



GOVERNOR  
KIM REYNOLDS  
LT. GOVERNOR  
ADAM GREGG

IOWA DIVISION OF BANKING  
PROFESSIONAL LICENSING & REGULATION  
RONALD L. HANSEN  
SUPERINTENDENT

**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](mailto:realestatecommission@iowa.gov) or by FAX: 515-725-9032. The authorization letter (waiver) will be mailed or e-mailed to you per your instructions below. 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!

Note: Once completed, save this form before submitting it.

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

**Mailing Address: (Required):**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Please mail authorization letter (waiver) to me at the following address if different then above:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please e-mail authorization letter (waiver) to me at:**

\_\_\_\_\_

**Iowa Real Estate Commission  
200 East Grand; Ste. 350  
Des Moines, IA 50309**