



## Salesperson Pre-License Checklist

(For assistance in completing the date(s) on this guideline, please contact us at 402-436-3308)

- Call Nebraska Real Estate Commission (NREC) at 402-471-2004 OR email [marilyn.masters@nebraska.gov](mailto:marilyn.masters@nebraska.gov) to request SALESPERSON PRELICENSE PACKET. Include your name, mailing address, city, state & zip code.
- Review all materials in Pre-license Packet. The Candidate Handbook will ensure you are prepared to sit for the licensing exam.
- Register to take Principles & Practice at Larabee School of Real Estate, [www.larabeeschool.com](http://www.larabeeschool.com) Choose In-Class or Online options.  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_

### Send in Application and fee for exam to NREC in order to obtain your fingerprint card

- Initiate fingerprints for background check (approximately 6-8 weeks before anticipated exam date).
- Register to take Real Estate Finance course at Larabee School of Real Estate, [www.larabeeschool.com](http://www.larabeeschool.com) Choose In-Class or Online options.  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_
- Register for our Exam Prep “Live” crash session, combined with the Nebraska Online Exam Test Master. We feel that this combination is a great path to take to aid in preparation for the exam. (These courses are not required, but highly recommended.)  
Date(s) \_\_\_\_\_
- Have Passport Photo taken.
- Send copies of Certificates of Completion and any other requested items to NREC and set exam date.
- Take our Exam Prep “Live” crash session, and continue working with the Nebraska Online Exam Test Master.
- TAKE **EXAM**. Date: \_\_\_\_\_
- Email us at [info@larabeeschool.com](mailto:info@larabeeschool.com) or call us at (402) 436-3308 to let us know what went well, and what we could have done better. Date: \_\_\_\_\_

**Other Helpful Resources:**  
Nebraska Real Estate Commission: [www.nrec.state.ne.us](http://www.nrec.state.ne.us)