



Nebraska Real Estate Commission

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RESIDENT - Real Estate Broker Information

This section is intended to assist individuals in obtaining a real estate broker license in the State of Nebraska. Please be sure to read the licensing information section before completing an application form.

Quick Links

- [Applicant Information – Nebraska Resident](#)
- [Education Requirements for a Real Estate Salesperson/Broker](#)
- [Broker Application and Licensing Information Checklist](#)
- [Real Estate Application Packet](#)
- [Broker Hardship Provision Information](#)
- [Guidelines for Applicants with Criminal History](#)

Educational Requirements	Experience	Other Qualifications
• High School Diploma, GED, or evidence of participation or enrollment in a home school program from the Department of Education • 60 clock hours (2 courses) in Pre-License Education in addition to the hours required for the salespersons license - 6 hour Professional Practice Standards (#0003) - 2 yrs full-time Salesperson Experience or part-time equivalent*	2 Years of Full-time Experience or Part-Time Equivalent	• Current Criminal History Report • Approval of Application • Exam score of 75%

NEBRASKA RESIDENT BROKER APPLICATION INFORMATION AND CHECKLIST

The procedures and a checklist of items needed to complete for the application process is available on our website at: <https://nrec.nebraska.gov/sites/default/files/doc/application/applicationpacket%20online.pdf>

Completed applications, fees, and all required documentation must be submitted to the Commission utilizing the online form and portal. The staff of the Real Estate Commission will review the application materials in 24-48 hours and send progress emails to the applicants. **The typical application process takes approximately 4-8 weeks.**



RESIDENT REAL ESTATE BROKER APPLICATION PACKET

Applicants are advised to review **each** of the items provided in the [Real Estate Application Packet](#). Each item is pertinent to the licensing process.

You will need to select which type of Real Estate Application Packet based on the type of license you will be applying for. If you need help determining which type of license you applying for, please click on the following link:

<https://nrec.nebraska.gov/sites/default/files/doc/Application/licensetype.pdf>

RESIDENT- Real Estate Broker License Summary Checklist

STEP 1 Eligibility Basics

- ☐ At least 19 years old
- ☐ High school diploma or equivalent
- ☐ Legally eligible to work in the U.S.
- ☐ Must have 2 years of salesperson experience

STEP 2 Pre-Licensing Education

- ☐ Enroll in an approved pre-licensing courses
- ☐ Complete all required course hours
- ☐ Receive your course completion certificate

STEP 3 Submit Your Application

- ☐ Complete and Submit the Application
- ☐ Attach all required documents
- ☐ Pay application & examination fees
- ☐ Application reviewed by the Commission

STEP 4 Fingerprints & Background Check

- ☐ Schedule fingerprinting
- ☐ Complete criminal history record check
- ☐ Keep confirmation for your records

STEP 5 State Licensing Exam

- ☐ Register for the real estate exam
- ☐ Study & take practice exams
- ☐ Pass the exam
- ☐ Save your passing score report

STEP 6 Associate Broker or Designated Broker Determination

- ☐ Determine if you want to be a designated broker or under the supervision of a designated broker
- ☐ If you are getting licensed as a designated broker-See Business Options for filings and requirements

STEP 7 Errors & Omissions Insurance

- ☐ Purchase an E&O Insurance policy that meets the Nebraska requirements. May take 24-48 hours to be reported.
- ☐ Check with your designated broker to see if they offer a group policy.

STEP 8 License Issuance Form and Fee

- ☐ Submit the License Issuance form and fee from your portal.
- ☐ Obtain the broker affiliation approval
- ☐ Your license must be issued within 30 days from passing the exam.

STEP 9 Post-License Education Requirement

- ☐ You must take course 7000 within 180 days of being licensed.
- ☐ If you are part of a team or supervise a team, you will need to take a 3 hour team course within 180 days.
- ☐ Before supervising other licensees, you must take course 6000

★ Tips

- ⚡ Don't wait until the last minute
- ⚡ Ask questions early to avoid delays
- ⚡ Your license must be licensed 30 days after passing the examination or you will have to retake the real estate examination.
- ⚡ Remember - Your application and background report is only valid for 1 year from the date the application is received. If you are not licensed on or before that date, you must reapply.
- ☀ Your license will expire on December 31 of the year you are licensed. You must renew to maintain a license.

THIS CHECKLIST SERVES AS A GENERAL GUIDANCE DOCUMENT. PLEASE CONTACT THE COMMISSION OFFICE WITH ANY QUESTIONS OR TO DISCUSS SPECIFIC SITUATIONS OR VARIANCES.