

RENEWAL TIME IS COMING!

By Krista Linsenbach, Commission Administrator

License renewal time is nearly upon us! Licenses will expire on May 31, 2016. You will need to renew your license, and your broker will need to renew their broker license, before May 31 in order to remain actively licensed. All active licensees will receive a renewal notice in the mail beginning in March. In order to receive this notice and the new license, you must make certain that your broker's office address is correct in the Commission's records. If you are not sure whether the Commission has the most current address on file, you can confirm this by visiting www.licensepa.state.pa.us, or by contacting the Commission directly. The renewal notification also contains critical information about the online renewal process, so please remember to save the notice when you receive it! Once you receive your renewal notice, you may renew online by visiting www.mylicense.state.pa.us. You will be asked to log into the website; if you do not remember the user ID and password you used before, or you are a new user, you will need to register with your last name and the registration code that is printed on your renewal notice. In case your notice is not on hand, the registration code is also printed on the front of your wallet card license as well. As always, if you have any questions or need assistance, please contact the Commission and we will be happy to help you!

Some reminders about your license renewal:

- Please make sure that you read all the instructions and have met all of the requirements, including completion of the required continuing education, prior to renewing your license.
- Salesperson and Associate Broker renewal applications will only be processed after the employing broker has renewed the broker license. To avoid delays, please make sure your broker has renewed their license prior to going online to renew your own.
- Double-check your answers to the renewal questions before submitting your renewal in order to avoid a processing delay.
- If your license expires, you will not be permitted to practice until your license is returned to an active status.

Always keep in mind that even though your license is kept at your broker's main office, only YOU are responsible for the maintenance of YOUR license to practice. The Commission encourages you to complete your license renewal personally in order to ensure that you are in compliance.

Continuing Education Requirements

By Kayla Nailor, Education Administrator

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? Are there any specific courses that are required to be completed? These are some of the issues we will address in the following article.

As stated in Section 35.382 of the regulations, 49 Pa. Code § 35.382, you are required to complete 14 hours of Commission-approved continuing education prior to renewing or reactivating your license. "Commission-approved continuing education" refers to any courses that are directly approved by the Commission and are being offered by an approved education provider. If you are unsure if an education provider has been approved, you can view the list of approved providers on our website, www.dos.pa.gov/estate, via the "Education Information – New Students and Licensees" link. The education providers will be able to provide a list of their Commission-approved courses.

Are there any specific courses that must be completed for renewal? Yes, there are some specific courses that must be completed if you are a new salesperson licensee. If you are renewing your license for the first time in 2016 and are required to complete continuing education, you are required to complete a specific set of continuing education modules before you can renew. There is a list of education providers who are offering the modules on our website. The modules are titled "General," "Residential," and "Commercial;" all new licensees are required to complete the General Module, and then they must choose between

either the Residential Module or Commercial Module. By completing the General Module and either the Residential or Commercial Module, you will be completing your 14-hour continuing education requirement.

For all other licensees, there are no specific course requirements; you can take any Commission-approved courses, including the above-mentioned modules and broker pre-licensure courses. Courses must have been completed between June 1, 2014 and May 31, 2016, and you must complete the courses prior to submitting your renewal.

When is a licensee 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 continuing education is a photocopy of a transcript or certificate of completion issued by the education provider. Section 35.360(a)(5) of the regulations, 49 Pa. Code § 35.360(a)(5), requires certain elements to be on the transcripts/certificates, 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 transcripts and/or certificates of completion in your files. Again, do not send these documents to the Commission unless you are reactivating your license or you received an audit notice after the renewal period.

To sum up, you must complete 14 hours of Commission-approved continuing education through a Commission-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 ra-realestate@pa.gov, or you can call the office at 717-783-3658.