



PENNSYLVANIA REAL ESTATE COMMISSION



Secretary Carol Aichele

Out of State Continuing Education

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We all know that licensees must complete 14 hours of continuing education before they can renew or reactivate their license. But what is acceptable? Can they complete any continuing education course? Have there been any changes to the continuing education policy since the 2012 renewal? These are some of the issues we will address in the following article.

As stated in the regulations, Section 35.382, you are required to complete 14 hours of Commission-approved continuing education prior to renewing or reactivating your license. For renewal cycles up to and including the 2012 cycle, we had been accepting approved courses that were offered through a Commission-approved education provider or an accredited college, as well as courses that were offered through an out-of-state provider, as long as that provider was approved by the commission in that state. The Commission has reviewed the regulations addressing continuing education and determined we could not accept courses that the Commission had not directly approved. This decision has affected the policy concerning courses completed out of state. All continuing education courses must be approved by the Commission, and offered by a Commission-approved education provider.

Since this decision was made during the new renewal cycle (June 1, 2012 – May 31, 2014), the Commission is going to accept non-approved, out of state continuing education courses that were completed by December 31, 2012. Any courses that are completed on or after January 1, 2013 must be Commission approved.

If you are unsure if an education provider has been approved, you can view the list of approved providers on our website, www.dos.state.pa.us/estate, via the "Education Provider Information" link.

The Commission has also received numerous inquiries as to when a licensee is required to submit proof of having completed their continuing education. If you are reactivating an expired license, proof is to be submitted with the reactivation application. If you are renewing an active license, proof is only required to be submitted if you are selected for the audit after the renewal period has ended. Proof of education should not be submitted at anytime during the renewal cycle or with a renewal application; the Commission will not record it as having been completed if you do submit it.

When you are submitting proof of your continuing education, the Commission can only accept certain documents. Acceptable proof of education is photocopies of transcripts or certificates of completion issued by the education provider. The regulations, specifically Section 35.360(a)(5), require certain elements to be on these documents, otherwise the Commission cannot accept them. The required elements are:

- The real estate education provider's name and Commission approval number;
- The location where the course was taught;
- The student's name;
- The course title;
- The date the course was completed;
- The number of hours of the course;
- The date the transcript was issued;

When you receive your transcripts or certificates from the education provider, you should review them to make sure they include all of the required elements. If there is anything missing, you should contact the provider to get it corrected. Make sure to maintain your original

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transcripts and/or certificates of completion in your files. Again, do not send them to the Commission unless you are reactivating your license or you received an audit notice from us.

To sum up, you must complete 14 hours of continuing education through an approved education provider, provide proof of your education if you are reactivating your license or if you were selected for the audit after the

renewal period, verify that your transcripts or certificates of completion contain the required elements, and maintain your transcripts or certificates of completion in your files for future reference.

If you have any questions about the continuing education requirements, you may email the Commission at st-realestate@pa.gov, or you can call the office at 717-783-3658.