

SPECIAL 2014 LICENSE RENEWAL ISSUE: **RENEWAL DEADLINE AUGUST 31, 2014**

Licenses must be Renewed by August 31, 2014 to avoid \$150 penalty.



LICENSE RENEWAL

RENEWAL DEADLINE:

AUGUST 31, 2014

RENEW ON TIME.... RENEW ONLINE!

All licenses, except temporary salesperson and temporary broker licenses, expire at midnight on **September 30, 2014.**

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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Everyone Must Renew!

Includes active and inactive licensees
 (See page 2)



Renew Online

Fast! Convenient!
 Instant confirmation!
 (See page 3)

CE hours must be completed by September 30.



Qualifying Brokers

Remember to renew company license, too!
 (See page 2, 4)




Renew on Time

\$150 Late Fee
 Late fee effective September 1
 (See page 2)



Fees

\$205 Brokers
 \$185 Salespersons
 \$170 Company
 (See page 2)




Check CE Online!

Must complete 15 hours of CE by Sept. 30.
 (See page 7)




Reciprocal Requirement

Must meet Alabama CE requirement or submit Certificate of Licensure
 (See page 2, 6, 7)



New Risk Management CE Required

Level 1 and Level 2
 (See page 6, 7)



Active Licensees CE DEADLINE

Must complete 15 hours of CE by Sept. 30.
 (See page 2, 6, 7)

Renew Online and Receive Immediate Confirmation!

IMPORTANT RENEWAL DEADLINES
 (See back page)

General License Renewal Information



GENERAL INFORMATION

- ▲ All licenses, except temporary salesperson and temporary broker licenses, expire at midnight on **September 30, 2014**.
- ▲ 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** \$205 ▲ **Salesperson** \$185 ▲ **Company** \$170
- The above fees are the license renewal fee plus the \$7.50 per year (\$15 total for the two-year license period) 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, 2014** through **September 30, 2015** will be subject to a **\$150 penalty fee** to be paid in addition to the renewal fee.



ACCEPTABLE FORMS OF PAYMENT

- ▲ **ONLINE:** Visa, MasterCard, American Express, Discover, eCheck
- ▲ **MAIL:** Personal check, business check, certified funds
No credit cards by mail.



LATE RENEWAL FEES

- Late Renewal Fees are assessed beginning **September 1, 2014**.
- ▲ **Broker** \$355
 - ▲ **Salesperson** \$335
 - ▲ **Company** \$320



CONTINUING EDUCATION ACTIVE LICENSEES

- ▲ **Total CE Needed:** 15 Hours
- ▲ **Deadline:** September 30, 2014
- ▲ **Courses to Take:** 6 hours of Risk Management
9 hours of approved courses

In addition to paying the renewal fee by August 31, 2014, CE credits must be completed and submitted by instructors to the Real Estate Commission before midnight September 30, 2014 in order for all license renewal requirements to have been met and an active license mailed or made available for printing online October 1, 2014. Any active licensee that has not met CE requirements, regardless of paying the renewal fee, will be placed on inactive status effective October 1, 2014.

INACTIVE LICENSEES

Continuing Education is not required to renew or maintain an inactive license; however, inactive licensees still have to renew their inactive licenses by August 31 of each renewal year to keep the license current and avoid penalty.

What Licenses Must be Renewed?

ALL licenses must be renewed EXCEPT temporary licenses and salesperson's licenses of those who pass the brokers exam in June, July, August, or September and do not want the broker's license issued until October 1, 2014. If you hold or are responsible for one of the following licenses, renew it by August 31, 2014 to avoid an additional \$150 penalty fee.

ACTIVE LICENSES

- SALESPERSON LICENSES (not temporaries)
- BROKER LICENSES which includes:
 - First, second, third, fourth, etc. broker licenses (not temporaries)
 - All associate brokers
 - All qualifying brokers
- ALL COMPANY LICENSES which includes:
 - Sole Proprietorships
 - Corporations
 - Branch Offices
 - Partnerships

INACTIVE LICENSES

- SALESPERSON LICENSES (not temporaries)
- BROKER LICENSES



NEW REGISTRATION REQUIRED FOR ONLINE SERVICES:

No SSN, DOB or Security Questions Requested

The Commission has been making necessary changes to the Online Services on our website. As a result of these changes, there is no longer a need for you to log in using your social security number or date of birth.

This improved security allows all licensees to create their own username and password. If your password needs to change, you have the ability to do that. There will be no more security questions to be correctly answered before accessing Online Services.

Creating your new login username and password is necessary so you can check your CE credit and renew your license online.

This is a new login and your old registration (i.e. username and password) is no longer valid. Implementation of this new login helps to protect your personal information. If you have not registered and created your new username and password, there are a few steps (see diagram on the right) that need to be taken to set up your new login information.

You can re-register and set up your new login at your convenience. After establishing your username and password, you will be able to log in easily at any time. Once again, if you forget your password, you can reset it yourself by creating another one.

1. Access the Online Services Login from the main page of the Commission's website.
2. Enter your license number at the top and click Continue.
3. Enter a username, password and email address.
4. Click the check box if you choose to opt in to have your email address included in the lists available for purchase.
5. Click Continue and log in using your new username and password.

Research and Education Fee Increase Included With Renewal

The renewal fee for the 2015-16 license includes a \$15 (\$7.50 per renewal year) research and education fee. The research and education fee is paid at the time of license renewal by all brokers and salespersons in addition to the license renewal fees. Brokers who hold more than one broker's license will pay the fee for only one license at each renewal. The research and education fee is sent to the Alabama Center for Real Estate (ACRE) at the University of Alabama Tuscaloosa in accordance with Sections 34-27-4 and 34-27-35(d) of the License Law.

ATTN: MULTIPLE BROKERS

Renew as many licenses as you wish, but pay the research and education fee only once.

One Login for Qualifying Brokers and School Administrators

Qualifying Brokers and school administrators will only have one login now. You will have access to all services under your primary license number. Company and school license numbers can no longer be used to access Online Services.

There is no longer online access through the company record. All activities previously done through the company login can now be done through the Qualifying Broker's login. Previously, Qualifying Brokers had to log in to the company file to renew the company and other licenses. With this new procedure, Qualifying Brokers will log in to their own records to renew themselves, the company and any licensees with the company.

Likewise, for schools, the school administrator number must be used to set up a login for Available Services. The school number will not be used to setup a username and have access to services.



IMPORTANT: RENEWAL REMINDERS

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.
- 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

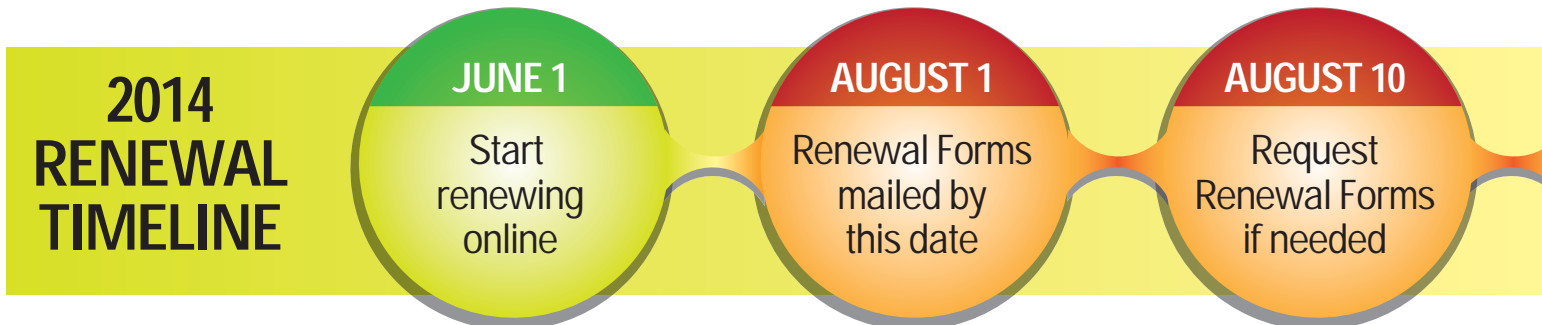
- License renewal forms are scheduled to be mailed by August 1 to your company's address for those who have not yet renewed online. This means licensees should get renewal forms by the first week of August. Contact your Qualifying Broker or Company representative to confirm that your renewal form has been received. If one is not received by August 10, you should renew online or request another from the Commission.
- Licensees who completed the 30 hour post license course on or after October 1, 2012 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 all 15 hours of CE.

Renewal Reminders for QUALIFYING BROKERS

- Ensure all renewal forms, including the company's form, are in the renewal package and then distribute them to all licensees. Any licensee who has renewed online prior to renewal notices being mailed from the Commission will not receive a renewal form.

If you have licensees who inactivate or transfer to other companies after renewal forms are mailed, please ensure that you 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 send them a new renewal form.
- If you are renewing an active company license online and you have active licensees registered under you, then you **MUST** renew your company license AND Qualifying Broker license together.

If you do not have registered licensees under you, then you may renew your Qualifying Broker license without renewing the company license. However, if you do not renew the company license by midnight on September 30, 2014 it will expire on October 1, 2014.
- 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 who has renewed by the August 31 deadline, but has not completed CE requirements, the new 2015-16 license will not be mailed or made 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.



WHICH LICENSES MUST BE RENEWED?

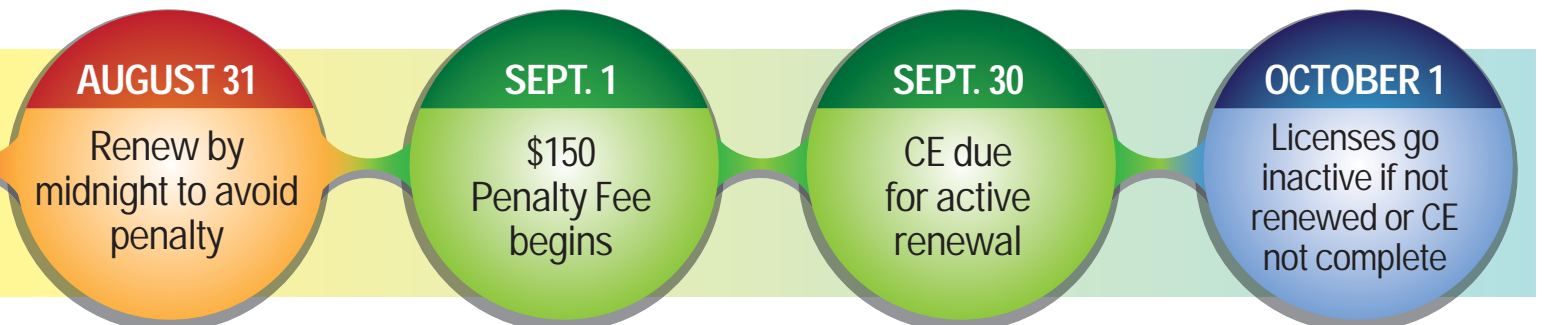
MY LICENSE IS: ACTIVE	OR	MY LICENSE IS: INACTIVE	OR	MY LICENSE IS: TEMPORARY
AND		AND		AND
I HAVE THE FOLLOWING LICENSE(S): <ul style="list-style-type: none"> • SALESPERSON LICENSE • BROKER LICENSE <ul style="list-style-type: none"> • First, Second, Third, Fourth, Etc. • Associate Broker • Qualifying Broker • COMPANY LICENSE <ul style="list-style-type: none"> • Sole Proprietorship • Corporation • Branch Office • Partnership 		I HAVE THE FOLLOWING LICENSE(S): <ul style="list-style-type: none"> • INACTIVE SALESPERSON LICENSE • INACTIVE BROKER LICENSE 		I HAVE THE FOLLOWING LICENSE(S): <ul style="list-style-type: none"> • TEMPORARY SALESPERSON LICENSE • TEMPORARY BROKER LICENSE
THEREFORE: YES <ul style="list-style-type: none"> • I MUST RENEW MY LICENSE <ul style="list-style-type: none"> • Renew by August 31, 2014 to avoid \$150 penalty. 		THEREFORE: YES <ul style="list-style-type: none"> • I MUST RENEW MY LICENSE <ul style="list-style-type: none"> • Renew by August 31, 2014 to avoid \$150 penalty. 		THEREFORE: NO <ul style="list-style-type: none"> • I DO NOT HAVE TO RENEW MY LICENSE
		NOTE: Both active and inactive licenses must be renewed by August 31, 2014 to avoid \$150 penalty fee.		NOTE: All licenses, except temporary salesperson and temporary broker licenses, expire at midnight on September 30, 2014.

General Renewal Reminders for ALL LICENSEES

- You must renew your license online before midnight August 31, 2014 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 on to renew their licenses, 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.



Continuing Education Requirements for License Renewal in 2014

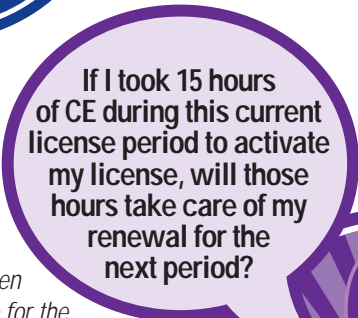


How can I find out where courses are being offered?

There is a Real Estate Course Search feature on the Commission's website located in both the Education section under the Professionals menu and in Online Services. This feature 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.

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, an additional 15 hours must be taken prior to September 30 in order to have the renewed license on active status on October 1.

[License Law Section 34-27-35(j)(1)] and Rule 790-X-1-.13(1)



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?



What if I took courses in another state?

Courses taken in another state can be used to satisfy the requirement of nine (9) hours of elective CE, but not the Risk Management requirement. 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% of the course

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

CE Risk Management Requirements Change for Renewal

Qualifying Broker



You must take Risk Management: Avoiding Violations for Level 1 and Risk Management for Brokers for Level 2 and nine (9) hours of electives.



Associate Broker



You must take Risk Management: Avoiding Violations for Level 1 and Risk Management for Brokers for Level 2 and nine (9) hours of electives.



Salesperson



You must take Risk Management: Avoiding Violations for Level 1 and nine (9) hours of electives.



You can choose from the following courses to satisfy Level 2:

- Risk Management for Salespersons
- Risk Management for Brokers
- Risk Management courses in other areas such as Commercial Real Estate and Property Management as long as they are approved by the Commission.

Check Your CE Credit on the Commission's Website



Wow! It's renewal time. Do I have all my CE?



I can log on to arec.alabama.gov and see all my CE credits!



OK, I logged on to online services.

Now I go to Available Services and click on "CE Credit" to see all the courses I have 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.



When I click on the course title, I can see the specific course information. I also have the option to evaluate the course.

By the way, if the course evaluation has expired, it doesn't affect my course credits.



LICENSE ISSUED...
Now I can start earning CE for the next renewal.



- My CE courses for the 2014 renewal are archived when all renewal requirements are satisfied and my license has been issued.

- I can look back at my current and archived courses anytime just by logging in arec.alabama.gov and going to Available Services.
- Since I have paid my renewal fees, completed my CE and had my license issued or made available for printing, I can start earning CE credit for the next renewal.
- Once I start taking CE courses for the next renewal in 2016, I can log in and keep track of those, too.



Exemptions from CE Requirement

- Licensees who were age 65 prior to October 1, 2000 **AND** were continually licensed between October 1, 1990 and September 30, 2000.
- Reciprocals licensed since October 1, 2013. 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.

THE UPDATE

ALABAMA REAL ESTATE

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THE UPDATE

is published for the benefit of the Alabama Real Estate Industry by the Alabama Real Estate Commission.

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, 2014

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

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IMPORTANT!
RENEWAL DEADLINES!
Mark Your Calendar!

AUGUST 2014
Last day to renew without additional \$150 penalty fee **31**

SEPTEMBER 2014
Add \$150 penalty fee **1**

SEPTEMBER 2014
Last day to meet all renewal requirements in order to have license issued to active status on October 1, 2014 **30**

OCTOBER 2014
2013-14 licenses expire. If not renewed for 2015-16, the license is inactive by operation of law and the licensee may not engage in real estate activities that require a license. **1**

Looking Ahead...

SEPTEMBER 2015
Last day to renew the 2015-16 licenses. If not renewed, the license will lapse October 1, 2015. **30**