

LICENSING/CERTIFICATION POLICY FOR MILITARY PERSONS

Under Idaho Code 67-9403 through 67-9406, the Commission is authorized to waive certain licensing requirements and expedite the application for members of the military, veterans, and the spouses of these individuals. The following is the policy for implementing this law.

Definitions:

“Active military duty” is defined as the period during which the person is actually engaged in the military services of the United States or its auxiliary branches, or held as prisoners, plus six (6) months following discharge from such military service.

“Military” means the armed forces or reserves of the United States, including the army, navy, marine corps, coast guard, air force, and the reserve components thereof, the national guard of any state, the military reserves of any state, or the naval militia of any state. (Idaho Code 67-9403(4))

“Veteran” means any person who has been discharged or released from active duty in the armed forces under honorable conditions provided the person has served on active duty for a minimum of one hundred eighty (180) consecutive days. (Idaho Code 67-9403(5))

*“Written notification” may include **Military Orders showing the deployment**, or letter or other document signed **and notarized** by the licensee, instructor, military spouse, or his designee, or other document substantiating that the licensee/instructor has been called to active duty.*

- 1. Initial Licensure: For military and veteran applicants or applicants whose spouses are a member of the military or a veteran who meet the following requirements, the licensing exam, prelicense education requirements, and application fee will be waived.*

The applicant must provide proof of the qualifying military service and must currently hold an active broker or salesperson license in good standing in another jurisdiction.

The applicant is required to complete the fingerprint background check process and file an application with the Commission which includes documentation to prove active licensure and applicable military service.

Per Idaho Code 67-9405, the Commission is authorized to expedite applications for these individuals if notified of such status on the application form.

In addition, the Commission will waive or refund the renewal fee for licensees and instructors upon the following conditions:

- 2. Renewal of Licensure or Certification: Upon receiving written notification that a renewing real estate licensee, certified real estate instructor, or the spouse of one of these individuals has been called to active military duty, and the licensing/certification period would otherwise expire or has expired during the period of such active duty, the Licensing Department will administratively renew the license or certification, in the type and status currently held, without the requirement to pay a license or certification renewal fee, complete any continuing education, or file a renewal application.*
- 3. Refund of Renewal Fees: In the case that the licensee, certified instructor, or the spouse has paid his or her license/certification renewal fee and is then called to active military duty, which active duty commences on or before the renewal date, the Licensing Department will, upon written notification and request from the individual, refund the full license or certification fee paid for the licensing/certification period during which the licensee/certified instructor or spouse was engaged in active duty. Refund requests must be received no later than six (6) months after the conclusion of active military duty; requests made after the six (6) month period will not be considered.*