



**OFFICE OF FINANCIAL REGULATION  
MORTGAGE BROKER LICENSE INFORMATION**  
(Revised 2/08)

**MORTGAGE BROKER APPLICANTS MAY NOW APPLY ON-LINE**

Mortgage Broker applicants may now submit an application and payment through the Office of Financial Regulation's (Office) website. This site is a safe and secure method for submitting an application and fees electronically to the Office. This service may be found on the Office's website at:

[www.flofr.com/finance](http://www.flofr.com/finance)

**Click onto the link: MORTGAGE BROKERS  
Then click: Apply for License On-line**

All fees submitted to the Office are non-refundable. Applicants will be mailed a fingerprint card within 30 days from the date of receipt of the application.

**CUT-OFF DATE FOR TEST ELIGIBILITY**

In order to facilitate the scheduling process, the Office will only grant test assignments for applications received by the Office in Tallahassee on or before the 15<sup>th</sup> day of the month for the following month's test. Please note that when the 15<sup>th</sup> of the month falls on a weekend or holiday, any applications submitted in paper must be received on the last business day preceding the 15<sup>th</sup> in order to be timely received. Applications submitted electronically may be submitted on weekends and holidays and may be submitted up until midnight on the 15<sup>th</sup>. Mortgage broker applicants should schedule the submission of their application in a timely manner in order to ensure they receive a convenient test assignment. The Office cannot accommodate personal scheduling conflicts.

**CHECK APPLICATION STATUS ON-LINE**

Mortgage Broker applicants may check the progress of their application via the Office's website. From the site identified above, applicants should click on Mortgage Brokers, and then select "Check Status of Application and Test Information". Applicants are then asked to enter their social security number in order to retrieve their current application information. Applicants will be able to see when their application was received along with any deficiencies that have been identified by the Office.

**TEST INFORMATION – DATE AND TIME**

The Mortgage Broker test is generally given beginning on the 4<sup>th</sup> Tuesday of each month except for November & December when testing will begin on the 2<sup>nd</sup> Tuesday of the month. Test dates may also change due to a large number of test candidates, or inclement weather such as a hurricane.

**TEST SITES**

The Mortgage Broker test is generally provided at the following locations:

Clearwater – Epicenter Technology & Business Development Center  
Ft Lauderdale – El Palacio Hotel  
Jacksonville – Florida Community College at Jacksonville  
Orlando – Valencia Community College  
Naples - Collier County/Professional Development Center  
Port St Lucie – Florida Atlantic University  
Tallahassee – Room 547, Fletcher Building

Other temporary locations may be added in months when additional space is needed.

## **ASSIGNMENT OF TEST SITES**

Test admission letters, including a map to the assigned test site, will be mailed to the Mortgage Broker applicant at the address identified on the application form approximately 2 weeks prior to the scheduled test date. The test admission letter will specify the exact date, time and location for each candidate's test.

Test candidates will only be admitted to the test site and time where they have been assigned. Requests for a change in test site or time should be made in writing along with the mortgage broker application or at least 3 weeks before the anticipated test date. Requests may be submitted via fax to 850-410-9882 once an application has been received. Accommodations will only be made if space is available. Requests for a change in test site or time are not carried over month-to-month.

Once test admission letters are mailed, a list of test candidates along with their assigned test times are posted on the Office's website at <http://www.flofr.com/finance/Forms/publiclist.pdf>. This test list is updated regularly up until the Friday before the test occurs. Any approved changes to test site or time and principal representative test information will be reflected on this link.

Out-of-State Mortgage Broker Applicants are generally assigned to a test site in the Ft Lauderdale/Miami area on the fourth Tuesday date unless they request some other site or time at least 3 weeks prior to the anticipated test date. However, due to the large number of out-of-state applicants, the Office may be unable to test all out-of-state candidates at the same time and site.

In-State Mortgage Broker Applicants will be assigned to a test site in their area of the state. The test site assigned may not be the one nearest to the applicant's residence, however, it will be the closest site that has available space.

## **CONTACTING THE TEST SITES**

The test sites have no record of candidate testing information prior to the test. Therefore, they cannot confirm a test assignment or accept requests to change a test session or time. Mortgage Broker applicants may confirm their test assignment on the Office's website.

## **MORTGAGE BROKER TEST CONTENT**

The mortgage broker test consists of one hundred (100) multiple-choice questions. Applicants must have the correct answer on at least 75% of the questions in order to receive a passing score. Candidates are given three (3) hours to complete the test. The questions on the state test are designed to test the candidate's ability to understand mortgage financing terminology; to apply mortgage financing principals to practical situations; and to determine if the candidate possesses the necessary skills to function as a mortgage broker in the current mortgage and real estate financing environment.

## **TAKING THE TEST**

Mortgage Broker test candidates should arrive at the assigned test location at least 30 minutes prior to their scheduled test. Candidates should bring a government issued photo identification, two #2 pencils, and a silent (non-programmable) basic calculator. Cellular telephones and beepers must be turned off.

Candidates should not bring personal items such as briefcases, study materials, etc. into the test room.

Test proctors cannot accept any items related to a candidate's pending application. This information must be mailed to the Office in Tallahassee.

## **MORTGAGE BROKER TEST RESULTS**

Individual test results will be mailed to all applicants who took the mortgage broker test within 10 business days following their test date. Additionally, once the test results have been mailed, test scores will be posted on the Office's website at "Check Status of Application and Test Information" (See section labeled "Check application status on-line").

## **PASSING CANDIDATES**

Upon completion of all application requirements, the Office will conduct a final review of each application and determine its final outcome. This process generally takes 30 days from the date that all requirements are satisfied. Candidates who receive a passing grade should not contact the Office for 30 days to inquire of their application status, as this will slow down the Office's ability to complete its final review.

## **EVIDENCE OF LICENSURE**

When an application is approved, the license is generally mailed within 2 weeks. Individuals may obtain evidence of licensure from the Office's website until such time as their permit is received.

[www.flofr.com](http://www.flofr.com)

**Click onto the link: Search for a Licensed Individual or Business  
Then click: MB: Mortgage Broker Individuals  
Enter identifying information about the individual and click "Search"**

## **MORTGAGE BROKER TEST REVIEWS**

Instructions on how to request a review of the test will be included with the results for those candidates who receive a failing grade. The review enables a candidate to see the questions, the candidate's response and the correct answer. No discussion is allowed and the candidate may not ask questions. Additionally, candidates are not allowed to take any written information from the review room. Test questions are not repeated from month to month as a new test is prepared each month. Therefore, candidates may find it more beneficial to attend a study session rather than concentrating on the previous test.

Test reviews will be conducted in the Regional Office location that serves the city in which the applicant was tested. The address and location for the review sites will be identified on the review instructions. Reviews are never conducted at the test site.

## **RESCHEDULING AND EXTENSIONS**

Applicants who do not attend the test or who do not achieve a passing test score will automatically be rescheduled for the next test, provided the next test occurs within their 90-day application period. Failure to receive a passing test score within the 90-day period will result in the denial of the mortgage broker application if the application is not withdrawn prior to that time. The Office has no authority to extend the 90-day application period. Applications will be denied if all requirements are not completed including passing the exam and submitting all requested documentation by the application's expiration date.

## **DISABILITY ARRANGEMENTS**

The Office complies with the Americans with Disabilities Act. We will require a minimum of three (3) weeks advance notice if an applicant has a need for special arrangements. Persons seeking special assistance will be asked to provide written medical confirmation of their disability. Please submit requested information via fax at 850-410-9882.

## **SELECTION OF A 24-HOUR SCHOOL**

It is the responsibility of each candidate to select the 24-hour pre-licensing school of their own choice. Test candidates should understand that the proficiency of each school is dependent on the quality of the workbook and on the knowledge and teaching ability of the individual instructor. The mortgage business school selected by the applicant will provide each attendee with a course of study and study materials for the test. The Office does not provide study materials. A list of currently approved 24-hour schools may be found on the Office's website at [www.flofr.com/licensing/MortgageSchools-24.asp](http://www.flofr.com/licensing/MortgageSchools-24.asp)

## **EVIDENCE OF COURSE COMPLETION**

Upon completion of a 24-hour pre-licensing course, the permitted Mortgage Business School or exempt institution will submit a list of those individuals who have completed the 24-hour course to the Office. Therefore, mortgage broker applicants are not required to submit evidence of course completion to the Office unless specifically requested by the Office.