

# Licensing Guide for Community Association Managers, Real Estate Salespersons, and Real Estate Brokers

This is a document that provides the guidelines to be certified for a licensed profession in the State of Georgia last updated in February 2019. We encourage you to verify the information as it may change.

## GENERAL INFORMATION:

Licenses of Community Association Managers, Real Estate Salespersons, and Real Estate Brokers are regulated by the Georgia Real Estate Commission (GREC). This guide looks at the requirements and education needed to become a Community Association Manager, Real Estate Salesperson, or Real Estate Broker in the state of Georgia. Before you can get your license, you must meet certain requirements and pass a state exam that is administered by PSI Services LLC.

- **Community Association Managers** manage condominium or homeowner associations. The community association manager deals with property owners and home owners within the community.
- **Real Estate Salesperson** must work with a real estate broker. Salespersons or agents often work with brokers on a contract basis and earn a portion of the commission from each property they sell.
- **Real Estate Brokers** have a license to manage their own businesses. Brokers, as independent business people, often sell real estate owned by others. In addition to helping their clients sell and/or buy properties, they may help rent or manage properties for a fee. Many operate a real estate office, handle details of business and oversee the work of their salespeople.

## Requirements:

- **Georgia Crime Information Report (GCIC):** All those who seek to apply for any real estate license must obtain a GCIC from any local sheriff's office or police department to submit with their application. If you have any convictions or sentences etc. you should disclose them on your application. If you do not disclose them you could be denied your license.
- **High School Diploma/Certificate Equivalency:** In order to receive a license, applicants must be a high school graduate or hold a certificate of equivalency (like GED).
- **Education:**
  - **Applicants for Community Association Manager's Exam MUST:**
    - Complete 25 hour pre-licensing community association manager's course approved by the GREC; or
    - Complete 4 quarter hours or 2 semester hours in real estate courses at an accredited college or university (usually only real estate department or law school course will meet this qualification).
    - College credits to meet this requirement must meet degree requirements meaning that they cannot be special short courses, adult education courses, or continuing education courses; unless the college or university gives full academic credit for the course or the GREC specifically approved the course. Also, the courses must have a concentration in community associations and community association management.
  - **Applicants for the Real Estate Salesperson's Exam MUST:**
    - Complete 75 hour pre-licensing course approved by the GREC; or
    - Complete 10 quarter hours or 6 semester hours in real estate courses at an accredited college or university (usually only real estate department or law school courses will meet this qualification).
    - College credits to meet this education requirement must meet normal degree requirements. Special short courses or adult education courses will not meet the

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education requirement unless the college or university gives full academic credit for the course or the GREC specifically approved the course.

- **Applicants for the Real Estate Broker's Exam MUST:**
  - Complete a 60 hour pre-licensing course broker's course approved by the GREC; or
  - Complete 15 quarter hours or 9 semester hours in real estate courses at an accredited college or university (usually only real estate department or law school courses will meet this qualification);
- **Experience**
  - No experience requirements for a community association manager's or salesperson's license.
  - The law requires that to qualify for a **real estate broker's license** the applicant must have three years of active licensure as a community association manager or salesperson.
- **Exam**
  - **The Georgia Real Estate Salesperson, Broker, and Community Association Manager exams** are administered via computer at four AMP test centers throughout Georgia:
    - Monday – Friday in Marietta and Lilburn
    - Thursday – Saturday in Macon and Savannah
  - Exam Fees for each exam are \$121.00
- For more information on the exam, you can read the [candidate handbook](#).

## Applying For Your License:

- Complete education and/or experience requirements listed above for the position you desire.
- Attach your Georgia Criminal Information Center report
- Registration for the Georgia Real Estate Examination and GREC Background Clearance Application can be found on pages 17-22 of the [Candidate Handbook](#).
- You must also fill out the Lawful Presence Notarized Affidavit certifying that you are an U.S. citizen, permanent resident or qualified alien or non-immigrant under the Federal Immigration and Nationality Act on page 27.
- **Fees:**
  - Those applying for a community association manager's or salesperson's license within three months from the date of taking their exam must pay a total application fee of **\$170.00**.
  - Those applying for a community association manager's or salesperson's license more than three months but less than twelve months from the date of taking the exam must pay a total fee of **\$340.00**.
  - Those applying for a broker's license must pay a total fee of **\$170.00**. These fees cover all fees due for the first four years of licensure.
- **Deadline:** Those applying for a community association manager's or salesperson's license must apply within twelve months of the date they took the exam; otherwise they will have to retake the exam.

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