Salespersons](#), as well as the other items listed under "Applicable Laws" above. You may also contact the Commerce Department Enforcement Division at [consumer.protection@state.mn.us](mailto:consumer.protection@state.mn.us) with questions about permissible acts and practices.

## REFUNDS

If you submit an application in error or want to withdraw an application for some other reason, state law provides very limited circumstances under which you may request a refund of the associated license fee. In general, you cannot receive a refund unless you do not qualify for the license, and you must request a refund within six months of the date that you submitted the fee payment.

To request a refund, send an e-mail to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us) with "REAL ESTATE APPLICATION REFUND REQUEST" in the subject field. **Include your mailing address in the body of the message** because we are not able to issue a refund to your credit card or bank account directly.

If we are able to approve your refund request, a refund check will be mailed to you within 4-6 weeks.

Please note that we can only refund the fees that the Commerce Department charges for the application; we cannot refund any vendor or credit card processing fees.

Becoming a Licensed  
**ABSTRACTER**

## **QUICK OVERVIEW**

To become licensed as an abstracter in Minnesota, you must first qualify by fulfilling several requirements. You must pass the abstracter examination, obtain a qualifying annual bond or abstracter's insurance policy, submit the application for your license, and receive notice that the application for your license has been approved by the Commerce Department. For a business entity applicant, one of the members or managing officials must pass the abstracter examination.

## **APPLICABLE LAWS**

The primary statute governing abstracters in Minnesota is [Minnesota Statutes Chapter 386, County Recorder; Abstracter](#). But you must be familiar with other Minnesota laws as well, including [Chapter 45, Department of Commerce; General Powers](#).

## **PULSE**

Most licensing services, including applications, renewals, address changes, and others, are performed online via PULSE ([pulseportal.com](http://pulseportal.com)), the electronic system used by the Commerce Department to administer its licensing and enforcement programs for real estate and other industries. For assistance using PULSE, please contact Pulse Support at 1-866-274-4756.

## **QUALIFYING FOR THE LICENSE**

To qualify for a Minnesota abstracter license, you must:

- Pass the abstracter examination
- Obtain a qualifying annual bond or abstracter's insurance policy
- Submit the application for your license
- Receive notice that the application for your license has been approved by the Commerce Department

## Examination

You must pass the abstracter examination before you apply for your license. For a business entity applicant, one of the members or managing officials must pass the abstracter examination.

Information about the examination, including registration and scheduling instructions, is included in the Candidate Information Bulletin that is available for download from the PSI Exams website. You can download the Candidate Information Bulletin by following these steps:

- ▶ Visit [candidate.psiexams.com](http://candidate.psiexams.com).
- ▶ Click or select the specified item in the indicated location.

<b>Location</b>	<b>Item to Click/Select</b>
Find Information or Download Candidate Information Bulletin section	Government/State Licensing Agencies
Select Jurisdiction dropdown menu	Minnesota
Select Account dropdown menu	MN Real Estate
Classification box	MN Abstracter
Upper right-hand corner of the page	Download Candidate Information Bulletin

## **Qualifying Bond or Abstracter's Insurance Policy**

You must file an annual bond or abstracter's liability insurance policy for each license year, in the sum of at least \$100,000; but if you intend to engage in the business of abstracting in any county having more than 200,000 inhabitants, the bond or insurance policy must be in the sum of at least \$250,000. Properly licensed title insurance companies and their employees or those having cash or securities on deposit with the state of Minnesota in an amount equal to the required bond or insurance policy are exempt from filing the required bond or insurance policy. The required bond or insurance policy must be issued for a period of one or more years, and renewed for one year at the date of expiration.

## **Fee**

The fee for an initial abstracter license is \$50.

## APPLYING FOR YOUR LICENSE

You can submit an application for an individual abstracter license by following these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Abstracter
Licensing Services	Submit a License Application

- ▶ Click on "Begin Individual License Application."
- ▶ Click the radio button between "License Type" and "Abstracter."
- ▶ Click the "Continue" button.
- ▶ Continue entering the requested information.
- ▶ Read the Attestation and the Tennessee Warning when they appear.
- ▶ To continue with the application, click the "I Agree" button.
- ▶ Read the information in the "License Application Additional State Requirements" pop-up window.
- ▶ Click the "Close This Window" button.
- ▶ Review the information on the Fee Summary screen and click the checkbox next to the statement about your credit card being charged.

- ▶ Click on the "Submit" button.
  
- ▶ The Credit Card Information screen will appear. Enter all requested information. (Note: If your mailing address is in the United States, you do not need to enter anything in the "Country" field.) Click the "Continue" button.
  
- ▶ Verify your information on the next screen. If something needs to be added or corrected, click the "Back" button (the one on the page, not the one for your browser). If everything is correct, click the "Submit Credit Card Info" button.
  
- ▶ The confirmation page will appear. Please write down the Confirmation ID number and print the page for your records. The Confirmation ID number can be used to check the status of your license application.

## Business Entity

You can submit an application for a business entity abstracter license by following these steps:

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Abstracter
Licensing Services	Submit a License Application

- ▶ Click on "Begin Business License Application."
- ▶ Enter the EIN (cannot be a Social Security Number) and Company Name.
- ▶ Click the "Continue" button.
- ▶ Click the radio button next to the appropriate license type.
- ▶ Click the "Continue" button.
- ▶ Continue entering the requested information.
- ▶ Read the Attestation and the Tennessee Warning when they appear.
- ▶ To continue with the application, click the "I Agree" button.
- ▶ Read the information in the "License Application Additional State Requirements" pop-up window.

- ▶ Click the "Close This Window" button.
  
- ▶ Review the information on the Fee Summary screen and click the checkbox next to the statement about your credit card being charged.
  
- ▶ Click on the "Submit" button.
  
- ▶ The Credit Card Information screen will appear. Enter all requested information. (Note: If your mailing address is in the United States, you do not need to enter anything in the "Country" field.) Click the "Continue" button.
  
- ▶ Verify your information on the next screen. If something needs to be added or corrected, click the "Back" button (the one on the page, not the one for your browser). If everything is correct, click the "Submit Credit Card Info" button.
  
- ▶ The confirmation page will appear. Please write down the Confirmation ID number and print the page for your records. The Confirmation ID number can be used to check the status of your license application.

## **Incomplete Applications**

Under state law, an application that is incomplete is considered withdrawn if the applicant does not submit a complete application within six months of the date the application was received, and the application fee under these circumstances is nonrefundable.

## MAINTAINING YOUR LICENSE

### License Renewal

Abstracter licenses are valid for up to one year and must be renewed by June 30 at [pulseportal.com](http://pulseportal.com). You will need your license number and your Social Security Number (for an individual license renewal) or your Employer Identification Number (for a company license renewal).

- ▶ Visit [pulseportal.com](http://pulseportal.com). Make sure the pop-up blocker in your browser is turned off. **Do not use your web browser's "Back" button at any point or the data you enter will be lost.**
- ▶ Select the specified item from the associated dropdown menu or list.

Menu or List	Item to Select
Choose a Program	Minnesota Department of Commerce
Choose a Board	Abstracter
License Renewals	Renew an Existing License

- ▶ Enter your identification information and proceed with the application.

### Fee

The fee for a renewal of an abstracter license is \$40.

### Incomplete Applications

Under state law, an application that is incomplete is considered withdrawn if the applicant does not submit a complete application within six months of the date the application was received, and the application fee under these circumstances is nonrefundable.

## REFUNDS

If you submit an application in error or want to withdraw an application for some other reason, state law provides very limited circumstances under which you may request a refund of the associated license fee. In general, you cannot receive a refund unless you do not qualify for the license, and you must request a refund within six months of the date that you submitted the fee payment.

To request a refund, send an e-mail to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us) with "REAL ESTATE APPLICATION REFUND REQUEST" in the subject field. **Include your mailing address in the body of the message** because we are not able to issue a refund to your credit card or bank account directly.

If we are able to approve your refund request, a refund check will be mailed to you within 4-6 weeks.

Please note that we can only refund the fees that the Commerce Department charges for the application; we cannot refund any vendor or credit card processing fees.