

Step 1. Create a Folder and place all your documents in the folder.

This folder should Include your:

Certificate of Course Completion (Provided)

Your CORI Authorization (Provided)

Three References (Forms Provided/You Obtain)

2x2 Picture of Yourself. (Use passport or Selfie)

You will need to upload the documents to the application when you apply.

Step 2. Go to massrealestateclasses.com

Step 3. Click the Link Register for the Exam

Step 4. Create an account. (Left side of the Page)

There is a two-step authorization process to verify it is you.

You will be emailed and texted codes.

Step 5. Once the account is set up you can register for the exam.

Step 6. Further Direction Below.

Certificate of Completion

This is to certify that:

Name: Check the Spelling of your name

Address: Verify your address is Correct

Your Town, MA 01748

Email Address: Verify your email address is correct

has successfully completed the Massachusetts 40- hour Pre-licensing Course. The course started on May 3rd, 2025 and completed on May 11th, 2025. This was a live instruction class located at the Massachusetts Academy of Real Estate 150 Wood Rd, Braintree MA 02184.

Massachusetts Academy of Real Estate

School License MARE # 1166

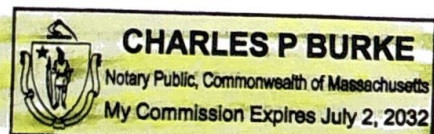
MA-RE
APPROVED
1166

Instructor: Charles P Burke, # 376

Authorized Representative

Charles P Burke

Date: October 2, 2025



COMMONWEALTH OF MASSACHUSETTS

1 Federal Street, Suite 0600

Boston, MA 02110-2012

CRIMINAL OFFENDER RECORD INFORMATION (CORI)
ACKNOWLEDGEMENT FORM

The Division of Occupational Licensure by itself and on behalf of boards of registration pursuant to M.G.L. c. 13, §9 [hereinafter, "Division of Occupational Licensure"] is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective license applicants and current licensees.

As a license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the Department of Criminal Justice Information Services ("DCJIS"). I hereby acknowledge and provide permission to the Division of Occupational Licensure to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Division of Occupational Licensure written notice of my intent to withdraw consent to a CORI check.

FOR LICENSING PURPOSES ONLY:

I understand that the Division of Occupational Licensure may conduct a subsequent CORI check within one year of the date this Form was signed by me. I understand that if my licensure is not completed within one year from the date of this authorization, I will be required to submit a new authorization form prior to licensure.

By signing below, I provide my consent to an initial CORI check and a subsequent CORI check, both within one year of the date of this Form, and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Sign Your Name
Signature

10/2/2025

Date

Please provide the name of the board of registration and license type for which you are applying or currently hold:

Real Estate Broker's and Salesperson's

Salesperson's

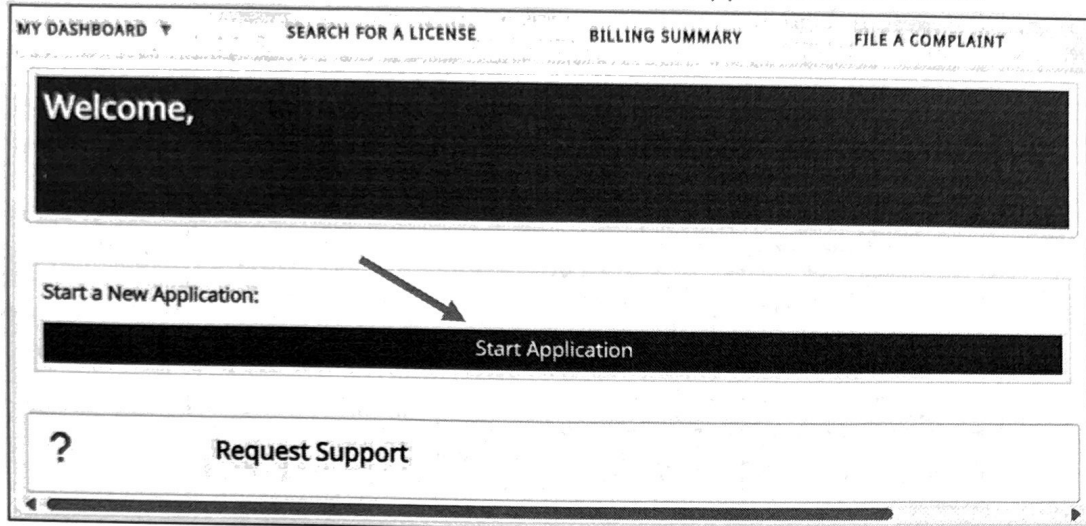
Board of Registration

License Type

NOTE: DOL CANNOT ACCEPT THIS TWO-PAGE CORI ACKNOWLEDGMENT FORM UNLESS IT IS EITHER (1) SIGNED IN PERSON AT THE BOARD'S OFFICES IN THE PRESENCE OF A DOL EMPLOYEE WHO HAS VERIFIED THE APPLICANT'S IDENTITY THROUGH ACCEPTABLE IDENTIFICATION, OR (2) SIGNED IN THE PRESENCE OF A NOTARY PUBLIC WHO HAS LIKEWISE VERIFIED IDENTITY AND THEN MAILED OR OTHERWISE DELIVERED TO THE BOARD'S OFFICES AT THE ADDRESS SET FORTH ABOVE.

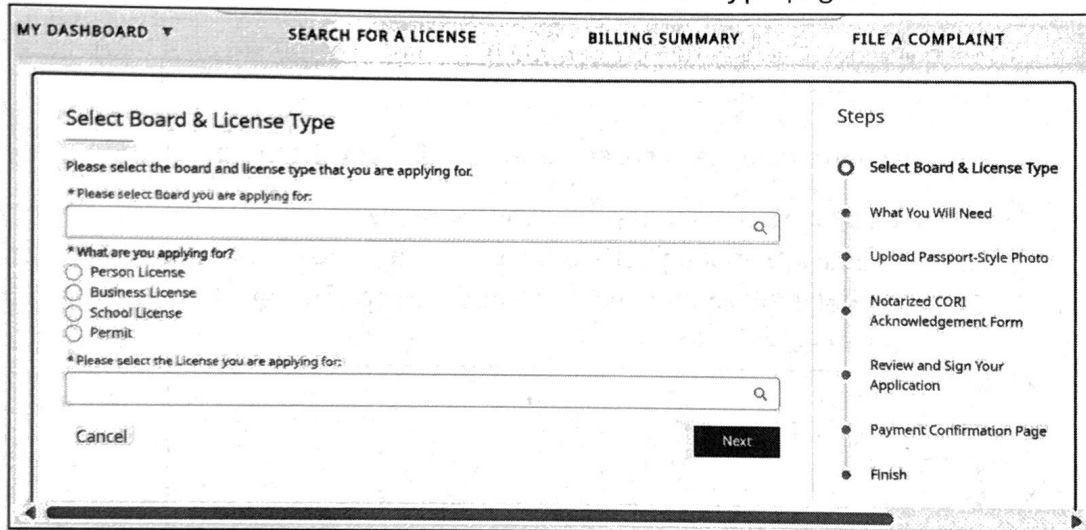
Apply for a license or permit

- 1) Log in to your MyMassGov account and verify your login.
- 2) On the Home page, scroll down and click the **Start Application** button:



The screenshot shows the MyMassGov dashboard with a navigation bar at the top containing links: MY DASHBOARD, SEARCH FOR A LICENSE, BILLING SUMMARY, and FILE A COMPLAINT. Below the navigation bar is a large black box with the text 'Welcome,'. Underneath this is a section titled 'Start a New Application:' with a black button labeled 'Start Application'. An arrow points to this button. At the bottom of the section is a link with a question mark icon and the text 'Request Support'.

- 3) eLIPSE displays the **Select License Board and Type** page:



The screenshot shows the 'Select Board & License Type' page. The navigation bar at the top is the same as the previous screenshot. The main content area has the title 'Select Board & License Type' and a sub-header 'Please select the board and license type that you are applying for.' Below this are three sections: 1) '* Please select Board you are applying for:' with a search bar. 2) '* What are you applying for?' with radio buttons for 'Person License', 'Business License', 'School License', and 'Permit'. 3) '* Please select the License you are applying for:' with a search bar. At the bottom left is a 'Cancel' button and at the bottom right is a 'Next' button. On the right side of the page is a 'Steps' section with a list of steps: 'Select Board & License Type' (current step), 'What You Will Need', 'Upload Passport-Style Photo', 'Notarized CORI Acknowledgement Form', 'Review and Sign Your Application', 'Payment Confirmation Page', and 'Finish'.

On the right, you will see the steps the site will guide you through to file your application.

- a. On the left, in the first drop-down, select the Board you are applying to.
- b. Next, click the radio button to select whether you are applying for a license or a permit.
- c. If you are applying for a Business or School license, you will be asked whether this is a new school or business, or an existing one.
- d. In the next drop-down, select the specific license or permit you are applying for, for example, "Plumbing Apprenticeship."

- e. After making your selections in the drop-down, at the bottom of the form click the **Next** button.
- 4) eLIPSE displays the **What You Will Need** page. Read it carefully to find out about any conditions around applying, which documents you will need, and fees. (This example is from a Master Plumber application.)

What You Will Need

- You are applying for a **NEW** license with the Division of Occupational Licensure. If you are seeking a renewal or reinstatement, please contact the Board that licensed you before proceeding.
- Please be aware of the following statements:
 - Fee payments are non-refundable.
 - Your mailing address is public record. If you do not want your home address as your public mailing address, please provide an alternate address where you regularly receive mail.
 - You may seek counsel at any time during the application process.
 - References to Massachusetts General Laws (MGL) or the Code of Massachusetts Regulations (CMR) may be excerpted or paraphrased.
- You must download and/or complete the following documents **BEFORE** you fill out your application.
 - Passport Style Photo
 - Notarized CORI Acknowledgement Form
 - Statement of Experience and Education Verification Form
- Getting your license involves two payment:
 - Application Fee: \$31
 - You'll pay this when you submit the application for review.
 - License Fee: \$78
 - You'll only pay this once your application has been approved.

Cancel Previous **Next**

- You may need to download certain documents to fill them in, for example, the Notarized CORI Acknowledgement Form.
- If you have access to a printer, you might find it helpful to print this page as a document checklist.

After you have read the page, at the bottom right, click the **Next** button.

- 5) Depending on the license or permit you are applying for, you may see screens asking for additional information, for example, about a license in another jurisdiction.
- 6) Eventually, eLIPSE displays the **Personal Details** page. Enter all required information:

Personal Details

Please enter the requested personal details below.

Salutation

First Name Middle Name Last Name

Suffix

* Have you recently changed your name or have been known by any other name in the past?

* Date of Birth

* Do you have a Social Security Number?

* Gender:
☐ Male ☐ Female ☐ Non-binary ☐ Prefer not to answer

* Which of the following race classifications best describes you? ☐ Asian
☐ Black or African American
☐ Latino
☐ Native Hawaiian or other Pacific Islander
☐ Other

After you have entered all required information, at the bottom right of the page, click the **Next** button.

If you need to pause work on your application...

If you need to pause work on your application before finishing it, at the bottom left of any page, look for the **Save for Later** button.

When you click it, eLIPSE will save your application up to that point. Next time you log in to eLIPSE, that application will be on your Home page, along with a **Resume application** button.

7) eLIPSE displays the Professional and Criminal History Details page:

Professional and Criminal History Details

If you had a case sealed, expunged, pardoned or court ordered to be kept confidential; or you had a juvenile (delinquent) case that was NOT indicted to either Superior Court or as a Youthful Offender (YO), you may answer NO and you do not need to provide an explanation for that particular case.

If you answer YES to any question, you must provide an explanation for that particular case. In some instances, we may require additional documentation to be uploaded. The Board is authorized to access data about convictions and pending criminal cases. These records and other Federal and professional records may be checked as part of your licensing process. No records are automatic disqualifiers; you will be given an opportunity to discuss any issues with the Board.

*Have a professional licensing or certification board in the United States or another country taken disciplinary action against you?

*Are there pending complaints that may result in disciplinary action against you from another professional licensing or certification board in the United States or another country?

*Have you surrendered a license to a professional licensing board in any jurisdiction?

*Have you ever applied for and been denied a professional license in any jurisdiction?

*Have you ever admitted to or been convicted of a felony or misdemeanor in the United States or another country?

*Do you currently have any open or pending (open cases) felony or misdemeanor charges for a felony or misdemeanor in the United States or another country?

Answer all questions truthfully. Answering Yes to any question does not automatically disqualify you.

When you are finished with this page, at the bottom right, click the **Next** button.

8) eLIPSE displays the Education and Employment Details page. Enter information as required for the license you are applying for. (This example is from a Plumbing Apprentice application.)

When you are finished, click the **Next** button.

- 9) eLIPSE displays the **Military Status** page. Select your military status from the drop-down, provide any necessary documentation, and then click the **Next** button:

- 10) eLIPSE displays the **Upload Passport-Style Photo** page. Click the **Upload Files** button. This is very much like attaching a photo to an email or text message. Your photo can be in any of the popular image formats, like jpg or png, or it can be a PDF file.

After you have uploaded your photo, at the bottom right of the screen, click the **Next** button.

- 11) eLIPSE displays the **Notarized CORI Acknowledgement Form** page. Click the **Upload Files** button. This is very much like attaching a photo to an email or text message. Your form document can be a scan in any of the popular image formats, like jpg or png, or it can be a PDF file.

After you have uploaded your photo, at the bottom right of the screen, click the **Next** button.

- 12) From this point, eLIPSE will display other pages depending on the license or permit you are applying for. For example, if you are applying for a Plumbing Apprentice license, eLIPSE will display a page asking for an Apprentice Statement of Employing Master.

After you have completed those other forms, eLIPSE displays the **Review and Sign** page:

On this form, click the pencil icon.

eLIPSE will display a form where you:

- Enter the name or initials you want to sign with.
- Choose whether you want to draw your signature or choose a style for a digital signature.
- Read the attestation.
- Click that you agree.
- Click the **Submit** button.

When you return to this screen, click the **Pay** button.

13) eLIPSE displays the You're Almost Done! page. Review the fees associated with your license or permit, and then click the Next button.

You're Almost Done!

Please note: A convenience fee will be applied to your transaction. This helps cover processing costs.

Check that your application is complete and correct. You won't be able to make changes after you submit. **After you pay, your application will be complete.**

Order Summary

License Fee \$14

Estimated Total \$14

Cancel Save for later Previous **Next**

14) eLIPSE displays the Pay Online page:

ME MY DASHBOARD SEARCH FOR A LICENSE BILLING SUMMARY FILE

This script has been automatically saved. In order to resume in the future, Copy the link or Email me the link

Pay Online

The DOL uses Catalis to accept online payments. When you hit "Next", you'll be taken to an external site to make the payment, and then brought back here.

Please follow the instructions on their site to make your payment.

☐ I would like to pay by Check or Money Order

Cancel Save for later Previous **Next**

If you choose to pay by Check or Money order, eLIPSE will advise you that will delay processing of your application until DOL receives your payment. Online payments are processed by another service, and you will be taken to its page. After you have made your choice of how to pay, at the bottom right, click the Next button.

After you have paid your fees online, eLIPSE will confirm your payment. DOL will start to review your application, and DOL will notify you via email about the progress of your application.

If you have more questions about applying for a license or permit, at the bottom of the DOL page, click the **Contact Us** link.