



**REVISED: APRIL 15, 2024**

# ARKANSAS REAL ESTATE COMMISSION SALESPERSON LICENSING PROCESS

## 6 STEPS

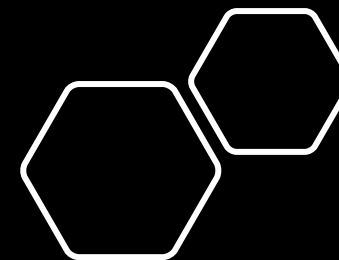
Vivid will provide the forms discussed in this document to their students





**IMPORTANT NOTE FOR  
ARKANSAS RESIDENTS:**

**DO NOT have your  
fingerprints made until you  
receive an email from AREC  
authorizing you to do so.**



**FINGERPRINT  
INFO!!**



# STEP 1:

## Complete the AREC Application for Real Estate Examination

### YOU WILL NEED TO:

1. **COMPLETE THIS APPLICATION** (you are highly encouraged to use the fillable pdf form that was emailed to you)
2. **PRINT IT** (do not sign it yet!)
3. **HAVE IT NOTARIZED**
4. **SIGN IT** (you will sign in the presence of the notary)

### Why complete it using the fillable pdf?

You will be notified via email on how to access the Background Portal. If your handwriting isn't legible for your email address and DOB, or, interpreted incorrectly, you might not receive the email that begins the "background check" process. Also, those two items are necessary to log into the portal to begin the criminal background check process.

**ARKANSAS REAL ESTATE COMMISSION (AREC)**  
 612 South Summit Street, Little Rock, AR 72201-4740  
 phone: (501) 683-8010 fax: (501) 683-8020

**APPLICATION FOR REAL ESTATE LICENSE EXAMINATION**

Check one:  Salesperson  Broker

**Instructions:** This application must be completed, signed and notarized. Each question must be answered and the necessary documentation and fees attached or the application will be returned to the applicant.

**1. NAME OF APPLICANT:** *(as stated on driver's license)*

LAST NAME FIRST MIDDLE MAIDEN

**2. DATE OF BIRTH** MO DAY YEAR SEX M/F SOCIAL SECURITY NUMBER

DRIVERS LICENSE NUMBER STATE OF ISSUE RACE STATE OF BIRTH

**3. MAILING ADDRESS:** STREET ADDRESS (if applicable, please include the following information - Apartment/Suite/Floor #) PO BOX NUMBER

CITY STATE ZIP CODE+4

DAYTIME PHONE NUMBER CELL PHONE NUMBER EMAIL ADDRESS

4. After the initiation of an investigation, hearing, or other administrative action, have you had a professional, vocational or occupational license, permit, certification or registration denied, revoked, suspended, cancelled, surrendered, or subject to any sanctions, including probation?  YES  NO

**In order to start the state and federal criminal background check process, the AREC will email you information on how to access the "Background Portal" to complete the Criminal Background Check (CBC) form and make an online payment for the background check fee. Your email address and DOB on this form must be legible as you will also use that info to access the "Background Portal"!**

**DO NOT SIGN THE  
APPLICATION!  
YOU WILL SIGN IN FRONT  
OF THE NOTARY!**



## STEP 2:

# Complete the AREC Background Check Acknowledgement Form (BCA)

This is your “acknowledgement” or  
acceptance to run the criminal  
background check.

**(You are highly encouraged to use the fillable PDF  
form that was emailed to you)**



Arkansas Real Estate Commission  
Mailing Address: 612 S. Summit, Little Rock, AR 72201  
Telephone (501)-683-8010 Fax (501)683-8020  
Website: <http://www.arec.arkansas.gov>

## Background Acknowledgement Form

<b>APPLICANT INFORMATION</b> (Please fill out all the fields below and send to the AREC with your application):				
Full Name: <input type="text"/>				
	Last	First	Middle	
Social Security #:	<input type="text"/>	Date of Birth:	<input type="text"/>	State of Birth: <input type="text"/>
Residential Address: <input type="text"/>				
	Street Address	City	State	Zip
<p>I understand that my personal information and fingerprints submitted by agency are used to search against criminal identification records from both Arkansas Crime Information Center (ACIC) and Federal Bureau of Investigation (FBI). I hereby authorize the release of any records to the Arkansas Real Estate Commission, 612 South Summit Street, Little Rock, Arkansas, 72201-4740. I further understand ACIC and the FBI may also retain the submitted information and fingerprints as permitted by the Privacy Act of 1974, 5 USC § 552a, for routine uses beyond the principal purpose listed above.</p>				

### Privacy Act Statement Privacy Act of 1974, 5 USC § 552a

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, maybe



## STEP 3:

Get a \$50 money order or cashier's check made payable to AREC.

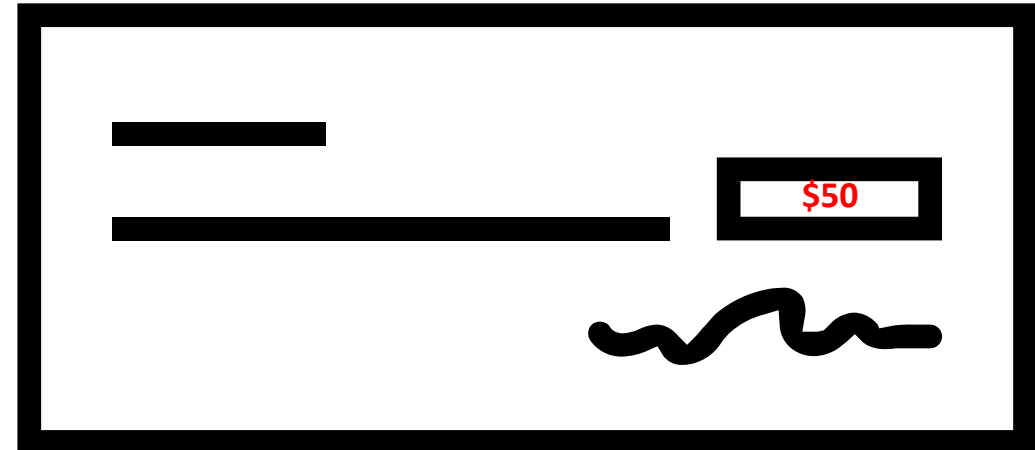
This is the Real Estate License Examination application fee

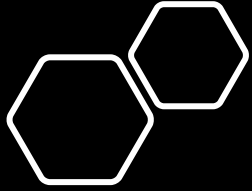
You are applying for approval to take the real estate exam

## REQUIRED:

Cashier's Check or Money order for the exact amount.

Personal checks or cash will not be accepted





## **STEP 4:**

**Make a copy of your  
Proof of age of majority**

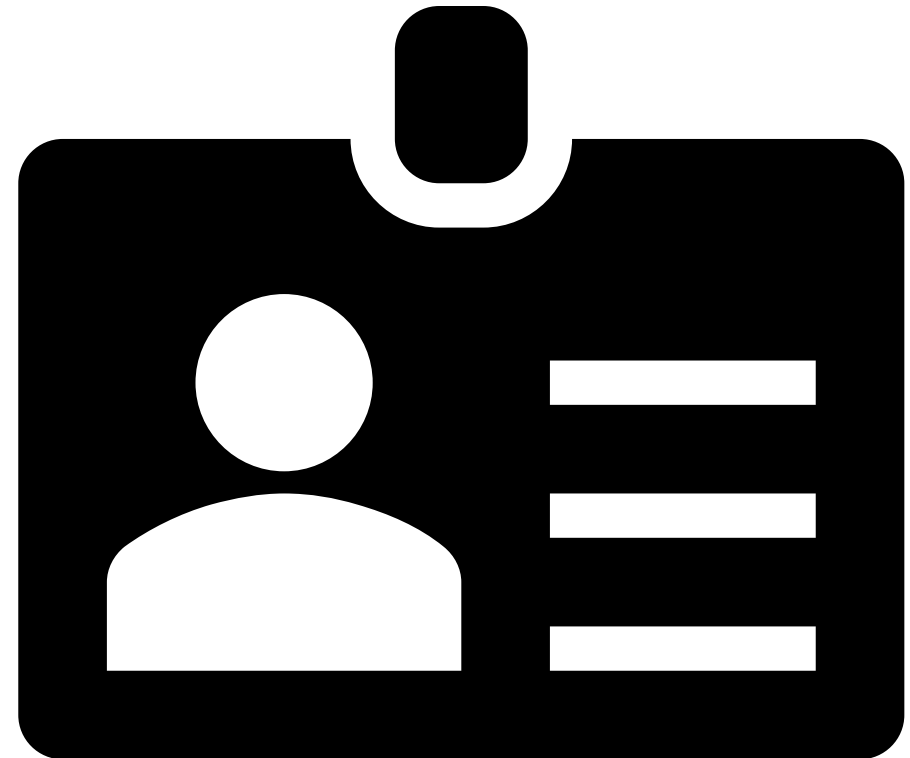
**You can use one of the  
following:**

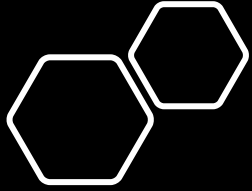
**State ID**

**Driver's License**

**Birth Certificate**

**Passport**

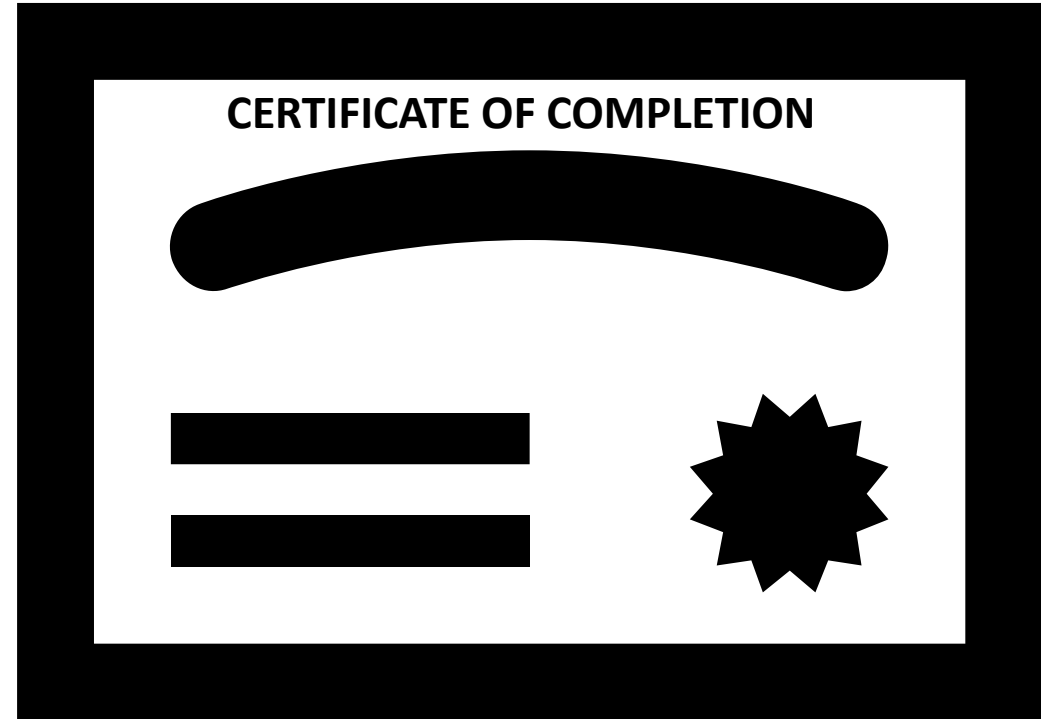




## STEP 5:

Make a copy of your  
60-hours Certificate of  
Completion

Make sure you sign the  
certificate before  
submitting







## STEP 6:

Make a copy of ALL 5 items and submit to AREC

- Application for license examination
- Background Check  
Acknowledgement (BCA) form
- \$50 cashier's check or money order payable to AREC
- Copy of proof of age of majority
- Copy of Certificate of Completion from Vivid (name on certificate must match your driver's license)





# WHAT HAPPENS NEXT?

The next steps to the right are for  
**AR Residents only!**

Non-residents will need to use a  
paper fingerprint card which you can  
get from the  
Arkansas Real Estate Commission.  
Please refer to the AREC website for the  
fingerprinting process for  
non-residents.

## **ONCE AREC HAS RECEIVED ALL 5 ITEMS:**

1. Applicant will receive an **email** from AREC with info on how to access the Background Check Portal
2. Applicant will make an online payment via the Background Check Portal for **\$36.25 plus a small processing fee.**
3. Applicant will contact a certified fingerprint harvester or live scan operator for collection of fingerprints. (**lists located in the white envelope received from Vivid**)
4. The fingerprints are collected and submitted electronically to the Arkansas State Police (ASP) by the entity who collected your fingerprints.
5. Arkansas State Police will provide state and federal background reports to AREC.
6. Once all steps above are completed, applicant will receive an email from Pearson Vue (real estate exam testing company) regarding how to register online to take the real estate exam. You will need to check your email frequently for this email (including SPAM and JUNK folders). The average paperwork processing time with AREC is 7-14 business days.
7. You will need to show valid identification when you enter the Pearson Vue testing location.
8. **PLEASE NOTE:** You may receive your approval to take your exam before you receive your request to have your fingerprints made.



## NEXT STEPS ONCE YOU PASS THE EXAM

1. If you passed your exam, the testing center will give you a printed score report.
2. You should thoroughly read the printed score report. There are additional forms that must be completed.

# DID YOU PASS THE REAL ESTATE EXAM?

see copy of sample score report

Pearson VUE  
Arkansas Real Estate Commissioner  
85311

Candidate ID: [REDACTED]  
Exam Date: [REDACTED]

Examination Result: PASS  
Examination: Arkansas Sales

**Congratulations on passing your exam. You are not yet licensed in Arkansas and this score report does not act as a temporary license. There are important steps that you must take to complete the license application process. Please click the link below and complete and submit all required documentation:**

<https://home.pearsonvue.com/publications/090416.aspx>

The authenticity of this score report can be validated by using Pearson VUE's Online Score Report Authentication found at: <http://www.pearsonvue.com/vutheartsale>  
Registration Number: 447591548 Validation Number: 982389121



## ADDITIONAL FORMS TO BE COMPLETED

## **CONTINUED: NEXT STEPS ONCE YOU PASS THE EXAM**

3. You must then log into your Pearson Vue account to print out and complete the remaining documents.
4. All documents must be signed as stated.
5. To then activate your license, the Principal Broker of the company you have chosen to work for must sign the forms.
6. The form must then be returned to the AREC with the \$75 license activation fee.

**You will not be able to conduct real estate business until your physical (paper license) has been received by the Principal Broker.**