

# License Renewal Frequently Asked Questions

## How often do I need to renew my license?

Licenses are issued for a four-year period and should be renewed prior to the expiration date listed on the license. As a reminder, the CalBRE mails a renewal reminder letter to the licensee's mailing address of record approximately 60 days prior to the license expiration date. The reminder letter is sent as a courtesy only and non-receipt of the letter does not relieve the licensee from the responsibility of renewing the license.

## What is the fastest way to renew?

The secure eLicensing online system offers expedited processing of salesperson and broker license renewals any time or day of the week. eLicensing is easy to use, paperless and interactive. Licensees enter information needed for license renewal into eLicensing, including the course number and completion date of continuing education courses taken. Continuing education requirements must be completely satisfied in order to renew through eLicensing. Acceptable methods of payment include VISA, MasterCard, and American Express credit cards or debit cards bearing a VISA or MasterCard logo. **Note: The eLicensing system may not be used to renew Corporation Officer licenses.**

## Who keeps track of the credits that I have received through classes I've taken at SBAOR?

It is your responsibility to keep track of certificates that you have received for classes offering Continuing Education credit. The SBAOR does not keep these certificates on file.

## How long are Continuing Credits good for?

CE Credits are good for up to 4 years from the date on the certificate.

## What are the renewal requirements for agents renewing for the first time?

Real estate salespersons who qualified by passing the examination and submitted a license application prior to 10/1/2007, and are renewing an original license for the first time, must complete five separate three-hour CalBRE-approved continuing education courses in Ethics, Agency, Trust Fund Handling, Fair Housing and Risk Management.

Real estate salespersons who qualified by passing the examination and/or submitted a license application on or after 10/1/2007, and are renewing an original license for the first time, must complete 45 clock hours of CalBRE-approved continuing education consisting of:

- Five separate three-hour courses in the following subjects: Ethics, Agency, Trust Fund Handling, Fair Housing, and Risk Management; and
- 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.

## What are the renewal requirements for Brokers renewing for the first time?

Real estate brokers renewing an original license for the first time must complete 45 clock hours of CalBRE-approved continuing education consisting of:

- Five separate three-hour courses in the following subjects: Ethics, Agency, Trust Fund Handling, Fair Housing, 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.

## After renewing for the first time, are salesperson and brokers renewal requirements the same?

YES.

For subsequent renewals, all real estate brokers and salespersons must complete 45 clock hours of CalBRE-approved continuing education consisting of:

- **Either** 15 hours of continuing education courses in the following subjects: Ethics, Agency, Trust Fund Handling, Fair Housing, and Risk Management **OR** one eight-hour survey 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.

## Is it true that I don't have to submit continuing education hours after I reach a certain age?

Yes that's half of the requirement. It's called the 70/30 Continuing Education Exemption. Here's how it works...

Real estate licensees who submit satisfactory evidence to the Commissioner that they are 70 years of age or older and have been "licensees in good standing" for 30 continuous years in California are exempt from the continuing education requirements for license renewal.

A "licensee in good standing" is one who holds an active license which has not been suspended, revoked or restricted as a result of disciplinary action.

To request a continuing education exemption, complete a Continuing Education Extension/Exemption Request (RE 213) and submit it with your application for license renewal. Include a copy of your birth certificate or driver's license to verify your age along with supporting documentation which indicates the number of years you have been licensed. Please note that if you are applying for the exemption for the first time, your renewal application must be submitted by mail or in person. If an exemption has been granted, you may file your renewal application using eLicensing.

## How early can I renew?

You may use eLicensing or submit your renewal application 90 days prior to your license expiration date. Your renewal is on-time if your eLicensing transaction is completed or your application is postmarked before midnight on your license expiration date. If you renew on-time, Business and Professions Code Section 10156.2 permits you to continue operating under your existing license after its expiration date unless notified otherwise by the CalBRE.



## What if I'm late renewing?

If you fail to renew your license on-time (prior to your license expiration date), you may renew your license during the two year late renewal period immediately following your license expiration date. However, **you cannot perform activities requiring a real estate license** until your license has been renewed. For the most current information on renewal and late fees visit: <http://bre.ca.gov/Licensees/Fees.html>

## What are the SBAOR's renewal options?

### *Free Online Renewal Course*

SBAOR offers a free online option to renew your license as a member benefit. This option is offered through Lumbleau Real Estate School. You can sign up to begin the process by visiting: [clicking here](#).

## Does SBAOR submit our information to the BRE once we're done with everything?

NO. Upon completion of your Continuing Education, you must submit all the required documentation to the BRE either via mail or online through their eLicensing module.

For more information contact the [DRE](#).