

## New Continuing Education (CE) Requirements for Real Estate Brokerage License Renewal FAQ's

Real Estate License Renewal is required for all Illinois Real Estate Licensees every two years. Real Estate Broker and Real Estate Leasing Agent renewals occur in even-numbered years, while Managing Broker renewals occur in odd-numbered years.

### **Q. What are the changes that affect the 2020 Broker Renewal?**

A(i). Licensees are no longer required to submit 6 hours of Core CE (which included 3 hours of Core A and 3 hour of Core B) and 6 hours of Electives CE. Licensees will now submit 4 hours of Core CE and 8 hours of Electives CE. In addition, one of the 8 hours of Electives must include a MANDATORY Sexual Harassment Prevention training. **See below for new CE requirements.**

A(ii). Courses taken in a classroom, live interactive webinar, or through an online distance education format are exempt from a mandatory course exam. Please note, all Home-Study/Correspondence courses will still require a proctored exam. Effective January 1, 2018.

### **Q. What are the CE requirements for the 2020 Broker Renewal?**

A: Because of the education transition, the DRE will allow brokers renewing their licenses in 2020 to submit either the new 4-hour Core CE course and 8 hours of Electives CE format, or the 6-hour Core (Core A and Core B) CE and 6 hours of Elective CE format. Please note that Education Providers may offer the new 4-hour Core course as a single, 4-hour course or split up the course into two 2-hour segments. If the course is delivered in two 2-hour segments, credit will not be given until both segments are completed. In addition, one of the 8 hours of Electives must include a MANDATORY Sexual Harassment Prevention training.

### **Q. When is the new Core course available?**

A. The new 4-hour Core CE course will become available on July 10, 2019.

### **Q. If I took a Core A and Core B CE course, do I need to take the new 4-hour Core CE course for my 2020 renewal?**

A. No. You do not need to complete the new 4-hour Core CE course if you have already taken the Core A and Core B CE courses for this renewal. Courses that were previously approved to expire on June 30<sup>th</sup>, 2018 were extended until June 30<sup>th</sup>, 2019. The Division of Real Estate will accept Core A and B credit through June 30<sup>th</sup>, 2019. If you have only taken one of the two previously required Core A or Core B, you should complete the other portion before the opposing Core expires June 30<sup>th</sup>, 2019. If you do not, you will be required to take the 4-hour Core course to be compliant for the renewal.

### **Q. If I take the new 4-hour Core course but not Core A and Core B, does that satisfy my Core CE requirement for this renewal?**

A. Yes, the new 4-hour Core CE course will satisfy the core requirement.

### **Q. What if I have only taken one of the required Core A or Core B CE Courses before they expire on June 30, 2019, can those hours be applied to the 2020 Broker Renewal?**

A. Yes, either Core A or Core B CE hours may be applied toward the 8 hours of Elective CE for the 2020 Broker Renewal only. Note, you will still need to take the new 4-hour Core CE course to satisfy the Core requirement. E.g., 3 hours of Core A or Core B taken before June 30, 2019 may be applied to 2020 Broker Renewal as Elective CE hours, leaving the licensee with 5 Elective CE hours left to take plus the new 4-hour Core CE.

**Q. At what point do I no longer need to take Core A and Core B CE courses?**

A. All Core A and Core B CE courses are set to expire on June 30<sup>th</sup>, 2019 and will not be renewed. Any Core course offered after that time will be the new 4-hour Core CE course.

**Q. If I took Broker CE for my first renewal and it was not required because I was required to take 30 hours of Post-License, will those hours roll over?**

A. No. CE hours are only applicable in the renewal period in which they are taken.

**Q. How do I find out when my license expires so I know what is required for this renewal?**

A. Visit IDFPR's [Online License Lookup](#)

**Q. How can I find out how many Continuing Education (CE) credit hours I have?**

A. Visit IDFPR's [CE Lookup](#) to view CE hours for licensee's current renewal period.

**Q. What should I do if my records are not showing up on IDFPR's website?**

A. Your best option would be to check with the Education Provider you took the course from. Your Education Provider is responsible for sending your certification of completion to IDFPR. Keep in mind that any updates made to your CE credit hours may take several business days to reflect in our system.

**Q. I haven't completed my CE requirements yet. Can I still renew my license?**

A. No, the renewal process requires you to certify you have completed the required CE. If you renew without completing the required CE, you could face discipline per Section 20-20(a) (1) of the Real Estate License Act of 2000. Licensees who fail to renew are unable to practice; practicing without an active license is unlicensed activity that is subject to discipline with IDFPR.

**Q. I can't find certificates for all my courses. Can I send in my renewal without them?**

A. Yes. Do NOT mail your certificates to IDFPR with your renewal form. The certificates are for your records only. You may need them in the event of an audit, so keep them in your files.

**Q. When does the IDFPR renewal site open?**

A. The IDFPR [Online Renewal website](#) opens approximately three months prior to the renewal deadline. Renewal material will be emailed to you approximately 90, 60, 30, and 15 days prior to the renewal deadline. Within this notice, you should receive a unique PIN number needed to renew online. If you did not receive a notice, you may also access your renewal with your social security number and date of birth on IDFPR's [Online Renewal website](#) but again, only when the renewal period is open.

**Q. What are the fees for license renewal?**

A. The broker renewal fee is \$150. If you renew after April 30, 2020, there is an additional \$50 late payment penalty fee.

**Q. How long will it take for my license information to be updated after submitting my license renewal?**

A. Please allow 3-5 business days for your license information to be updated on IDFPR's [Online License Lookup](#)

**Q. How do I submit my license renewal?**

A. Once you have received a renewal notice from IDFPR with your unique PIN number, please visit IDFPR's [Online Renewal website](#) and click "Online Credit Card Renewal" to get started. If you did not receive a notice, you may also access your renewal with your social security number and date of birth on IDFPR's [Online Renewal website](#), but again, only when the renewal period is open. Please [click here](#) for step by step instructions on how to complete your online renewal.

Note, any changes to your license (name change, phone number, email address, mailing address, or license status) may be subject to paper renewal applications.

**Q. How do I update my email address with IDFPR?**

A. You can update or verify your email address on file via [Online Service Portal](#). The DRE also asks that all licensees confirm that email addresses ending with @illinois.gov are added to your safe sender list or whitelist to avoid critical emails being sent to a junk folder or spam folder.

**Q. Can I still practice real estate if I have not completed my renewal requirements, the renewal application or paid the fee to IDFPR?**

A. No. Licensees who fail to renew are unable to practice immediately following the renewal deadline; practicing without an active license is unlicensed activity that is subject to discipline by IDFPR. Contact the IDFPR- Division of Real Estate via [FPR.realestate@illinois.gov](mailto:FPR.realestate@illinois.gov) to learn more about your options.

**Q. I have completed my renewal requirements, paid the fee and submitted the renewal application by the deadline, but my license isn't showing renewed? May I still practice now?**

A. Yes, but make sure you keep records of all your CE, a copy of the renewal application, and copies of your method of payment in case of an IDFPR audit (up to five years). These documents may be needed to prove your timely renewal. Also, after you renew your license online, it may take 3-5 business days for the changes to appear on the IDFPR website. You will then be able to print your renewed license.

**Q. I'm a licensed attorney in good standing in Illinois. What do I need to do to renew as a broker?**

A. You will be required to complete the online renewal process via IDFPR's [Online Renewal website](#) and pay the license renewal fees required by IDFPR. You should also upload proof of your Attorney Registration and Disciplinary Commission (ARDC) registration document to your profile via the [Online Service Portal](#). Please note, you are EXEMPT from all Continuing Education requirements and should indicate full CE compliance on the renewal form.

**Q. If my license is in a "holding company" do I still need CE?**

A. Yes. Your "holding company" is your sponsoring broker, so you hold an active sponsored real estate license. Thus, you are subject to all CE and renewal requirements.