



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
7 Eagle Square, Concord, NH 03301-2412
Phone: 603-271-2152

REAL ESTATE REINSTATEMENT APPLICATION CHECKLIST

I. For all applicants:

- Completed Reinstatement Application (Paper)
- Fee (\$90.00 for salesperson applicants; \$110.00 for all other applicants)

II. For salesperson applicants:

- Certificate(s) of completion of continuing education
 - Applicants reinstating in **active** status must complete:
 - 3-hour core course; and
 - 21 hours of accredited continuing education courses
 - Applicants reinstating in **inactive** status must complete:
 - 3-hour core course; and
 - 12 hours of accredited continuing education courses
 - If the applicant's license expired 6 – 12 months prior to the application date, the applicant must complete a 40-hour pre licensing course, in lieu of the 12 continuing education credits noted above.

- Affiliation Form

III. For associate broker applicants:

- Certificate(s) of completion of continuing education
 - Applicants reinstating in **active** status must complete:
 - 3-hour core course; and
 - 21 hours of accredited continuing education courses
 - Applicants reinstating in **inactive** status must complete:
 - 3-hour core course; and



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
7 Eagle Square, Concord, NH 03301-2412
Phone: 603-271-2152

- 12 hours of accredited continuing education courses
- If the applicant's license expired 6 – 12 months prior to the application date, the applicant must complete a 40-hour pre licensing course, in lieu of the 12 continuing education credits noted above.

Affiliation Form

IV. For managing broker applicants:

Certificate(s) of completion of continuing education

- Applicants reinstating in **active** status must complete:
 - 3-hour core course; and
 - 21 hours of accredited continuing education courses
- Applicants reinstating in **inactive** status must complete:
 - 3-hour core course; and
 - 12 hours of accredited continuing education courses
- If the applicant's license expired 6 – 12 months prior to the application date, the applicant must complete a 40-hour pre licensing course, in lieu of the 12 continuing education credits noted above.

Affiliation Form

Copy of Surety Bond

V. For principal broker applicants:

Certificate(s) of completion of continuing education

- Applicants reinstating in **active** status must complete:
 - 3-hour core course; and
 - 21 hours of accredited continuing education courses
- Applicants reinstating in **inactive** status must complete:
 - 3-hour core course; and
 - 12 hours of accredited continuing education courses
- If the applicant's license expired 6 – 12 months prior to the application date,



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
7 Eagle Square, Concord, NH 03301-2412
Phone: 603-271-2152

the applicant must complete a 40-hour pre licensing course, in lieu of the 12 continuing education credits noted above.

Copy of Surety Bond

VI. For firm or firm branch applicants:

Certificate of Good Standing

Uniform Consent to Service of Process (for **non-residents only**)