



Occupational and Professional Licensing Administration

Frequently Asked Questions

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General License Information and Requirements

Where can I find information about license requirements and submitting an application? [Back to Top](#)

Athlete Agents <https://www.dcopla.com/athlete/>
Board of Architecture, Interior Design and Landscape Architecture
<https://www.dcopla.com/design/>
Board of Barber and Cosmetology <https://www.dcopla.com/bbc/>
Board of Funeral Directors <https://www.dcopla.com/funeral/>
Board of Industrial Trades <https://www.dcopla.com/trades/>
Board of Professional Engineering <https://www.dcopla.com/bpe/>
Board of Real Estate Appraisers <https://www.dcopla.com/appraisal/>
Combat Sports Commission <https://www.dcopla.com/sports/>
Real Estate Commission <https://www.dcopla.com/realestate/>
Security <https://www.dcopla.com/security/>
Sightseeing Tour Guides <https://www.dcopla.com/tour/>

Where do I go to complete a new license application? [Back to Top](#)

Anyone interested in applying for an occupational or professional license in the District may visit one of the following board, commission or program websites below to submit an application, review license laws and regulations, and access resource documents and forms.

Athlete Agents <https://www.dcopla.com/athlete/>
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Sightseeing Tour Guides <https://www.dcopla.com/tour/>



Do I need to complete an application if I am filing for reciprocity? [Back to Top](#)

Yes. In most cases, the District's occupational and professional licensing boards, commissions, and programs (BCP) allow application for licensure via endorsement, examination or reciprocity. If you would like to know if the respective BCP offers reciprocity, please visit the applicable website or contact a customer service representative at (866) 270-9817.

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How much is the application fee? [Back to Top](#)

There is a non-refundable application fee of \$65.00. License fees vary by board, commission and program (BCP). For additional fees and information, please visit the applicable BCP website below.

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I need help submitting my application. [Back to Top](#)

Customers who would like assistance with completing an application may contact a customer service representative at (866) 270-9817; chat live with a customer service representative by accessing the online portal; or may email a customer service representative at licensing@dcopla.com.

Continuing Education

What are the continuing education requirements for Real Estate? [Back to Top](#)

An applicant for renewal of a real estate broker's license, a real estate salesperson's license, or a property manager's license shall submit proof that the applicant has completed no less than fifteen (15) hours of acceptable continuing education credit during the two-year period preceding the date the license expires. Nine (9) of these hours shall consist of mandated courses with curriculums administratively established and approved by the Commission. Six (6) of these hours will be general elective courses as approved by the Commission.

An applicant for renewal of an inactive license or reinstatement of an expired, suspended or revoked real estate broker's, real estate salesperson's, or property manager's license shall submit proof of having completed the following continuing education credits: (a) Nine (9) hours of mandated courses with curriculums administratively established and approved by the Commission; and (b) Six (6) hours of general elective courses, as approved by the Commission, per licensing cycle

How many continuing education (CE) credits have I completed already? [Back to Top](#)

Real Estate licensees can view their CE progress on their Client Dashboard immediately upon logging on to the online portal or by selecting Dashboard from the drop-down menu. The Dashboard will list the member's name, course title, units completed, and completion date.

Examination Claims and Scheduling

I am applying for a Security Officer license and I am having trouble claiming my examination. [Back to Top](#)

If you passed your examination prior to October 1, 2017 and have since let your license lapse, please contact customer service representative at (866) 270-9817 and request to have your examination score manually claimed in your application. Please be prepared to provide your Client ID number and test date. If you have passed your



examination after October 1, 2017, please ask the customer service representative to assist with verifying your Candidate ID. For all other issues, please send an email to dcra.dcropla@dc.gov and provide your name, Client ID, and test date—include a copy of your examination score sheet.

I received an Authorization to Test notification and when I call PSI to schedule my examination, they are not able to locate my name or Client ID in their system. [Back to Top](#)

Please send an email to dcra.dcropla@dc.gov and provide your name, license application type (i.e. electrician journeyman, funeral director, etc.) and one of our Examination Unit team members will contact you within one business day to manually schedule you for a test date.

I failed my examination and would like to schedule a re-examination. [Back to Top](#)

Please allow up to three business days for your previous application to be closed at which you will be able to access and submit a re-examination application. If you do not have access to a re-examination application after three business days, please send an email with your name, license type, and Client ID to dcra.dcropla@dc.gov and one of our Examination Unit team members will contact you within one business day to assist you.

How do I schedule an examination? [Back to Top](#)

Visit the respective board, commission or program (BCP) website for the license you wish to obtain. If you have never held an occupation or professional license with the District, you must register for a new individual account and submit an application for licensure. Select examination as the application type. Upon BCP review and approval, you will receive an Authorization to Test via email notification with the following scheduling instructions: Exams may be scheduled online by clicking [here](#) or by phone at (800) 733-9267; select Option 1 for government and state exams; and select Option 2 for District of Columbia exams

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