

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 and 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* courses with *statutory* courses. Statutory 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 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 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 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 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 eight-hour survey course covering the six mandatory subjects (*Ethics, Agency, Fair Housing, Trust Fund Handling, Risk Management, 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 or until the renewal process has been successfully completed.)