

# Your 10 Step Checklist for Getting Your Virginia Real Estate License!



- 1.** Minimum requirements
  - At least 18 years old
  - High school diploma/GED certificate or equivalency
- 2.** Choose an [Avery-Hess office location](#) to take your pre-licensing class and earn your 60 credits of real estate education from the state approved, Moseley Real Estate School.\*
- 3.** Pass the Moseley EFinal Exam, with unlimited retakes, to prove that you have attained at least a minimum level of knowledge of the principles, practices, status and regulations relating to real estate.
- 4.** Moseley will submit your successful completion of the course to state licensing center, PSI.
- 5.** Register for your examination by visiting: [www.psiexams.com](http://www.psiexams.com), or calling: **1-800-733-9267**.\*

## Three testing center locations in NoVA:

140 Little Falls Street  
Suite 110  
Falls Church, VA 22046

6201 Leesburg Pike  
Suite 404  
Falls Church, VA 22044

1651 Old Meadow Road  
Suite B01  
McLean, VA 22102

- 6.** Upon passing both State and National portions of the Real Estate Salesperson Exam you will be electronically fingerprinted at the PSI site. Prints are submitted to the Virginia Central Criminal Records Exchange.\*
- 7.** Contact the Managing Broker at Avery-Hess, Realtors where you took your licensing class and tell them the good news – You passed!
- 8.** Schedule an interview with your Avery-Hess, Realtors' Managing Broker to discuss the benefits of joining our team. Learn more about becoming an Avery-Hess Salesperson by visiting [careers.averyhess.com](http://careers.averyhess.com)
- 9.** Your Broker will send your application to the Department of Professional & Occupational Regulation.\*
- 10.** Within about two weeks your license will arrive at your Broker's office.

**CONGRATULATIONS! You are officially a Real Estate Salesperson!**

Learn more by calling us at: **866.239.5089**, or emailing: [careers@averyhess.com](mailto:careers@averyhess.com).

\* Indicates there is a fee involved - Step 2: \$379, Step 5: \$65, Step 6: \$60, Step 9: \$170