

SALESPERSON RENEWAL APPLICATION

RE 209 (Rev. 6/24)

DRE USE ONLY

DRE RECEIVED DATE

NOTE — Read pages 4-5 (general instructions, renewal info., mailing address, etc.) before completing this application.
To AVOID PENALTY — Renew on or before current license expiration date.

1. LICENSE NUMBER

2. RENEWAL STATUS (check appropriate box)
 ON TIME LATE

DRE USE ONLY

RENEWAL FEE	
ON TIME FEE	LATE FEE
CURRENT EXP. DATE	2-YR LATE RENEWAL ENDS
COMMENT	

3. LICENSE CHANGES— CHANGES INDICATED WILL BE EFFECTIVE THE DATE THE APPLICATION IS RECEIVED BY DRE, IF THIS APPLICATION IS FILED BEFORE THE CURRENT LICENSE EXPIRATION DATE.

CHANGE PERSONAL NAME CHANGE MAILING ADDRESS CHANGE TELEPHONE/EMAIL ADDRESS CHANGE BROKER

4. NAME- LAST REQUIRED	FIRST REQUIRED	MIDDLE	SUFFIX
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5. NEW PERSONAL NAME (See page 4)- LAST	FIRST	MIDDLE	SUFFIX
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5A. MAILING ADDRESS – STREET ADDRESS OR POST OFFICE BOX **REQUIRED**

5B. CITY	5C. STATE	5D. ZIP CODE
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6. DO YOU RESIDE IN CALIFORNIA?
 IF NO, A CONSENT TO SERVICE OF PROCESS (RE 234) IS REQUIRED AND MUST BE COMPLETED OR ON FILE WITH DRE. YES NO

7. CURRENT PHONE NUMBER REQUIRED ()	8. CURRENT EMAIL ADDRESS REQUIRED - PRINT CLEARLY
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9. BUSINESS TELEPHONE NUMBER ()	10. BUSINESS CELL PHONE NUMBER ()
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11. ON THE RENEWAL DATE, WILL YOU BE ENGAGED IN REAL ESTATE ACTIVITIES FOR WHICH A CALIFORNIA REAL ESTATE LICENSE IS REQUIRED?
 YES IF YES, ITEMS 22-29 MUST BE COMPLETED.
 NO IF NO, YOUR LICENSE WILL BE ISSUED INACTIVE AND YOUR AFFILIATED RESPONSIBLE BROKER WILL BE REMOVED

BACKGROUND INFORMATION

Carefully read and provide detailed answers to questions 12-17. You must provide a "yes" or "no" response to all questions, and completely and accurately provide the detailed information required. Attach additional sheets if you need more space. Each additional sheet must be signed by the applicant and responsible broker if any. Failure to disclose pertinent information may result in denial of your license application and/or delays.

"Convicted" as used in question 12 (page 2) below includes:

- All state, commonwealth, possession, or federal misdemeanor and felony convictions, and all military and foreign convictions.
- A verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (or "no contest"), or a forfeiture of bail in the courts.
- **Convictions expunged under Penal Code sections 1203.4, 1203.4a and 1203.41 or equivalent non-California statute must still be disclosed. Proof that a conviction has been expunged under Penal Code sections 1203.4, 1203.4a and 1203.41 must be submitted with the application.**
- Convictions within the past six-years.

Exceptions to "Convicted": DO NOT DISCLOSE

- Any Juvenile Court adjudication.
- Any conviction sealed under Penal Code section 1203.45 or Welfare and Institutions Code section 781.
- Any conviction under Health and Safety Code section 11357(b), (c), (d), or (e), or Health and Safety Code section 11360(b) **AFTER** at least two years have passed since the date of the conviction.

	DRE USE ONLY	
PROCESSOR NUMBER AND DATE PROCESSED	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE
VIOLATIONS		COMMENTS/FORM LETTERS



NAME OF APPLICANT

BACKGROUND INFORMATION (CONT.)

- 12. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER BEEN CONVICTED (SEE PARAGRAPH ON PAGE 1) OF ANY VIOLATION OF THE LAW AT THE MISDEMEANOR OR FELONY LEVEL? IF YES, COMPLETE ITEM 18 WITH INFORMATION ON EACH CONVICTION..... YES NO
- 13. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME, OR ARE YOU CURRENTLY AWAITING JUDGMENT AND SENTENCING FOLLOWING ENTRY OF A PLEA OR JURY VERDICT? IF YES, COMPLETE ITEM 18. YES NO
- 14. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA OR ANY OTHER STATE? IF YES, COMPLETE ITEM 19..... YES NO
- 15. ARE THERE ANY LICENSE DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS OR PROFESSIONAL LICENSE YOU HOLD AT THIS TIME? IF YES, COMPLETE ITEM 19..... YES NO
- 16. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER BEEN REQUIRED TO REGISTER AS A SEX OFFENDER PURSUANT TO THE PROVISIONS OF SECTION 290 OF THE CALIFORNIA PENAL CODE OR ANY COMPARABLE LAW OF ANY STATE OR GOVERNMENTAL UNIT? IF YES, COMPLETE ITEM 20..... YES NO
- 17. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER BEEN ORDERED TO CEASE, DESIST AND/OR REFRAIN FROM DOING AN ACT(S), OR FROM VIOLATING A LAW, RULE OR REGULATION BY, OR CITED FOR A BREACH OF ETHICS OR UNPROFESSIONAL CONDUCT, BY AN ADMINISTRATIVE AGENCY OR PROFESSIONAL ASSOCIATION IN CALIFORNIA OR ANY OTHER STATE? IF YES, COMPLETE ITEMS 19-20..... YES NO

CONVICTION DETAILS

18. DETAILED EXPLANATION OF ITEM 13 AND/OR 14. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 20. COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION. ATTACHMENTS FOR ADDITIONAL INFORMATION SHOULD SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT AND RESPONSIBLE BROKER, IF ANY.**

* CODE SECTION VIOLATED (i.e., 1014, 484, ETC.) ** CODE VIOLATED (i.e., VEHICLE CODE, PENAL CODE, ETC.) *** DISPOSITION (i.e., PROBATION, PAROLE, FINE, PENDING, ETC.)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVICTION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
<i>Example:</i> Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
18A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
18B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
18C.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

19. DETAILED EXPLANATION OF ITEM 14, 15, AND/OR 17. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 20.

19A. TYPE OF LICENSE	19B. LICENSE ID NO.	19C. LICENSE EXPIRATION DATE	19D. STATE
19E. ACTION (revoked, etc.)	19F. DATE OF ACTION	19G. DATE ACTION TERMINATED	19H. CODE SECTION VIOLATED

20. ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. ATTACH EXTRA SHEETS IF MORE ROOM IS NEEDED. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT AND RESPONSIBLE BROKER, IF ANY.**



NAME OF APPLICANT

SALESPERSON DECLARATION — LICENSE RENEWAL

Every real estate salesperson should complete this Declaration and submit it to the Department of Real Estate as part of the renewal application process. Failure to complete all parts of the Declaration portion of the renewal application may result in an incomplete renewal application and delays in renewing the license. Please answer these questions as they pertain to real estate activities under your individual salesperson license only.

A. — BUSINESS ACTIVITY AND VOLUME

Check Appropriate Box(es)

- 1. In the past 12 months, have you engaged in the real estate business for compensation as an agent?..... Yes No
- 2. During the past 12 months, were you a listing agent or selling agent in the sale of real property? Yes No
 - a) If YES, as a listing agent, did you sell or offer to sell real property for others?..... Yes No
 - b) If YES, how many transactions closed (past 12 months)? 1-10 11-50 Over 50
- 3. As a selling agent, did you buy or offer to buy, or negotiate the purchase, sale, or exchange of real property for others? Yes No
 - a) If YES, how many transactions closed (past 12 months)? 1-10 11-50 Over 50
 - b) In how many of the above transactions did you represent both the buyer and seller (dual agency)? None 1-10 Over 10
- 4. As an agent, did you use a "team name" as defined by B&P 10159.7?..... Yes No

Mortgage Loan Activity

- 5. Did you, for compensation in the past 12 months, make or arrange loans secured by real property or sell existing notes secured by deeds of trust? Yes No
 - a) If YES, how many loans were made with funds of private lenders?..... None 1-5 6-10 Over 10
 - b) In how many of the loan transactions did you also represent for compensation the buyer or seller in the purchase transaction? None 1-5 6-10 Over 10

Property Management

- 6. Did you, for compensation in the past 12 months, engage in property management as a real estate licensee for another or others? Yes No
 - a) If YES, how many units were managed?..... 1-10 11-50 Over 50
 - b) What was the dollar amount in rent or lease payments collected in the past 12 months? Less than \$500K \$500K-2M Over \$2M

Salesperson Certification

I certify under penalty of perjury that the answers and statements given in this application are true and correct and that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a real estate license. I understand that if I fail to qualify for renewal for any reason or withdraw this application, the Department of Real Estate cannot refund the fees remitted with this application.

I understand that it is my obligation to notify the Department within 30 days in writing or by filing form RE238 of any conviction, criminal complaint, information or indictment charging a felony, or disciplinary action taken by another licensing entity or authority of this state or an agency of the federal government pursuant to Business and Professions Code Section 10186.2. I also understand that the Department may delay my renewal and toll the expiration date of my license pursuant to B&P Code Section 10177.

21. SIGNATURE OF SALESPERSON REQUIRED (MUST BE ORIGINAL OR ELECTRONIC SIGNATURE) <div style="border: 1px solid black; height: 30px; margin-top: 5px;"> </div>	DATE <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>
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* Electronic signature must comply with California Uniform Transactions Act (CA Civ. Code section 1633.1 et.seq.)



NAME OF APPLICANT

RESPONSIBLE BROKER INFORMATION

22. BROKER OR CORPORATION LICENSE NUMBER	23. BROKER OR CORPORATION NAME (PRINT AS IT APPEARS ON LICENSE CERTIFICATE; NO DBA'S.)
24. BUSINESS TELEPHONE NUMBER ()	25. BUSINESS CELL PHONE NUMBER ()
26. BROKER OR CORPORATION MAIN OFFICE ADDRESS — STREET ADDRESS, CITY, ZIP CODE	

Broker Certification

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation. I certify that this salesperson is affiliated with me and there is a written agreement on file in my office in compliance with Section 2726 of the Regulations of the Real Estate Commissioner (Refer to page 5).

27. SIGNATURE OF BROKER OR LICENSED OFFICER REQUIRED (MUST BE ORIGINAL OR ELECTRONIC SIGNATURE) 	28. DATE
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* Electronic signature must comply with California Uniform Transactions Act (CA Civ. Code section 1633.1 et.seq.)

29. PRINTED NAME OF SIGNER ON LINE #27.

INSTRUCTIONS AND GENERAL INFORMATION

General Information

- **eLicensing — Use eLicensing for expedited processing of your renewal.** Renewal information is posted immediately on DRE's public information. Licensees can perform the following transactions using the **eLicensing** system at **www.dre.ca.gov** limited use (for non-restricted licensees):
 - Broker and salesperson renewals
 - Print license certificates
 - Salesperson additions/changes of responsible broker
 - Broker discontinuation of salesperson affiliation
 - Mailing, telephone and email address changes
 - Broker main office address addition/changes
 - Automated fee payment and processing
- Type or print clearly in black or blue ink (*do not use red*).
- If you **will be** working in real estate for which a license is required, complete lines 1-29.
- If you **will not** be working in real estate for which a license is required, complete lines 1-21; leave 22-29 blank.
- Acronyms or form numbers used in the following instructions:

B&P	Business & Professions Code
RE 206	Exam & Licensing Fees
RE 209	Salesperson Renewal Application
RE 251	Continuing Education Course Verification
	RE 909 Credit Card Payment
- Failure to correctly complete the application, including the conviction information, will result in processing and issuance delays.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically re-create this 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.

Change of Personal Name

Fill in full new name. Attach verification of name change (*i.e., legible copy of old and new drivers licenses, marriage certificate, court order, etc.*) showing prior and current names. Sign this form with your new name.

On-Time Renewal

RE 209, 251, and appropriate fee must be submitted to DRE on or before expiration date to be considered on-time and avoid lapse of license rights. Applicants who file prior to their expiration date should be able to print their license certificate on or after the expiration date. Applications for renewal should not be submitted more than 90 days prior to the expiration date. **Pursuant to Section 10156.2 of the Business and Professions (B&P) Code, eligible renewal applicants who submit an application, together with the proper fee, and good faith evidence of completing the continuing education requirement, prior to their license expiration date may continue operating under their existing license until such time as they are notified otherwise by the Department.** Such notices sent by the Department will take effect five days after the date they are mailed.

Late Renewal

All licensees are allowed two years beyond the license expiration date to renew on a late basis. RE 209, RE 251 and appropriate fee must be received by DRE within two years of the expiration date. **While the license is expired no activities requiring a license may be performed.** A late renewal will not be effective until all requirements have been met, received and processed by DRE. **Failure to submit proper late renewal requirements within two years from license expiration date will result in forfeiture of renewal rights.** Late renewal applications will be subject to all education and fee requirements effective at the time of the license application is filed.

Continuing Education (CE)

Licensees must complete approved continuing education (CE)

INSTRUCTIONS AND GENERAL INFORMATION

courses, seminars, or conferences within the four year period immediately prior to their license renewal. **Please review the current specific continuing education course requirements on the Continuing Education Course Verification Form (RE 251).**

Evidence of the completed education must be presented on that form and submitted with the renewal application and appropriate renewal fee.

Note: CE course credit expires four years from the course completion date.

Failure to submit evidence of having completed your required CE will result in your renewal being denied.

Do not submit CE course completion certificates.

Exemption from CE — Only applies to individuals who have been licensed in good standing for 30 continuous years in California and who are at least 70 years old. (Section 10170.8 B&P Code.) Refer to Continuing Education Extension/Exemption Request (RE 213) for additional information.

Items to be Submitted

- **Salesperson Renewal Application (RE 209)**
- **Continuing Education Course Verification (RE 251)**
- **Proper fee**

The documents and fee may be submitted in person at any District Office or mailed to the Sacramento office. Timely submittal of the renewal requirements is determined by the official U.S. Postal Service postmark. Business office meter-stamp dates are not acceptable as evidence of a timely submittal.

Fees & Mailing Information

Fees — Refer to Exam & Licensing Fees (RE 206) for current fees. Please keep in mind that fees are subject to change. All fees are nonrefundable per B&P Code 10207.

Acceptable payment methods — cashiers' check, money order, check or credit card. **Do not send cash.**

- Make check or money order payable to:
Department of Real Estate
- Credit card payments must be submitted with a Credit Card Payment (RE 909) form.

Mail to — Department of Real Estate
651 Bannon Street, STE 503
Attn: Renewals Section
Sacramento, CA 95811

PRIVACY INFORMATION:

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Department of Real Estate Assistant Commissioner
651 Bannon Street Licensing & Administration
Sacramento, CA 95811 Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. These code

sections also require that each application for a new license or renewal provides notification on the application, that the Department of Tax and Fee Administration and the Franchise Tax Board will share taxpayer information with the Department of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Department to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a

Broker-Salesman Relationships Agreement

(Commissioner's Regulation 2726)

Note: *The Department of Real Estate does not provide contract or agreement forms required by the following regulation.*

“Every real estate broker shall have a written agreement with each of his salesmen, whether licensed as a salesman or as a broker under a broker-salesman arrangement. The agreement shall be dated and signed by the parties and shall cover material aspects of the relationship between the parties, including supervision of the licensed activities, duties and compensation.

Signed copies of the agreement shall be retained by the parties thereto for a period of three (3) years from the date of termination of the agreement. The agreement shall be available for inspection by the Commissioner or his designated representative on request.”

Notice About SAFE Act

All DRE licensees who conduct residential mortgage loan activities, as outlined in the federal SAFE Act, must obtain a mortgage loan originator (MLO) license endorsement in order to perform these types of activities (SB 36, Calderon, Chapter 160, Statutes of 2009). MLO license endorsement applications must be submitted through the Nationwide Multistate Licensing System & Registry (NMLS) and applicants must successfully complete the National test with uniform State content, submit a MLO license endorsement filing through NMLS and pay required license endorsement fees, submit fingerprints to NMLS, satisfy the 20 hour pre-license education requirement, and submit authorization for NMLS to obtain a credit report. All MLO license endorsements expire on December 31st and must be renewed annually by submitting a renewal filing through NMLS along with the appropriate fees, and evidence of completion of 8 hours of continuing education, as specified. Detailed information regarding obtaining a MLO license endorsement can be found on our Web site.

RE 866 Filing Requirements

All DRE licensees must report to the Department of Real Estate if they make, arrange, or service loans secured by residential property, 1 to 4 units, under the authority of the Real Estate Law. The report must be made within 30 days of commencing such activity and must be completed online using Form RE 866 - Mortgage Loan Activity Notification. Penalty fees can apply for failure to submit this required notification.

license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

This information requested in this form is primarily used to furnish license status information to the Department's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Business Oversight, Department of Insurance, Department of Consumer Affairs, California Bar Association).

INSTRUCTIONS

- Read this information before completing this form.
- Type or print clearly in ink.
- Complete all information requested, including signature.
- **If renewing by mail, submit this form with the appropriate renewal application and renewal fee no earlier than 3 months prior to license expiration date. You may also submit this information with renewal application online at www.dre.ca.gov.**
- If you electronically re-create this 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.

COURSE CATEGORIES & MANDATORY HOURS

- Do not confuse *continuing education (CE)* courses with statutory/pre-license courses. Statutory/pre-license courses are required for real estate examination qualification.
- Renewing licensees must complete and submit a Continuing Education Course Verification (RE 251) reflecting the appropriate hours of approved CE:

Real Estate Salesperson Renewing for the First Time

Must complete a total of 45 clock-hours of DRE 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*; and
- A two-hour *Implicit Bias Training* course; 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.

Real Estate Broker Renewing for the First Time

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

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

- A two-hour *Implicit Bias Training* course; 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.

Real Estate Salesperson and Broker Subsequent Renewals

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

- One nine-hour survey course covering the seven mandatory subjects (*Ethics, Agency, Fair Housing, Trust Fund Handling, Risk Management, Implicit Bias Training*, and *Management and Supervision*) *OR* licensees can choose to take each of the mandatory subjects separately; 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.

CE GENERAL INFORMATION

Courses Valid for Four Years

All continuing education course offerings attended must be completed within the four-year period immediately preceding the effective date of renewal. This is normally the day after the expiration date for an on-time renewal. All licensees are allowed two years beyond the expiration date of their license to renew on a late basis by meeting the renewal requirements in effect at that time. *In this case, all course offerings must be completed within the four-year period immediately preceding the date the application is received by the Department.*

CE course credit expires four years from the course completion date; therefore, courses completed as part of a prior renewal requirement **cannot** be applied to a current renewal application.

Corporation Officer License

A currently licensed individual broker is not required to provide evidence of completion of 45 hours of CE to renew a corporation officer license or apply for a new corporation

officer license. However, a person who is licensed only as a corporation officer must submit evidence of completion of CE requirements to a) renew the existing license, b) apply for a new corporation officer license, or c) apply for an individual broker license.

Certificates of Completion

The Certificate of Completion provided by the course sponsor, upon successful completion of the course, will include: an 8-digit certificate number, designated category, registration date, date completed, course hours, and the course title. If the certificate does not contain a valid 8-digit number, contact the course sponsor to obtain the correct number.

- *Do not contact the Department of Real Estate regarding certificate numbers.*
- *Do not send CE certificates of attendance to the Department unless specifically requested to do so. (CE certificates should be retained by the licensee for a period of four years after the renewal is complete to furnish to the Department upon request.)*