

SPECIAL 2010 RENEWAL ISSUE

2009-10 License Expires September 30, 2010



General Information

- **All licenses**, except temporary salesperson licenses, expire at midnight on **September 30, 2010**.
- Both **active and inactive** licenses must be renewed to remain current.
- Renew online at www.arec.alabama.gov.
- Renewal forms will be mailed by **August 1, 2010**.
 - If you have not renewed online by **August 10, 2010**, 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, 2010, will be placed on inactive status on October 1, 2010.
 - Licenses not renewed by September 30, 2011, will lapse and no longer be eligible for renewal.

Renewal Fees

- **Broker** \$195 ■ **Salesperson** \$175 ■ **Company** \$170
- The above fees **include** the \$2.50 per year (\$5.00 total) real estate research and education fee.
- All company licenses must be renewed, including the sole proprietorships.
- Renewal fees received **September 1, 2010**, through **September 30, 2011**, 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.

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RENEW ONLINE

Renewing online is the best way to renew your license. It is quick, efficient, and paperless. Upon completion, you will receive a confirmation that you can print for your files and be assured that you have paid your fee and renewed your license.



■ Follow These Easy Steps:

- Go to the Commission's website at www.arec.alabama.gov and select the button under "Licensing" labeled "**License Renewal.**"
- You will then see a page with a link to "**Online Services**" showing a list of online services. Click on "START" under the header "Online Services."
- You will be taken to a login screen where you can access your record. Enter your **license number** (without the leading zeros and the extension), the **last four digits of your social security number**, and your **date of birth** (format with 2 digits each for month and day, 4 digits for year, ex. 03/09/1966).
- Answer Enhanced Security Login questions to proceed.
- Once logged into your record, you will see a screen that will allow you to change your home address, home zip code, phone number, and email address, if needed. After the information has been changed or confirmed, click "**Next**" at the bottom of the screen.
- The next screen will show the current contact information the Commission has on record for you and also a list of Available Services. Click on "**License Renewal**" and begin the process of renewing your license.
- In this phase you will be given the renewal fee amount and payment options. You will then put in your payment information for credit card or eCheck. Upon completion of payment, there will be a confirmation page that you can print and keep for your records.

■ Deadline:

Remember, if renewing online, you must do so by **midnight on August 31, 2010**, to avoid the \$150 penalty. Do not rely on your computer clock if you are renewing close to midnight. The Alabama Real Estate Commission is synced to the NIST clock at nist.time.gov.

■ Renewing Company License Online:

Qualifying brokers can renew the company license by logging into the company record. On the login screen, put in the company license number, the last four digits of the qualifying broker's social security number, and the qualifying broker's date of birth.

■ Renewing All Licensees in Company:

Qualifying brokers can renew all or part of their licensees by logging into the company record. There the qualifying broker will see a list of all licensees and can check off the ones to be renewed. The payment screen will then give a total amount due for all licenses to be renewed.

■ Transaction Fee:

- A \$3.50 fee is charged by Alabama Interactive to process the transactions.

■ Payment Online

- Credit Cards: Visa, American Express, MasterCard, Discover
- eCheck

We encourage all licensees to renew online. There is then no worry about whether or not the Commission received your mailed renewal and you will receive an immediate confirmation that your license is renewed.

Licenses to Be Renewed

ALL licenses, including company licenses, must be renewed EXCEPT 1) temporary salesperson's licenses and 2) salesperson's licenses of those who pass the broker exam in June, July, August, or September and do not want the broker's license issued until October 1, 2010. If you hold or are responsible for one of the following licenses, renew it before September 1, 2010, to avoid an additional \$150 penalty fee. The following must be renewed if you want to keep them:

ACTIVE LICENSES

- **Salesperson** Licenses (not temporaries)
- **Broker** Licenses which includes:
 - First, second, third, fourth, etc. broker licenses
 - All associate brokers
 - All qualifying brokers
 - All temporary brokers
- **All Company** Licenses which includes:
 - Sole Proprietorships
 - Corporations
 - Branch Offices
 - Partnerships

INACTIVE LICENSES

- **Salespersons** licenses (not temporaries)
- **Broker** licenses



Renewal Deadlines for 2011-2012 Licenses

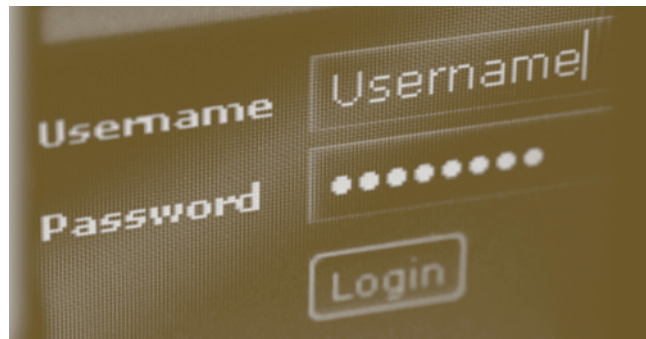
August 31, 2010
Last day to renew without penalty

September 1, 2010
Add \$150 penalty fee

September 30, 2010
Last day to renew in order to have license issued to active status on October 1, 2010

October 1, 2010
If not renewed for 2011-2012, you are inactive by operation of law and may not engage in real estate activities which require a license.

September 30, 2011
Last day to renew the 2011-2012 licenses



Enhanced Security Login for Online Services Now Available!

Enhanced Security Login is quickly becoming the industry standard and is now available to protect your Alabama Real Estate Commission online services from unauthorized access and to strengthen the security of your online session.

■ Enhanced Login Security Protects You

Enhanced Login Security identifies you as the true “owner” of your online services because you will be prompted to provide information that only you know. This additional step will defend against unauthorized access to your online services.

■ To Participate in Enhanced Security Login You Will be Required to:

- Login to online services through **www.arec.alabama.gov**. Activate Enhanced Security Login through the displayed prompts of security questions/answers.
- All online users will be required to choose and answer three security questions for Enhanced Security Login verification.
- You will be prompted to choose three separate security questions and provide the answers to those questions at your login. The answers you provide to the security questions are not case sensitive.
- A verification email for your Enhanced Security Login will be available so make sure you verify the email address we have on file for you or provide an accurate email address at this time.

■ Enhanced Security Login After Initial Setup

After initial setup of your Enhanced Security Login you will be prompted to answer your security questions each time you login to online services. You will be able to change your security questions at any time by utilizing the Change Security Questions link through Available Services. Three failed attempts at login will disable your online services for an undisclosed period of time.

If you have any questions, contact Brett Scott in the IT Division at (334) 242-5544. ■

▶ **IMPORTANT: RENEWAL REMINDERS**

Renewal Reminders for Inactive Licensees

- ▶ **Inactive licensees still have to renew their licenses by August 31 of each renewal year in order to keep the license current and avoid penalty.** An inactive license that is kept current can be activated at any time, once Qualifying Broker responsibility has been confirmed and Continuing Education (CE) requirements have been met. CE is not required in order to renew an inactive license; however, payment is required.
- ▶ **License renewal forms are scheduled to be printed and mailed by August 1, 2010, to your home or mailing address which means you should receive them the first week of August.** Should your address ever change, promptly update your address information with the Real Estate Commission through our online process or by notifying the Commission in writing. Unless you have already renewed online, please notify the Commission for assistance if you do not receive a renewal notice by August 10.

Renewal Reminders for Active Licensees

- ▶ **License renewal forms are scheduled to be mailed by August 1, 2010, to your company's address for those who have not yet renewed online.** This means that licensees should get renewal forms during the first week of August 2010. Contact your Qualifying Broker or Company representative to see if your renewal form has been received.
- ▶ **Once all renewal requirements have been met (Renewal fee paid and CE completed) your new 2011-2012 license will be available for printing online by the Qualifying Broker.** After July 1, 2010, licenses will no longer be mailed unless requested by the Qualifying Broker.
- ▶ **CE credits must be completed and submitted by instructors to the Real Estate Commission by September 30, 2010, in order for all license renewal requirements to have been met and a license mailed and/or made available for printing online October 1, 2010.** Any active licensee that has not met CE requirements, regardless of paying the renewal fee, will be placed on inactive status effective October 1, 2010.
- ▶ **To activate the license, the licensee must go online using a credit card or mail a License Activation Form and a \$25 check to the Commission.**

- ▶ **Licensees who completed their 30 hour post license course after October 1, 2008, and this is the first year renewing their license, 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 for the first license renewal period.

Renewal Reminders for Qualifying Brokers

- ▶ **Please notify the Commission if you desire to continue to have licenses mailed to your company after July 1, 2010, in addition to having them available for printing online.** You can do so by either completing and mailing the License Print and Mail Form that is on the Commission's website or providing a signed statement requesting that licenses continue to be mailed to your company. You are not required to elect whether or not you wish to receive printed licenses mailed from the Commission; however, any Qualifying Broker who does not affirm an election for their company will no longer be mailed licenses after July 1 and will be considered a company who wishes to print licenses online only.

Multiple Broker Licensees

Sometimes it can get confusing when renewing Multiple Broker's 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 one(s) 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) since this is only charged one time per licensee per renewal. However, when renewing Multiple Broker's licenses by mail with a check, remember to only include the \$5 research and education fee for one license number and eliminate including it in the subsequent license renewal(s). If you forget and include the additional fee it will be refunded as soon as possible.

- ▶ **Ensure all renewal notices, including the Company, are in the renewal package and distributed 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 notice.
- ▶ **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 paid the renewal fee by August 31, 2010, but does not complete CE requirements until September 27, 2010, then the license will not be available for printing online and/or mailed until the CE credit has been reported and the license has been issued.
- ▶ **When mailing in a combined check to pay for multiple license renewals, please submit the payment with all renewal forms, indicating the licenses you are renewing.** Do not give renewal forms to individual licensees to be mailed unless each individual is taking care of his/her own license renewal.

Reminders for General License Renewal

- ▶ **You must renew your license by midnight August 31, 2010, to avoid the \$150 late penalty; 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 cause the system to be slow. Since the Alabama Real Estate Commission hours are from 7:30 a.m. to 4:30 p.m. there will be no staff available to assist you should you encounter a problem.
- ▶ **All licensees can conveniently and efficiently renew their real estate license online starting July 1, 2010, from the Real Estate Commission's website, www.arec.alabama.gov, and get immediate confirmation and assurance of renewal completion.** The renewal confirmation can also be printed for your files.
- ▶ **If you choose to renew your license by mail, please ensure that it has a postal service postmark date of August 31, 2010, or earlier.** Therefore, if your renewal gets to the Commission office after August 31, 2010, then the postmark date will be used to determine timeliness. Please note: The metered postal date is not used to determine the official postmark or mail timeliness.
- ▶ **Temporary Salesperson licensees who will remain under Temporary status, whether active or inactive, past September 30, 2010, do not have to renew their licenses.**
- ▶ **Make sure checks are signed and made payable to the Alabama Real Estate Commission.** ■

Renewal Fees

If submitted on or before

August 31, 2010

Submitted means paid online by midnight on August 31, 2010, or if submitted by mail, the official postmark for the form and fee is on or before August 31, 2010.



■ Broker.....	\$195
■ Salesperson.....	\$175
■ Company.....	\$170

If submitted on or after **September 1, 2010**

Submitted means paid online after midnight on August 31, 2010, or if submitted by mail, the official postmark for the form and fee is on or after September 1, 2010.

■ Broker.....	\$345
■ Salesperson.....	\$325
■ Company.....	\$320

Renewal by Mail

- Submit your renewal form and appropriate fee TOGETHER.
- Have your renewal postmarked by August 31, 2010, to avoid the \$150 penalty.
- Make sure the check is in the correct amount, please.
- No changes can be made on the renewal form.



- Do not use someone else's renewal form unless you are trying to renew their license!
- Company check • Cashier's check
- Personal check • Money order

Online License Print

By now, Qualifying Brokers have received information regarding the new online license print feature. Effective July 1, 2010, the Alabama Real Estate Commission will no longer print and mail licenses to real estate companies unless the Qualifying Broker sends a written request to the Commission.



You can go to the Commission's website and download the License Print and Mail Form that is located under "Forms & Info." Mail that form back to the Commission or send a request in writing that includes the company and Qualifying Broker's name; company license number; and the best contact phone number. Requests can be emailed, faxed, or mailed to the Alabama Real Estate Commission, Attention: Licensing Division. No telephone calls will be accepted to effect any change. Qualifying Brokers DO NOT need to notify the Commission to take advantage of the NEW license print option now available online. ■

EDUCATION CORNER

By Ryan Adair, Education Director

Check Your CE Credit on the Commission's Website

- Go to the Commission's website at www.arec.alabama.gov to see the list of Quick Links on the left side of the homepage. Select the link entitled "Check CE Credit."
- You will be taken to a screen entitled Online Services. The Start button under Online Services will take you to a login screen. The login screen requires your license number (without the leading zeros and the extension), the last four digits of your social security number, and your date of birth.
- Once logged in, you will see the current contact information the Commission has on record for you and also a list of Available Services. Click on "Licensee CE Credit" to see 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 and you will 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 a course. An expired course evaluation does not affect your course credit in any way.
- CE credit for the 2010 license renewal will be removed from the Commission's website when all renewal requirements have been met and the license has been issued. Make sure you print a final copy of your credit prior to that date so you will have a record of it in case it is needed for other reasons.

www.arec.alabama.gov

CE CREDIT Q&A

Q: In what time frame do courses have to be taken to count toward renewal for an active 2011-2012 license?

A: Courses taken between October 1, 2008, and September 30, 2010, are acceptable for meeting renewal requirements for issuance of an active license on October 1, 2010. [*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 logging in to the Online Services section of the Commission's website and selecting the link entitled Licensee CE Credit under Available Services.

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

A: There is a Real Estate Course Search feature on the Commission's website located under both the Education and Online Services headings. 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.

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 30 hour post license course completed during this renewal period satisfies renewal requirements. [*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?

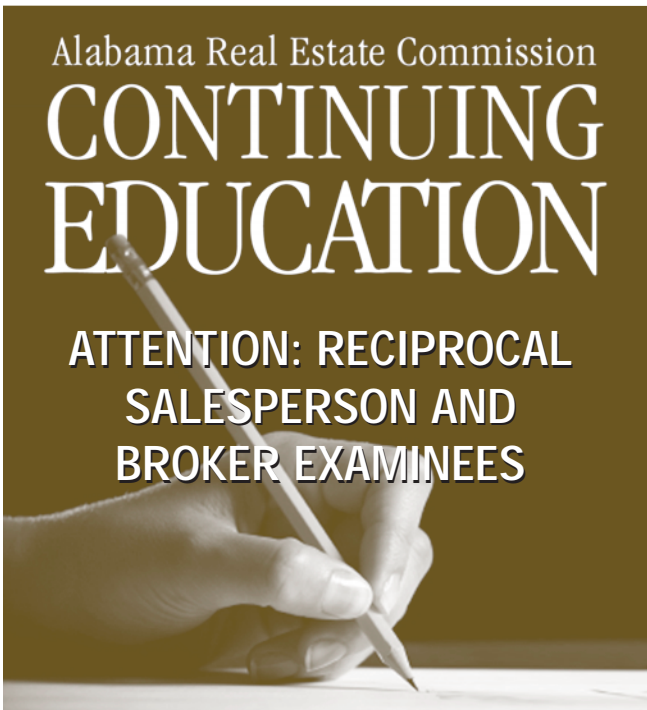
A: No. If 15 hours of CE were taken to activate a license for the first time during this license period, an additional 15 hours must be taken to renew that license for the next period. For example, if your license was activated for the first time in this license period in late July, an additional 15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

Q: What if I took some 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.

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



Broker Examinees

If you pass the broker’s examination anytime during June, July, August, or September 2010, you have a choice to make. You can choose to continue to work under your salesperson’s license through September 30, 2010, and have the broker’s license issued effective October 1, 2010, eliminating the need to renew your salesperson’s license OR you can choose to have the broker’s license issued prior to September 30, 2010, which means you must renew the broker’s license.

When making your decision, remember that in either case there is no need to renew your salesperson’s license unless you fail to pass the broker’s exam and you need the salesperson’s license in order to continue practicing real estate after October 1, 2010. If you pay the salesperson’s renewal fee, it cannot be refunded to you nor can it be credited toward your broker original license fee.

Reciprocal Salesperson & Broker Examinees

If you pass the reciprocal salesperson or brokers examination, you may choose to have your license issued prior to October 1, 2010, OR on or after October 1, 2010. If you choose to have the license issued prior to October 1, 2010, it must be renewed. If you choose to have it issued October 1, 2010, or later when eligible, it will not have to be renewed. Reciprocal licensees who were licensed in the second year of the license period (October 1, 2009-September 30, 2010) are not required to take 15 hours of CE for their first license renewal. ■

License Issuance and Continuing Education Credit

Since licenses will be issued and available for print this year once all renewal requirements have been met, licensees may begin earning continuing education credit for the next period’s requirement after the license is issued.

Let’s say that Sam pays his renewal fee on July 12, 2010. Sam then completes 15 hours of CE on August 9 and the instructor transmits the credit to the Commission on August 16. On August 16 Sam has now met all renewal requirements and his license will be issued on August 17 or on the next business day. Sam can check to be sure of the exact date his license is issued by going to www.arec.alabama.gov and clicking on “License Verification” under Licensing. Looking at the “Renewal License Issue Date” Sam will see 08-17-2010. The category “License Expires” will have a date of 09-30-2012. Now Sam is sure that his new license has been issued and he can begin earning continuing education credit for the next license period. Take note, August 17, 2010, is the earliest date Sam can begin to earn CE credit for the next renewal period. In this scenario, if he took a course on August 16 before the license was issued, the CE would not have counted and he would have simply lost that credit.

EXEMPTIONS from CE Requirement

As stated in Section 34-27-35(j)(2), there is an exemption from CE required for license renewal. 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. ■

Continuing Education Requirements for 2010 License Renewal

- ✓ **Total CE needed:** 15 hours
*License Law Section 34-27-35(j)(1)
License Law Rule 790-X-1-.11(1)*
- ✓ **Deadline:** September 30, 2010
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)



1201 Carmichael Way • Montgomery, AL 36106

OUR MISSION

To protect the public through the licensing and regulating of Real Estate licensees.

OUR VISION

To insure public confidence in real estate transactions.

OUR VALUES

Excellence in stewardship, service, innovation, and integrity.

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Lori Moneyham, Associate Editor

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

Phone: 334.242.5544

Fax: 334.270.9118

www.arec.alabama.gov

arec@arec.alabama.gov

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 Web site at www.arec.alabama.gov.

REAL ESTATE LICENSES EXPIRE September 30, 2010

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

Presort Standard
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Montgomery, AL
Permit 286

Renewal Requirements for Reciprocal Licensees

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 as you provide verification that you attended the course, verification that the course was approved by any real estate commission, and the number of hours for which it was approved.

Option 2

- Submit a certification of licensure or letter from the regulatory agency in the state where prelicense course work was completed and the licensing examination was passed. The certification of licensure or letter must show:
 1. The type of license
 2. The company by whom the license is held
 3. Proof that the license is active and current at least through September 30, 2010
 4. Proof that prelicense course work requirements were met in that state
 5. Proof that a full licensing examination, not just the state portion, was passed in that state
- The certification of licensure or letter 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.