NON-RESIDENT INFORMATION

A reciprocal license can only be issued to an individual who is a resident of a reciprocal state and who holds a current license that was obtained by written examination. A list of reciprocal states along with additional provisions for reciprocal licensing follows:

- **Alabama** Current License
- **Arkansas** Current License
- **Georgia** Current License
- **Iowa** Current License
- **Massachusetts** Broker 1 year, Salesperson 6 months
- **Mississippi** Current License
- **Nebraska** Current License 3½ hour West Virginia Real Estate Law class
- **New York** Current License
  - New York licensees must maintain their residence and business address in the State of New York.
- **Ohio** Broker 2 years, Salesperson 1 yr.
- **Oklahoma** Current License
  - Must pass law portion of examination.
- **Pennsylvania** Current License
  - Pennsylvania licensees must maintain their principal place of business in Pennsylvania.
- **Puerto Rico** Current License
- **South Carolina** Current License

**APPLICATION FEE:** $25.00 (Must accompany each application in addition to the license fee)

**LICENSE FEES:**
- Broker/Associate Broker: $150.00
- Salesperson: $75.00

For reciprocal licensing, on forms provided by the West Virginia Real Estate Commission, each applicant must provide the following:

1) A surety bond in the penalty of $2,000.
2) An irrevocable Consent for Service of Process in Suits and/or Actions.
3) Affidavit of Residency.

For non-reciprocal licensing, broker applicants are required to show proof of one-hundred eighty (180) clock hours of pre-licensing real estate education. Salesperson applicants are required to show proof of ninety (90) clock hours of pre-licensing real estate education. (Continuing education credits are not acceptable) If the real estate education already completed does not equal the total required clock hours, additional hours needed to meet the West Virginia requirement must be completed before filing your application. Original certificates of course completion which indicate total hours completed, must be attached to the application. In order to be accepted, all pre-license education must have been completed during the five year period preceding application date. Applications submitted without proof of pre-licensing hours will not be accepted. Upon submitting an application, the applicant will then be scheduled to take the examination.

All non-resident applicants:

1. Must obtain certifications from all Commissions or License Divisions in which they currently hold or have held a real estate license. The certification shall indicate the type of license held, the length of time the applicant has held the license, if the license was secured by passing a written examination, and clearly state whether or not the licensee has ever been subject to any disciplinary action. Send the original certification(s) of license with the application. Certifications that are dated more than 60 days prior to filing the West Virginia application will not be accepted.
2. Must maintain a definite place of business in the State of West Virginia if their state of residence requires West Virginia brokers to maintain an office in their state.
3. Shall submit to a criminal background check.
4. Shall comply with all provisions of the Real Estate License Act (WV Code § 30-40), and Legislative Rules.

The licensing year is July 1, through June 30. Fees are not prorated for any fractional parts of a year.

All applications are subject to final approval of the WV Real Estate Commission which reserves the right to refuse or reject any application for reasonable cause.