

## Directions for Efficiently Proceeding Through the Application Process

Recently the State Patrol and the FBI began mandating a Notice of Rights be given to all applicants prior to their proceeding through the background check process. Additionally, the State Patrol initiated changes in the manner in which they process fingerprints. Because of this the Commission sought and received changes to our statute and will, as of July 18, 2014, require that an application, which will include the required Notice, be received prior to fingerprint cards being released and applicants pursuing the background check process. It is our belief that this change will be helpful in that it will eliminate the separate Notice and at least one exchange of information back and forth.

While there are at least three parties that can affect this process; the applicant, the State Patrol and the Commission, we would like to share with you what we believe will be the most expedient manner in which to pursue a real estate license.

- Obtain an application packet either from the office or online
- If qualifying through education and examination, consider pre-license education requirements; proof of completion may be sent into the Commission before, with, or after the application form, itself, has been submitted
- Submit the application and fees to the Commission
- Upon receiving the application, the Commission will, **immediately**, return fingerprint cards with instructions to the applicant
- Pursue the fingerprint process; be aware that it is taking on average 3-4 weeks for criminal reports to be received in the Commission office
- While waiting for the report, provide everything else required for a complete application including course completion certificates or transcripts; those seeking licensing through the license recognition process will need to make arrangements for a Certification of License History, relative to the license being recognized, to be sent directly to the Nebraska Real Estate Commission
- When the criminal background report has been received in the Commission office a letter will be mailed to the applicant indicating either
  - 1) the application is complete and an appointment may be made to take the examination, or
  - 2) the application is incomplete and listing the items remaining for a complete application**Applicants will no longer have to call periodically to see if the Commission has received the report, we will confirm receipt with one of the letters described in this section.**
- To have a license issued upon successfully completing the examination, applicants must provide proof of errors and omissions insurance, if seeking to have an active license; all necessary information regarding the manner in which they intend to do business; and the license fee

In closing please remember that applications, with their fees, are only considered current for one year from the date we receive them. Therefore, it is in the applicant's best interest that he/she pursue the fingerprinting process immediately upon receiving the fingerprint cards from the Commission.