

## LICENSE RENEWAL INFORMATION *(for Salespersons and Brokers)*

RE 211A (Rev. 10/07)

### General Information

- Use *eLicensing* for expedited processing of your renewal. It's easy, paperless and interactive. Renewal information is posted immediately on DRE's public information.

Licensees can perform the following transactions using the *eLicensing* system at **dre.ca.gov**:

- Broker and salesperson renewals
- Duplicate license requests (broker, salesperson, officer and branch)
- Salesperson additions/changes of employing broker
- Broker discontinuation of salesperson employment
- Mailing address changes
- Broker main office address addition/changes
- Automated fee payment and processing

- The following real estate forms are referenced by form number in this information sheet.

RE 203	Branch Office Application
RE 204	Change Application (for broker licensees)
RE 205	State Public Benefits Statement
RE 206	Examination and Licensing Fees
RE 208	Broker Renewal Application
RE 209	Salesperson Renewal Application
RE 214	Salesperson Change Application
RE 221	Statutory Course Transcript Submittal
RE 251	Continuing Education Course Verification

- Forms and additional information may be obtained from our Web site at: **dre.ca.gov**.
- If you have any questions or need renewal forms, you may contact write or call:

Department of Real Estate  
 Licensing Division  
 P.O. Box 187000  
 Sacramento CA 95818-7000  
 Telephone: (916) 227-0931

### Renewal Forms

The Department of Real Estate (DRE) mails a renewal form to the mailing address on record approximately 60 days prior to the license expiration date. The forms are sent *as a courtesy only* and non-receipt of the form does not relieve the licensee from the responsibility of renewing the license. See "Changes" on Page 2 to review how to change your current mailing address if necessary. NOTE: DRE sends your new license certificate and pocket card to the mailing address on record.

If you electronically re-create a renewal form to facilitate completion on a computer, the form should not be altered in any manner. To do so could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

### When to submit renewal packet

Do not submit renewal documents more than 90 days prior to license expiration date.

### Documents Required

To renew a real estate license, whether you are working in real estate or not, DRE must receive *all* items listed below:

- RE 208 or 209, properly completed and signed;
- RE 251, properly completed and signed;
- RE 205 and proof of legal presence document; and
- The proper fee

	<i>Salesperson</i>	<i>Broker</i>
On-Time Renewal .....	\$120	\$165
Late Renewal .....	\$180	\$248

*(Acceptable payment methods* — Cashier's check, money order, check or credit card.)

### Proof of Legal Presence (PLP)

Effective August 1, 1998, all real estate salesperson, broker, officer, and mineral, oil and gas broker licensees, must submit a **copy of** proof that they have legal presence in the United States before a renewal license can be issued. A proof of legal presence document (i.e. birth certificate, resident alien card, etc.) must be submitted by renewal applicants with a State Public Benefits Statement (RE 205). Please refer to that form for further instructions and information.

If you have submitted acceptable proof of citizenship, or permanent resident alien status, since August 1, 1998, you will not be required to submit that information again. If you have only submitted evidence that you are a resident alien with temporary status, you must submit proof of legal presence with this application.

### On Time Renewal Requirements

Current requirements include submission of:

- A properly completed renewal application,
- On time renewal fee,
  - Salesperson ..... \$120
  - Broker ..... \$165
- A completed RE 205 and supporting document (refer to above Proof of Legal Presence Requirement), and

- A properly completed RE 251 showing evidence of completion of the appropriate hours of approved continuing education (CE) courses completed within the four years immediately preceding renewal date.

Renewal documents must be postmarked no later than midnight of the four-year license expiration date to be considered on-time. Meter stamps are not acceptable as proof of mailing. Section 10156.2 of the Business and Professions code allows for continued operations under the existing license after its expiration date unless notified otherwise by DRE. Your canceled check or credit card charge will serve as proof of renewal receipt until the license arrives. If any part of the renewal documents are submitted after the expiration date, the entire renewal packet may be considered late, and the balance of the current late fee required.

➤ **Conditional License Renewal**

If the license is conditionally suspended, transcripts showing completion of two specified college-level courses must be submitted by the end of the four-year term of the license or renewal rights will be lost.

**Proper Renewal Application Entitles Operation**

Section 10156.2 Business and Professions Code.

“An application on the form prescribed by the commissioner for the renewal of a license, filed before midnight of the last day of the period for which a previous license was issued, accompanied by the applicable renewal fee and good faith evidence of compliance with the provisions of Article 2.5 (commencing with Section 10170) of this chapter, entitles the applicant to continue operating under his existing license after its specified expiration date, if not previously suspended or revoked.

If the commissioner determines that the applicant has not complied with the continuing education requirements he shall either (1) advise the applicant of the applicability of Section 10171.2 on an extended period for compliance; or (2) advise the applicant that his rights to operate under the prior license will expire five days from the date such notice is mailed, or on the date the license would normally expire, whichever is later; and the commissioner’s reason for that determination, and the right of the applicant to request a hearing on the decision.”

*Note:* Though you may continue conducting business as a licensee because of your on-time renewal, this does not imply validation of your continuing education course credits. You will be contacted if a question arises.

**Branch Offices**

To add or cancel existing branch office licenses, complete RE 203 and submit with renewal package.

**Late Renewal**

Licensees (excluding conditionally suspended license holders) who fail to renew on time, may renew during the two-year late renewal period immediately following the license expiration date. **Activities requiring a license cannot be performed while the license is expired.**

To renew an expired license submit the following within the two-year late renewal period:

- A properly completed and signed renewal application,
- The late renewal fee:
  - Salesperson ..... \$180
  - Broker ..... \$248
- A completed RE 205 and supporting documents (if needed), and
- Proof of completion of appropriate hours of approved CE courses completed within the four years immediately preceding the date the renewal is received by DRE.

The renewal packet (listed above) must be postmarked no later than midnight of the end of the two-year late renewal period. Meter stamps are not acceptable as proof of mailing. Failure to submit the renewal packet within the two-year late renewal period will result in loss of renewal rights and will require re-qualification through the examination process before again becoming licensed in real estate.

*Note:* Before licensed activities may be resumed, a license certificate must be issued by DRE.

**Changes**

Changes listed on an on-time renewal application normally will be effective on the application received date. Changes listed on a late renewal will be effective the date the license is issued.

If you provide a business address as your mailing address, please include “c/o” (in care of) information.

Business and license mailing addresses are public information and as such are posted on the Internet and available from DRE via telephone and written requests. Please consider this when identifying such addresses.

**License Certificate**

A new four-year license certificate and pocket card will be issued and sent to the mailing address provided on the renewal application.

**CONTINUING EDUCATION INFORMATION**

**Real Estate Salesperson (first renewal only)**

Not required to complete the full 45 hours of approved continuing education. Must complete:

- A three-hour course in *Ethics*
- A three-hour course in *Agency*
- A three-hour course in *Fair Housing*
- A three-hour course in *Trust Fund Handling*
- A three-hour course in *Risk Management*

If the two additional college-level course transcripts were not submitted prior to the four-year license expiration date, **there are no late renewal rights.** Salespersons who want to be licensed again in real estate must re-qualify through the examination process.

If you are still within your first four-year license term and wish to submit statutory transcripts, you may fax them to DRE at (916) 227-0925, or mail them to Department of Real Estate, P.O. Box 187001, Sacramento, CA 95818-7001. Include your license identification number and mailing address, or use form RE 221.

**Do not submit a renewal packet at the 18-month conditional suspension date.**

### **Real Estate Broker (first renewal only)**

Must complete a total of 45 clock-hours of approved continuing education courses which includes:

- Five separate three-hour courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management*
- A minimum of 18 clock hours of consumer protection courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either consumer service or consumer protection courses.

### **Real Estate Salesperson and Brokers**

#### **Second & Subsequent Renewals**

Must complete a total of 45 hours of approved continuing education courses which includes:

- **EITHER** 12 hours of continuing education courses in the following subjects: (*Ethics, Agency, Trust Fund Handling, and Fair Housing*) **OR** one six-hour course that covers the four mandatory subjects (*Ethics, Agency, Trust Fund Handling, and Fair Housing*)
- One three-hour course in *Risk Management*
- At least 18 clock hours of consumer protection courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either consumer service or consumer protection courses.

#### ✓ **Renewal License Effective On or After 7/1/2011**

Must complete a total of 45 hours of approved continuing education courses which includes:

- One *eight-hour* course that covers the five mandatory subjects (*Ethics, Agency, Trust Fund Handling, Fair Housing and Risk Management*)
- At least 18 clock hours of consumer protection courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either consumer service or consumer protection courses.

### **Broker-Officers**

A corporation broker/officer who is simultaneously licensed as an individual broker will be required to submit evidence of compliance with continuing education requirements when renewing the individual broker license. A licensee who is licensed only as a real estate broker-officer of a corporation must submit evidence of compliance with continuing education requirements when renewing or applying for an additional corporation officer license(s) or when applying for an individual real estate broker license. Thus, if a corporation broker-officer does not have a current individual real estate broker license, the broker will be required to submit evidence of compliance with continuing education requirements before any *original* or *renewal* license(s) can be issued.

### **On-Time vs. Late Renewals**

In the case of an on time renewal, all courses must have been completed within the four-year period *immediately preceding* renewal. In the case of a late renewal, all courses must have been completed within the four-year period *immediately preceding* the date DRE receives the late renewal application.

### **Course Certificates**

Upon completion of a DRE-approved continuing education course, the course sponsor will provide the licensee with a certificate having an 8-digit course number, listing the course title, course completion date, and course category (CS or CP). You will need the information provided on the certificate to complete an RE 251 at renewal time. Do not submit course certificates to DRE prior to renewal, as DRE does not maintain or validate records of CE credits prior to receipt of a completed renewal application. If you have lost a certificate, request a duplicate from the sponsor of the course involved; course sponsors are required to maintain their records for a five-year period.