



**Bureau of Professional and Occupational Affairs**  
**State Real Estate Commission**  
POST OFFICE BOX 2649  
HARRISBURG, PA 17105-2649  
717-783-3658  
717-787-0250 (FAX)

## **REACTIVATION APPLICATION—STANDARD AND RECIPROCAL**

**\*Associate Broker \*Salesperson \*Campground Membership**  
**\*Timeshare Salesperson \*Builder-Owner Salesperson \*Cemetery Associate Broker**  
**\*Cemetery Salesperson**

To make sure this is the most recent application check our website at [www.dos.state.pa.us/estate](http://www.dos.state.pa.us/estate)

### **To qualify for a reciprocal license, you must have:**

1. A current, active equivalent salesperson's, associate broker's, or broker's license in another state having been so obtained by examination in a state that has entered into a reciprocal agreement with this Commission  
-- AND --
2. Your principal place of business is in another state.

NOTE: If at any time you do not maintain a current license in your primary state or change your principal place of business to this Commonwealth, you must apply for a standard license by completing SPOA 2101 and passing the state portion of the Real Estate Examination.

### **INSTRUCTIONS**

1. The application responses must either be typed or printed in blue or black ink.
2. Failing to answer any questions or providing false answers may result in the refusal of a license or subsequent disciplinary action once the license is issued.
3. If you are using a nickname that was **not previously reported**, please provide this information under Question #2. You may use a nickname for your first name and/or middle name. Please remember however, that your last name must also be included in your advertisements.
4. If you change your name for any reason, copies of legal documents supporting this change, along with another form of ID listing your new name such as copy of driver's license, social security card, passport, etc. must be attached to this application.
5. If this license has been inactive for 5 years or more (without holding another current Pennsylvania license), applicant must take and pass the licensure examination prior to applying for reactivation and attach original notices dated within the past 3 years evidencing a passing grade on both portions UNLESS the Applicant is licensed in another state and then only has to submit evidence of passing the state portion of the examination. (**ONLY APPLIES TO SALESPERSONS, BUILDER-OWNER SALESPERSONS AND RENTAL LISTING REFERRAL AGENTS HOLDING STANDARD LICENSES.**)
6. Official transcript(s) must be submitted showing completion of 14 hours of Commission-approved continuing education courses taken within 2 years preceding the date that this application is received in the Commission office, UNLESS Applicant holds another current Pennsylvania real estate license. (**ONLY APPLIES TO STANDARD SALESPERSON LICENSEES.**)
7. Courses used to reactivate a license may not be reused to renew the license at renewal time – an additional 14 hours of continuing education will be required.
8. Reactivation applications must be submitted within 10 days of Applicant's reactivation date. Upon submission of a completed application, you may begin practicing **UNLESS** the broker has not yet been issued a license. A copy of this application must be kept on file with the broker/builder-owner until the new license has been issued.

9. **For reciprocal licensees:** Accompanying this application must be an **original** Certification of Licensure or Letter of Good Standing from the state where you passed the real estate salesperson licensure examination and that has a reciprocal agreement with this Commission. The Certificate/Letter **MUST** be dated within 90 days from the date this application is received in the Commission office.
10. Question #16--Disciplinary action includes any revocation, suspension, voluntary surrender, reprimand, probation, civil penalty or any restriction in practice. If any disciplinary action has been taken against any license in any state, submit all documentation about the disciplinary action.
11. Question #17--conviction includes a finding or verdict of guilt, an admission of guilt, a plea or nolo contendere or receiving probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitation Disposition in the disposition of felony charges. Only felony and misdemeanor convictions must be reported to the Commission. If a conviction has occurred in any state that has not yet been reported to the Commission, submit all documentation about the conviction.
12. Question #19--Applicant must disclose whether he/she engaged in real estate activity while the license was expired. An additional \$5.00 per month must be paid for each month Applicant practiced on an expired license. (And expired license is a license with a non current expiration date.)
13. Question #20-- Employer certification must be signed by the Pennsylvania broker/builder-owner.
14. Attach the following documents to this application:

**A. A Check or money order made payable to the "Commonwealth of Pennsylvania" for:**

Reactivation of license that expired --**\$116.00**  
Reactivation of license that has not expired -- **\$20.00**

Late fee of **\$5.00** per month (if applicable) -- see instruction #12

Application fees are NON-REFUNDABLE regardless of whether a license is issued.

A \$20.00 processing fee will be charged for any returned unpaid check.

**B. Criminal Background Check completed by the State Police where the applicant resides and dated within 90 days of the date this application is received in the Commission office.**

- The background check must contain the Applicant's **date of birth and social security number**.
- The background check must either state "**No Record**" or "**Record Exists.**" Background checks that reflect "**Pending**" "**Under Review,**" or "**Under Request**" cannot be submitted. Questions regarding the status of a background check must be directed to the State Police.
- If "**Record Exists**"—submit **originals** of the following for EACH felony or misdemeanor conviction:
  - i. The conviction summary information provided by the State Police\*;
  - ii. Certified copies of court documents;
  - iii. Letter from Probation Officer, dated within 90 days, indicating current probationary status/completion date\*;
  - iv. Police reports\*;
  - v. Employment History (resume);
  - vi. Detailed description (in applicant's words) of the circumstances surrounding the conviction, the basis for the conviction and the disposition of the conviction;
  - vii. A signed and dated reference letter from the employing broker, on the company letterhead, indicating that the broker is aware of all conviction(s) and is willing to hire the applicant;
  - viii. Two signed and dated character references from individuals who are not related to or residing with the applicant.

\*If the required documents are not available, please provide an original letter on business letterhead, from the proper authority confirming documents are not available. The letter must be signed at **dated within 90 days** of receipt in the Commission office.

- Pennsylvania background checks may be obtained at: <https://epatch.state.pa.us> or from the Pennsylvania State Police Central Repository, 1800 Elmerton Ave, Harrisburg, PA 17110-9758, (717) 783-5593.
- If you reside outside the state of Pennsylvania, you must obtain a background check from the State Police in that state.

**C. Original examination notices from the testing service (if applicable).**

**D. Certification of Licensure (if applicable).**

**E. Documentation regarding discipline (if applicable).**

**F. Continuing Education Transcripts (if applicable).**

**Note that disclosing your social security number on this application is mandatory in order for the State Real Estate Commission to comply with the requirements of the federal Social Security Act pertaining to child support enforcement, as implemented in the Commonwealth of Pennsylvania at 23 Pa. C.S. § 4304.1(a). In order to enforce domestic child support orders, the Commonwealth's licensing boards must provide to the Department of Public Welfare information prescribed by DPW about the licensee, including the social security number.**

#### **PROCESSING INFORMATION**

- Licenses are mailed to the employing broker's main office address.
- DELAYS may occur in the processing of this application if submitted between March 1 and June 30 of even numbered years.

*Please see the Commission's website, [www.dos.state.pa.us/estate](http://www.dos.state.pa.us/estate), for additional information about licensure and application requirements.*

To check the status of your application go to [www.licensepa.state.pa.us](http://www.licensepa.state.pa.us).

**YOU MAY PRACTICE ONCE A COMPLETED APPLICATION IS SUBMITTED**



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**REACTIVATION APPLICATION**

- \* Associate Broker \* Salesperson \* Campground Membership
- \* Timeshare Salesperson \* Builder-Owner Salesperson \* Cemetery Associate Broker
- \* Cemetery Salesperson

1. Applicant's legal name: \_\_\_\_\_

2. Applicant's nickname (if applicable): \_\_\_\_\_

3. Applicant's home address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

4. Applicant's social security number: \_\_\_\_\_

5. Applicant's date of birth: \_\_\_\_\_

6. Applicant's phone number: \_\_\_\_\_

7. Applicant's e-mail address: \_\_\_\_\_

8. Applicant's license number: \_\_\_\_\_

9. Reactivation Date: \_\_\_\_\_  
(MM/DD/YYYY)

10. Employing broker's office name: \_\_\_\_\_

11. Employing broker's office address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

12. Employing broker's office phone number: \_\_\_\_\_

13. Employing broker's office license number: \_\_\_\_\_

14. Have you ever been issued another type of license by the Pennsylvania Real Estate Commission? \_\_\_YES \_\_\_NO

Type of license: \_\_\_\_\_ License Number: \_\_\_\_\_

15. Do you hold a real estate license in another state? \_\_\_YES \_\_\_NO

Type of license: \_\_\_\_\_ Where: \_\_\_\_\_

16. Have you ever had any real estate license or other professional license disciplined? \_\_\_YES \_\_\_NO

Where: \_\_\_\_\_ When: \_\_\_\_\_

(If yes, include the information required in Instruction #10)

17. Have you ever been convicted, found guilty or pleaded nolo contendere, or received probation without verdict or accelerated rehabilitative disposition (ARD) as to any felony or misdemeanor, including any drug law violations, or do you have any criminal charges pending and unresolved in any state or jurisdiction? (If yes, include the information required in Instruction #11) \_\_\_YES \_\_\_NO

\* Please note that you are not required to disclose any ARD or other criminal matter that has been expunged by order of a court.

18. Are you the subject of any pending criminal or disciplinary investigation? \_\_\_YES \_\_\_NO

Where? \_\_\_\_\_ When? \_\_\_\_\_

19. Have you provided real estate services while the license was expired? (If yes, please refer to instruction #12 and provide the dates below) \_\_\_YES \_\_\_NO

\_\_\_\_\_ to \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY)

20. EMPLOYER'S CERTIFICATION:

I do hereby request that a license be granted to \_\_\_\_\_ to provide real estate services at this office. I certify that the above applicant bears a good reputation for honesty, trustworthiness, integrity and competence and will actively train and supervise the applicant as required by Real Estate Licensing and Registration Act and the Commission's Regulations.

\_\_\_\_\_  
(Broker/Builder-Owner's Signature)

\_\_\_\_\_  
(License Number)

\_\_\_\_\_  
(Date)

21. APPLICANT'S CERTIFICATION:

- To the best of my knowledge, all information supplied in this application is true and correct.
- To the best of my knowledge, I have accurately answered whether I am the subject of discipline or under current investigation or proceedings alleging misconduct under a licensing or criminal law in this Commonwealth or another state.
- I have read, understand and agree to comply with the Real Estate Licensing and Registration Act and the Commission's Regulations.
- My principal place of business is not within this Commonwealth. **(Reciprocal Licensees)**
- I have a current license having been obtained by an examination from a state that has a reciprocal agreement with this Commonwealth. **(Reciprocal Licensees)**
- I agree to permit the disclosure of my licensure record including any disciplinary history from every state in which I am or have been licensed or will be licensed in the future.
- I consent to service of process as described in §35.221(3) (relating to general requirements).
- I understand that any false statement made by me is subject to the penalties of 18 Pa.C.S. Section 4904 (relating to unsworn falsification to authorities) and may result in a disciplinary sanction against my license.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

**APPLICANT'S CHECKLIST**

- Completed application signed by Applicant and Broker (if applicable)
- Criminal background check dated within 90 days of application submission
- Criminal conviction and/or disciplinary documentation (if applicable)
- Check or money order made payable to the "Commonwealth of Pennsylvania"
- Examination Official Notices dated within 3 years of application submission, (If applicable)
- Continuing Education Transcripts dated within 2 years of application submission, (If applicable)
- Certification of Licensure (if applicable)