Instructions in applying for your Real Estate Sales exam

Helpful Background Information:

As of June 16, 2025, the Massachusetts Board of Registration of Real Estate Brokers and Salespersons officially launched a new digital licensing system called **eLIPSE**.

A new application process is in place integrating two platforms:

– The Mass.gov eLIPSE portal, used for the initial application and state fee payment; and
– The PSI website, which provides the Candidate Information Bulletin (CIB), exam scheduling, exam fees, and practice materials.

Online Submission is Mandatory: All applications (including initial applications for examination, renewals, and reinstatements) must now be submitted online through the **eLIPSE portal**. Paper applications are generally no longer accepted for new submissions.

What you submit via eLIPSE: Through the eLIPSE portal, you will submit your personal information, your school-stamped and signed certificate of completion for the 40-hour pre-license course, and any other required documentation (such as the CORI Authorization Form and candidate endorsement forms).

Payment of Application Fee: The application fee is also paid directly through the eLIPSE platform.

Board Approval: The application submitted via eLIPSE goes to the Massachusetts Board of Registration of Real Estate Brokers and Salespersons for review and approval. Once approved by the Board, you will then receive authorization to schedule your exam with PSI.

Summary: The eLIPSE portal is the official and mandatory online application system for interacting with the Massachusetts Board of Registration of Real Estate Brokers and Salespersons for your real estate salesperson license.

Relevant Link: For detailed instructions on creating your account and applying through eLIPSE, visit: https://www.mass.gov/how-to/prepare-for-and-schedule-your-real-estate-license-exam

Step-by-Step Guide
Applying for the Massachusetts Real Estate Sales License Exam

To become a licensed Real Estate Salesperson in Massachusetts, you must successfully complete a pre-license course and pass the state examination. Follow these steps to prepare for and apply to take your exam:

Step 1: Complete the Mandatory 40-Hour Pre-License Course

First, you must successfully complete the 40-hour Pre-Licensure Real Estate Sales course through an approved education provider, such as Bunker Hill Community College. This course provides the foundational knowledge required by the Commonwealth of Massachusetts to sit for the exam.

Step 2: Obtain the Candidate Information Bulletin (CIB)

The Candidate Information Bulletin (CIB) is an essential document that provides detailed information about the exam, including content outlines, rules, and procedures. You will need to refer to this bulletin throughout your application and preparation process.

- **Access the CIB here:** https://test-takers.psiexams.com/mare

Important Details about the CIB:

1. **Read it Completely and Thoroughly:** The CIB is the official guide from the Massachusetts Board of Registration of Real Estate Brokers and Salespersons and PSI (the testing service). It contains comprehensive information on:
    - **Licensure Requirements:** Detailed qualifications for both salesperson and broker licenses.
    - **Application Process:** Step-by-step instructions on how to apply, including required forms and documentation.
    - **Exam Content Outline:** A breakdown of the topics covered on both the national and state portions of the exam, including the percentage of questions from each area. This is crucial for study planning.
    - **Exam Rules and Procedures:** Important information about what to expect on test day, permitted items, prohibited items, and testing policies.
    - **Fees:** While the eLIPSE portal will handle application fees, the CIB will confirm all associated costs.
    - **Forms:** It often includes or references specific forms that need to be completed, such as the Massachusetts Board of Real Estate Educational Certificate and candidate endorsement forms.

2. **Refer to it During Application:** As mentioned in the previous instructions, you will likely need to upload or confirm your review of the CIB as part of the application process within the eLIPSE portal. The CIB also contains the necessary forms, such as the "Massachusetts Board of Real Estate Educational Certificate" which your approved real estate school will complete and sign, and the "Candidate Endorsement" forms that require three unrelated individuals to attest to your good moral character. These completed forms will be submitted as part of your eLIPSE application.
3. **Use it for Exam Preparation:** The CIB's detailed content outline is your primary study guide. It helps you focus your review on the specific topics and subtopics that will appear on the exam.

In summary, the CIB is the definitive instruction manual for the entire licensing process, from application requirements to exam content.

Step 3: Create an Account on the eLIPSE Portal

The Massachusetts Board of Registration of Real Estate Brokers and Salespersons uses an online portal called eLIPSE for license applications. You will need to create an account on this system.

- **For detailed instructions on creating your account and applying, visit:** https://www.mass.gov/how-to/prepare-for-and-schedule-your-real-estate-license-exam

Step 4: Submit Your Application and Pay Fees via eLIPSE

Once your eLIPSE account is set up, you will submit your application for the Real Estate Salesperson license. This step includes:

- Providing personal information.
- Attesting to your completion of the 40-hour pre-license course.
- Submitting the Candidate Information Bulletin (CIB): You will typically upload or confirm your review of the CIB as part of the application process within the eLIPSE portal. The system will guide you on where to attach or confirm this document.
- Paying the Application Fee: Be prepared to pay the required application fee through the eLIPSE system. The exact fee amount will be displayed during the application process on the portal.

Step 5: Schedule Your Exam with PSI

After your application is approved through eLIPSE, you will receive authorization to schedule your exam through PSI, the official testing service.

- Visit the PSI website to schedule your exam:

  https://test-takers.psiexams.com/mare/available/test/QXGUBBRG

- Exam Fee: You will pay a separate exam fee directly to PSI when you schedule your test. The current fee should be listed on the PSI website.

Step 6: Prepare for the Exam (Optional but Recommended)

The PSI website also offers valuable resources to help you prepare for the exam:

- **Free Mini Diagnostic Test:** Take a complimentary mini diagnostic test to gauge your current knowledge and identify areas where you might need more study.
- **Purchase Practice Tests:** You can also purchase full-length practice tests on this site to further enhance your preparation and familiarize yourself with the exam format.

By following these steps, you will be well on your way to taking the Massachusetts Real Estate Sales license exam.