



Guide to Becoming a Licensed Real Estate Agent

 **HELTON**
REAL ESTATE GROUP

Ready to get into real estate but aren't sure exactly how? We are here to guide you through the process on becoming an agent in Tennessee. Although there are specific steps to becoming an agent, the entire process can be broken up into 3 phases:



Phase One: Prep & Testing

1. Understand the Licensing Requirements
2. Pre-Exam Prep & Licensing Fundamentals
3. Licensing Exam



Phase Two: Insurance & Affiliation

4. Errors & Omissions Insurance
5. Broker Affiliation
6. Real Estate Association Affiliation



Phase Three: Recognition & Access

7. Real Estate Commission
8. MLS and Lockbox Access
9. Understanding Brokerage Fees

1. Understand the Licensing Requirements

Before beginning the process, you should understand all the requirements to getting your real estate license. Take a look at this list to start:

- You are at least 18 years of age
- You have a High School diploma or GED
- You've completed 60 hours of pre-licensing fundamentals
- You've completed 30 hour course for new affiliates
- You've passed the Tennessee State Exam
- You've affiliated your license with a Real Estate Brokerage (Such as Keller Williams)

2. Pre-Exam Prep & Licensing Fundamentals

You can prep for the Licensing Exam both online or in-person. Pricing varies for both options.

Online: Kaplan offers online course prep through 2 courses:

- Tennessee 30-Hour Course for New Affiliates
- Tennessee 60-Hour Real Estate Principles

In-Person: for in-person classes, there are two options in Middle Tennessee. Both options offer both weeknight and weekend scheduling options. Many of our agents have attended the CLI courses and we recommend them.

- CLI Prelicensing Part A & B
- TREES Prelicense Affiliate Broker course

3. Licensing Exam

There are 2 exams you must pass: the state exam and the national exam.

You have 6 months to the date to pass coursework, or you have to take the above courses over again. Once you've completed the coursework, you'll need to make an appointment online at [PSIOnline.com](https://www.psi-online.com) for the state and national board exam.

4. Errors and Omissions Insurance

You'll need to get Errors and Omissions Insurance from Risco. E&O Insurance is a type of professional liability insurance and is generally required for professional advice-giving or service-providing businesses. It's purchased in two-year increments and prorated depending on when you purchase.

5. Broker Affiliation

You'll need to decide where to "hang" your license, and that is your brokerage affiliation. When deciding on which broker is right for you, consider what type of training and growth opportunities they offer as well as their company culture.

We highly recommend Keller Williams.

6. Real Estate Association Affiliation

Middle Tennessee has two real estate associations: Greater Nashville Realtors (GNR) and the Williamson County Association of Realtors (WCAR). You'll need to affiliate with one of these local associations, and keep your membership confirmation on file. We can help you decide which association is the best fit for you. Membership costs are around \$500 per year and are prorated based on what time of year you affiliate.

7. Becoming a Realtor®

To become recognized as a Realtor® by the Tennessee Real Estate Commission, bring your affiliate broker completion certificates, insurance verification, broker affiliation and association membership confirmation to the Commission office. The cost is \$110. Once confirmed, your brokerage will receive confirmation that are now a Realtor®!

8. MLS and Lockbox Access

To get access to lockboxes and MLS, visit the local Realtracs office to get set up. Keys are \$25, while a monthly subscription to access the MLS is around \$40/month.

9. Additional Brokerage Fees

Your brokerage may have certain fees to cover copies, computer access, office supplies, etc. Be prepared to ask potential brokers about their office and operation fees.

**Ready to start the process with us?
We are here to guide you along every step
of the way. Contact us today to start your
path in real estate.**

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