



ALABAMA REAL ESTATE
COMMISSION
EMPOWER, CONNECT, AND EDUCATE

2011-12 LICENSES EXPIRE SEPTEMBER 30, 2012

GENERAL LICENSE RENEWAL INFORMATION

- ▶ All licenses, except temporary salesperson and temporary broker licenses, expire at midnight on **September 30**.
- ▶ Temporary brokers may renew their salesperson license. (Contact the Commission for more information.)
- ▶ Both active and inactive licenses must be renewed to remain current.
- ▶ Renew online at arec.alabama.gov.
- ▶ Renewal forms will be mailed by **August 1**.
 - If you have not renewed online by **August 10** and have not received a renewal form by then, *you must notify the Alabama Real Estate Commission that you have not received a form.*
 - **Licenses not renewed by September 30**, will be placed on inactive status on October 1.

RENEWAL FEES

- ▶ **Broker \$195** ▶ **Salesperson \$175** ▶ **Company \$170**
 - The above fees are the license renewal fee plus the \$2.50 per year (\$5 total) real estate research and education fee for brokers and salespersons. Brokers with multiple licenses will pay the real estate research and education fee only once.
 - All company licenses must be renewed, including the sole proprietorships.
 - Renewal fees received or postmarked **September 1, 2012 through September 30, 2013** will be subject to a **\$150 penalty fee** to be paid in addition to the renewal fee.

LATE RENEWAL FEES

- ▶ **Broker \$345** ▶ **Salesperson \$325** ▶ **Company \$320**

ACCEPTABLE FORMS OF PAYMENT

- ▶ **Online:** Visa, MasterCard, American Express, Discover, eCheck
- ▶ **Mail:** Personal check, business check, certified funds, cash.
No credit cards by mail.

Other license transactions, such as a license transfer, must be done through regular transfer procedures and cannot be accomplished through the renewal process. *The renewal process only renews the license.*

THE UPDATE IN THIS ISSUE

All licenses, except temporary salesperson and temporary broker licenses, expire at midnight on **September 30, 2012**.

This Special Issue of *The Update* contains important information and answers many of the questions about the renewal process.

For additional information visit the Alabama Real Estate Commission website at arec.alabama.gov.

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Avoid the Late Renewal Penalty: RENEWAL DATES EXPLAINED

August 31, 2012 and September 30, 2012 are the two dates licensees constantly hear and see during the license renewal year; however, there is a significant difference between the two.

August 31 is the last day to pay your renewal fee before the additional \$150 penalty fee is added. Whether you are on active or inactive status and have completed your CE (continuing education) requirements for the 2013-14 license year or not, make sure you renew your license on or before **August 31** and you will have avoided the late penalty!

If you choose to renew online you must do so before **midnight on August 31** to avoid penalty. If you choose to renew by mail your renewal form and fee must be **postmarked by the post office** on or before August 31 to avoid penalty. After August 31 the additional \$150 penalty is added to the renewal fee. If your renewal form and fee are received or postmarked after August 31, Commission staff members cannot waive the penalty. **The metered postal date is not used to determine the official postmark or mail timeliness.**

September 30 is the last day to complete all renewal requirements in order to have your license issued to active status on October 1. This date is especially important to licensees who are active on or before **September 30** and wish to remain active on October 1. If you have submitted your renewal form and fee and satisfied all your CE requirements in order to be active for the 2013-14 license period, then you have completed all renewal requirements.

As a reminder, the above dates do not apply to Temporary Salesperson licensees. Whether you are on active or inactive status and wish to maintain your temporary license past **September 30, 2012**, you do not have to renew your license.

For those licensees who have a Temporary Broker license at renewal time, your option will be to renew your Salesperson license. The Temporary Broker license can be in effect for up to six months and, like a Temporary Salesperson license, does not have to be renewed.

What Are the RENEWAL DEADLINES for Licenses?

▶ August 31, 2012

Last day to renew without additional \$150 penalty fee

▶ September 1, 2012

Add \$150 penalty fee

▶ September 30, 2012

Last day to renew in order to have licenses issued to active status on October 1, 2012

▶ October 1, 2012

2011-12 licenses expired.

If not renewed for 2013-14, the license is inactive by operation of law and the licensee may not engage in real estate activities that require a license.

▶ September 30, 2013

Last day to renew 2013-14 licenses. (If not renewed, license will lapse October 1, 2013).

WHAT IS IMPORTANT TO REMEMBER ABOUT RENEWALS?

Renewal Reminders for **ALL LICENSEES**

You must renew your license online before midnight August 31, 2012 to avoid the \$150 penalty fee; however, try to avoid waiting until the last day after 4:30 p.m.

During this time there can be a lot of users trying to log in to renew their license, which can make the system slow. The Commission office closes at 4:30 p.m. and there will be no staff members available to assist you should you encounter a problem after that time.

If you are paying your renewal fees by check, make sure checks are **signed** and made payable to the **Alabama Real Estate Commission**.

RENEWAL REMINDERS FOR **Inactive Licensees**

- ▶ **Inactive licensees still have to renew their inactive licenses by August 31 of each renewal year to keep the license current and avoid penalty.** CE is not required in order to renew or maintain an inactive license; however, the renewal fee is still required.
- ▶ **License renewal forms are scheduled to be printed and mailed by August 1 to your home or mailing address** which means you should receive them during the first week of August. If your address or other contact information has changed, please update this information with the Commission through our online process or by notifying the Commission in writing.

RENEWAL REMINDERS FOR **Active Licensees**

- ▶ **License renewal forms will be mailed by August 1 to your company's address for those who have not yet renewed online.** This means licensees should get renewal forms during the first week of August. Contact your Qualifying Broker or check with your company to confirm that your renewal form has been received. If one is not received by August 10, you should request another from the Commission or simply renew online.
- ▶ **In addition to paying the renewal fee by August 31, 2012, CE credits must be completed and submitted by instructors to the Real Estate Commission before midnight September 30, 2012** in order for all license renewal requirements to have been met and a license mailed or made available for printing online October 1, 2012. Any active licensee who has not met CE requirements, regardless of paying the renewal fee, will be placed on inactive status effective October 1, 2012.
- ▶ **Licensees who completed the 30 hour Post License course on or after October 1, 2010 do not have to complete an additional 15 hours of CE.** The 30 hour Post License course, which was completed as a requirement for obtaining the original license, will count as CE.

RENEWAL REMINDERS FOR **Qualifying Brokers**

- ▶ Make sure all renewal forms, including the Company's, are in the renewal package and then distribute them to all licensees. Any licensees who have renewed online prior to renewal notices being printed and mailed from the Commission will not receive a renewal form.

(Continued on page 4 ...)

If you have any licensees who inactivate or transfer to other companies after renewal forms are mailed, please forward their renewal form to them since they are still required to renew their license. If you cannot forward their renewal form, please contact the Commission and we will mail them a new renewal form.

- ▶ **Qualifying Brokers renewing an active company license online will be required to renew their broker license and company license together.** Qualifying Brokers who renew their broker license online, and have active licensees registered under them, will be required to renew the company license as well; however, Qualifying Brokers who meet this criteria and wish to renew only their broker license should contact the Commission for further instruction.

The exception regarding Qualifying Brokers renewing online will be those who have no active licensees registered under them. They will have the ability to renew their broker license online without renewing the company license. However, if they do not renew the company license online or mail the company renewal form and fee to the Commission by September 30, 2012, the company license will expire on October 1, 2012 and be put on inactive status if it was active.

- ▶ **Remember, licenses are available for printing only after all renewal requirements have been met and the license has been issued.** Therefore, if you have a licensee that has renewed by the August 31 deadline, but has not completed CE requirements, the new 2013-14 license will not be mailed or available for printing until the CE credit has been reported to the Commission and the license has been issued.
- ▶ **If you are mailing one check to pay for multiple license renewals, please include all renewal forms for the licenses you are renewing.** Do not give a renewal form to an individual licensee to be mailed unless that person is paying for his/her own license renewal fee.

RENEWAL REMINDERS FOR **Multiple Brokers**

Sometimes it can get confusing when renewing Multiple Broker licenses since Multiple Brokers hold all licenses at the same location, license numbers are similar, and they are renewable at the same time. That is why it is important, when choosing not to renew all Multiple Broker licenses, to make sure you are renewing the licenses you wish to renew by paying close attention to the number following the dash after your license number. Furthermore, you can reference each Multiple Broker license number to the specific company it is licensed under as another way to help manage license numbers.

Brokers who hold multiple licenses can renew all licenses at one time after logging in. The system will only charge the \$5 real estate research and education fee for the first license renewed (\$195 total) and will not charge this fee for the remaining broker license(s) being renewed (\$190 after that). The \$5 fee is only charged one time per licensee per renewal. Remember when renewing Multiple Broker licenses by mail with a check to only include the \$5 research and education fee once for licenses issued to the same person.

What Licenses Must Be Renewed ?

ALL LICENSES must be renewed EXCEPT temporary salesperson, temporary broker, and salesperson licenses of those who pass the broker exam in June, July, August, or September and do not want the broker license issued until October 1, 2012. If you hold or are responsible for one of the following licenses, renew it before **September 1, 2012** to avoid an **additional \$150** penalty fee.

Active Licensees

- ▶ **Salesperson Licenses**
(not temporaries)
- ▶ **Broker Licenses**
which include:
 - First, Second, Third, Fourth, etc. Broker Licenses
 - Associate Brokers
 - Qualifying Brokers
 - Temporary Brokers
(must renew salesperson, not temporary broker license)
- ▶ **All Company Licenses**
which include:
 - Sole Proprietorships
 - Corporations
 - Branch Offices
 - Partnerships

Inactive Licensees

- ▶ **Salesperson Licenses**
(not temporaries)
- ▶ **Broker Licenses**

What Are Continuing Education Requirements for Renewing Licenses?

Total CE Required:

► 15 hours

License Law Section 34-27-35(j)(1)

License Law Rule 790-X-1-.11(1)

Deadline

► September 30, 2012

License Law Section 34-27-35(j)(1)

Courses to Take

► 3 Hours in Risk Management

► 12 Hours in Approved Elective Courses

License Law Rule 790-X-1-.11(1)

Q. In what time frame do courses have to be taken to count toward renewal for an active 2013-14 license?

A. Courses taken after October 1, 2010 that have not been used to activate 2011-12 licenses are acceptable for meeting renewal requirements for issuance of an active license on October 1, 2012. [*License Law Section 34-27-35(j)(1)*]

Q. How do I know how many CE hours I have taken?

A. All licensees can check their CE credit by going to the Commission website arec.alabama.gov.

Q. How can I find out where courses are being offered?

A. The Real Estate Course Search available on the Commission website arec.alabama.gov allows licensees to search for courses using any of the following criteria: course type, course name, and instructor's last name. You may also choose between classroom courses and distance education (online) courses.

Q. If I am a new licensee and recently completed the 30 hour Post License course, do I have to take more courses for renewal?

A. No. The 15 hours of CE earned from the Post License course will be applied toward the first renewal of a license. [*License Law Rule 790-X-1-.12(11)*]

Q. If I took 15 hours of CE during this current license period to activate my license, will those hours take care of my renewal for the next period?

A. No. If 15 hours of CE were taken to activate a license for the first time during this license period, an additional 15 hours must be taken to renew that license for the next period. For example, if your license was activated for the first time in this license period in late June 2012, an additional 15 hours must be taken prior to September 30, 2012 in order to have the renewed license on active status on October 1, 2012. [*License Law Rule 790-X-1-.13(1)* and *Section 34-27-35(j)(1)*]

Q. What if I took courses in another state?

A. Courses taken in another state can be used to satisfy the requirement of 12 elective hours of CE. You must submit the following documentation to the Commission's Education Division in order to receive credit:

1. Verification that the course is approved by any real estate commission
2. Verification of the number of hours for which it is approved
3. Verification that you attended 100 percent of the course hours

[*License Law Rule 790-X-1-.12(13)*]

(See additional CE information on page 6 ...)

Have You Checked Your CE Credit for License Renewal?

Go to the Commission website arec.alabama.gov and login to check CE credits.

- ▶ The login screen requires your **five-digit license number** (without the leading zeros and the extension); the last four digits of your social security number; and your date of birth. You must then correctly answer a security question.
- ▶ Once logged in, you will see the current contact information the Commission has on record for you. Select **"Licensee CE Credit"** under Available Services and you will be able to view a list of all courses taken for which credit has been submitted. If you have completed a course and it is not identified in the list, you should contact the instructor or school and let them know.
- ▶ Click on the course title to see specific course information.
- ▶ In the list of courses, you will also see an option to evaluate the course. You have 30 days to evaluate each course. **An expired course evaluation does not affect your course credit in any way.**
- ▶ Once a CE course has been completed for the next license renewal, it will be shown in this area of the website.
- ▶ CE credit for the 2012 license renewal is archived when all renewal requirements have been satisfied and the license has been issued. Those archived courses can be accessed by selecting the **"View Archived"** button beneath the current CE courses and next to the Exit button.

What Are The Renewal CE Requirements for RECIPROCAL LICENSEES?

Reciprocal licensees have options from which to choose to satisfy continuing education requirements for license renewal.

- ▶ **OPTION 1:** Take 15 hours of Alabama-approved CE including three hours of Risk Management and 12 elective hours. The elective hours can be taken out of state as long you provide verification that the course was approved by any real estate commission; the number of hours for which it was approved; and that you attended 100 percent of the course hours.
- ▶ **OPTION 2:** Submit a certification of licensure or letter from the regulatory agency in the state where prelicense coursework was completed and the licensing examination was passed. The certification of licensure or letter must show:
 1. The type of license
 2. The license is active and current at least through September 30, 2012
 3. The company by whom the license is held
 4. Prelicense coursework requirements were met in that state
 5. A full licensing examination, not just the state portion, was passed in that state

The certification of licensure or letter must be dated no earlier than June 1, 2012 and it must be an original certification unless it was faxed directly from the real estate commission office.

A letter was mailed to all reciprocal licensees detailing these options and the requirements of each.

Are There Any Exemptions From CE For License Renewals?

As stated in Section 34-27-35(j)(2) of Alabama License Law, there are two possibilities for exemption from CE required for license renewal.

- 1 Any licensee reaching the age of 65 on or before September 30, 2000 AND having been licensed 10 years prior to that date is exempt from CE requirements.
- 2 Reciprocal licensees who have held an Alabama license for less than one year are not required to show proof of CE for the first renewal of their license.

RENEW ONLINE

Q U I C K . E F F I C I E N T . P A P E R L E S S .

Go to the Commission website
arec.alabama.gov
for easy Online License Renewals!

We encourage all licensees to renew online. By renewing online you will eliminate the worry about whether the Commission received your mailed renewal form and you will receive an immediate confirmation that your license is renewed.

What is New About Online License Renewal Application?

The online license renewal application has been updated with new features that you will find helpful.

- ▶ Qualifying brokers can log in under the company as many times as needed to renew licenses or see what licenses have been renewed in their company.
- ▶ Licensees can see the status of licenses that are eligible for renewal. The three statuses are: *Not Renewed*; *Renewed*; and *Renewal in Process* — meaning a renewal payment has been submitted and it is being processed for license issuance.
 - Temporary brokers have the option to renew their salesperson license.
 - Temporary brokers can renew the licenses of those licensed under their company.
 - Company and broker licenses can be renewed together.
 - Payment screens are more informative and intuitive.

Has Enhanced Login Security Changed?

YES, there has been one change made to the Enhanced Security Login; however, if you frequent your available services on the Commission website, you may not notice anything different. When you log in now, Enhanced Security Login will prompt you to answer only one of your three security questions. Upon entering the correct answer you can proceed to the license renewal link. With each incorrect answer, you will have to answer a different question, up to three. Should all three questions be missed, access to the license renewal link will be disabled for a limited amount of time before you can try again. If you need to change the security questions you have already setup, use the Change Security Questions link after you log in.

If you have never setup your Enhanced Security Login you will be required to do so before you can renew your license online. When you attempt to log in for the first time you will be prompted to choose three separate security questions and provide the answers to those questions. The answers you provide to the security questions are not case sensitive.

THE UPDATE

ALABAMA REAL ESTATE

COMMISSION

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CONNECT Connecting the real estate professional and consumer to the resources they need.



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THE UPDATE

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COMMISSION MEETINGS OPEN TO THE PUBLIC

All Commission meetings are open to the public and that includes real estate licensees. Commissioners welcome and encourage attendance and observation by any licensee in any location. Locations, dates, and times can be found on the Commission's website at arec.alabama.gov.

REAL ESTATE LICENSES EXPIRE SEPTEMBER 30, 2012

Remember to renew all broker, salesperson, and company licenses in every even-numbered year.

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Did You Notice?

The Commission Has a New Look!

Beginning with this issue of *The Update* newsletter, we are rolling out our new brand including a new logo, website, and more.

Stay Tuned...

Connect with us on Twitter, Facebook, and YouTube to be informed of our new brand developments.