



GOVERNOR TERRY E. BRANSTAD LT. GOVERNOR KIM REYNOLDS

IOWA DEPARTMENT OF COMMERCE PROFESSIONAL LICENSING & REGULATION

REQUEST FOR AUTHORIZATION LETTER (WAIVER) TO TAKE THE EXAM IN LIEU OF CONTINUING EDUCATION FOR RENEWAL

All brokers and salespersons can, at any time between July 1 and December 31 of the year of renewal, take and pass the appropriate licensing exam instead of completing the required continuing education. You must contact the Commission to obtain an authorization letter (waiver) for admittance to take the exam. Please send your written request to take the exam in lieu of continuing education to realestatecommission@iowa.gov or by FAX: 515-725-9032. The authorization letter (waiver) will be MAILED to you via USPS so please allow mailing time. You must have this authorization letter (waiver) when you arrive at the testing site or you will not be allowed to take the exam. When you pass the test you will automatically be given an application – do NOT use this to renew! To renew please go to https://eservices.iowa.gov/licensediniowa/renewal/.

Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Please mail authorization letter (waiver) to me at the following address:

Four horizontal lines for providing a mailing address.

Iowa Real Estate Commission
200 East Grand; Ste. 350
Des Moines, IA 50309
www.plb.iowa.gov