
Name of School

Name of Instructor

By signing this document I am certifying that I have been informed by the School/Instructor indicated above of the importance of immediately completing the steps required for licensure. I have been encouraged to test early and schedule the fingerprint process.

I am aware that I must complete the following steps before my Eligibility Expiration Date or within **1 YEAR OF COURSE COMPLETION DATE**:

Pass the state examination
Submit to the fingerprint process
Meet with my employing broker
Make application to the Real Estate Commission

I have been informed that I may have difficulty in scheduling the fingerprint process, especially during peak times of the year, and have been advised that no consideration will be offered because of my inability to complete the fingerprint process within the required timeframe.

If I do not make application for licensure by my Eligibility Expiration Date I will be required to retake the entire course and follow the initial procedure for licensure. I am aware that there will be no exceptions.

It has been emphasized that I must **"REMEMBER THAT A YEAR IS A YEAR, IS A YEAR!"**

I have been duly informed of the importance of this situation and hereby so certify.

Print name of student

Signature of Student

Date