



**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



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- 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,



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

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**VI. For firm or firm branch applicants:**

Certificate of Good Standing

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