

License Renewal Frequently Asked Questions 2009

Q: Since the real estate license cycle has changed to three years, how can licensees figure out how many continuing education (CE) hours they need? What are the requirements?

A: The Occupational Code mandates that a minimum of two clock hours of law-content courses be completed every year. Since there is no longer a “first year” exemption for CE completion, this includes CE for the first year the license was issued.

To renew, the following number of hours are required by the license expiration date of October 31. Licenses expire every three years and 2009 is a renewal year:

- individuals licensed in all three years (2009 new licenses began being issued 7-3-06) need **18** hours
- individuals licensed in the second year of the three-year cycle (issued between 11-1-07 through 10-30-08) need **12** hours
- individuals who received a license after 11-1-08 (which is the beginning of the third year of the three year license cycle) need **6** hours.

The easiest way to ensure that licensees complete an adequate number of CE hours is for licensees is to complete six hours of CE every year; by doing so they will automatically meet the CE requirement for renewal. Licensees can verify that their hours have been submitted to the Michigan Department of Energy, Labor & Economic Growth (DELEG) by the CE sponsor by accessing “Check CE Credits” on the website at www.michigan.gov/realestate.

Q: What do real estate licensees need to do if they have not fully met their continuing education requirements by the October 31 renewal deadline?

A: DELEG encourages licensees to pay the renewal fee BEFORE October 31 if they know for sure that they want to continue to be licensed. Paying before October 31 will eliminate any possibility that DELEG will impose the additional \$20 late fee for receiving the renewal payment late.

If licensees fail to meet the entire CE hour requirement prior to license expiration, the 60 days following expiration can still be used to attain the needed hours. However, if ALL requirements have not been met before the license expires, October 31 is the last day licensees can practice real estate in Michigan until the renewed license is received.

Q: How can a licensee be sure when registering for a course that it is not a repeat of one taken last year? Is credit given for duplicate courses?

A: Classes have specific course numbers. The current series are labeled “K” for the current three-year license cycle and only “K” courses will count toward renewal. Carefully verify the course title and course number to ensure that you don’t repeat a course. It is important that licensees always keep a copy of completion certificates. All CE sponsors are required to provide course completion certificates, even if the course was taken online. Course hours will only count toward license renewal once; the second time a course is taken, it gets reported to DELEG but will be considered a duplicate class and will not count toward the total renewal CE hours needed.

Q: How can licensees determine if a continuing education class meets the minimum annual two-hour law and rules requirement?

A: All “law” courses for this cycle are numbered in the series **K5000**. Even if the word “law” is not contained in the title of the course, if its number is a K5000 course, it has been determined by DELEG that it is a law course.

Q: What will happen if the individual does not take the total six-hour law and rule requirement or hasn’t met it in every year?

A: Remember that acquiring sufficient CE hours is a renewal requirement. So, whether you need 6, 12 or 18 hours to renew (this is dependent upon when in the three-year cycle the license was issued), if you do not have sufficient hours, your license will expire on October 31, 2009. It is up to the individual licensee to ensure that the two-hour law mandated courses are completed. We also encourage employing brokers to monitor their licensees’ hours and take the lead in ensuring that the hours are completed.

Also, as previously mentioned, licensees can still complete classes in the 60-day late renewal period, but real estate practice in Michigan ceases if all renewal requirements are not met.

Q: How can real estate licensees renew on the Internet or pay online?

A: Visit www.michigan.gov/realestate and click on “iCOLA Information” under the heading “Spotlight.” The information there will provide information about using the Internet and a credit card to renew online.

Q: What if a licensee just wants to renew by mail?

A: While online renewal is encouraged, licensees may complete the paper renewal application and mail it with the appropriate fee to renew.

Q: Where will DELEG mail my renewal application?

A: While Internet renewal is highly encouraged, as in past years, DELEG will also be mailing individual license renewal applications to all individuals holding a current license, even those who are in the “no employer” status. As long as the license held expires in 2009 and is not currently suspended or revoked, a renewal application will be mailed. This mailed renewal application will also contain online renewal instructions.

DELEG uses the licensees’ addresses currently on file. Therefore, it is important that the most current address is on record with DELEG to ensure the licensees receives their mailed applications. Every renewal cycle, DELEG receives trays of undeliverable renewal applications due to out-dated addresses. Failure to receive a renewal application or notice about renewal does not exempt licensees from the requirement to renew.

Q: What if a licensee receives the renewal application but loses it? Can a duplicate be requested?

A: DELEG can mail a duplicate renewal application if the licensee requests it. Make sure that you make any address changes, whether you are renewing online or by mail. Address your request for a duplicate license renewal application to: bslic@michigan.gov

If all else fails, make a photocopy of your current license, cross out incorrect information on the copy, update the information and send the copy and your fee to DELEG and your renewal can be processed that way. Again, remember that DELEG encourages licensees who can to renew **online** using iCOLA.

Q: Who should licensees contact with questions about license renewal?

A: We encourage licensees to first look at DELEG's website: www.michigan.gov/realestate

If the answer cannot be located there, please send an e-mail to bslic@michigan.gov Include your name, address, license type and license I.D. number, and a brief summary describing your inquiry.

Real estate licensing staff may be reached at (517) 373-7353. Please remember that the phones are exceptionally busy during this time so if licensees do some preliminary investigation prior to calling, it will enable staff to better assist you.

Q: Are there any other suggestions for licensees as license renewal nears?

A: RENEW EARLY! For a seamless license renewal, complete your CE hours and renew early to avoid any potential issues that may delay your license from being issued (and you being unable to work due to a lapsed license). It is very important that brokers renew so that all their affiliated licensees can receive their renewed licenses.