

## LICENSE LAW DEADLINES

### Applicants

**90 days** Persons who pass the licensing examination must file the license application with the Commission within 90 days after passing the exam.

**6 months** Temporary salesperson licensees must complete the post license course and submit application for an original salesperson's license within 6 months of issuance of a temporary license. If this requirement is not met, the temporary license expires and is placed on inactive status. The 6 months begins counting on the first day of the month following the month the temporary license was issued and concludes on the last day of the sixth month.

**1 year** A temporary salesperson's license lapses if the post license course is not completed and an original license issued within 1 year of issuance of the temporary salesperson's license. The 1 year begins counting on the first day of the month following the month the temporary license was issued and concludes on the last day of the twelfth month.

**1 year** Students have one year after enrolling in a prelicense course to complete it or the student will receive no credit for classes completed and must begin the course again.

**6 months** Students must take and pass the salesperson's exam within 6 months of completing the 60-hour prelicense course.

**6 months** Students must take and pass the broker's exam within 6 months of completing the 60-hour prelicense course.

**15 days** If an applicant is denied eligibility for licensing, the applicant may request a hearing before the Commission within 15 days of the denial.

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### Address

**10 days** A person who holds a current Alabama license and who moves to and becomes an Alabama resident shall within 10 days notify the Commission of change of address.

**30 days** For change of business address, must submit letter and a \$25 fee for each license, including the company license, within 30 days after changing the address.

**30 days** For change of residence address. There is no fee for this change and it can be done online at [www.arec.alabama.gov](http://www.arec.alabama.gov) by logging in under online services. You can also email, fax or mail the information to the Commission office.

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## Transfer

**10 days** After 10 days a transfer sent by certified mail is declared null and void if all documents required for the transfer have not been received.

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## Renewals

**August 10 of even years** Date by which licensees must notify the Commission if a renewal form has not been received.

**August 31 of even years** All licensees, both active and inactive, must file renewal forms and fees with the Commission on or before August 31 of the even years.

**September 30 of even years** Active licensees must complete 15 hours of continuing education on or before midnight September 30 in order to have an active license issued on October 1.

**September 1 of even years through September 30 of odd years** Late renewals incur a \$150 penalty.

**September 30 of odd years** If not renewed, the licenses lapse and applicants must begin as though never licensed.

**September 30 of odd years** All schools, instructors and courses must renew online on or before midnight.

**December 31 of odd years** School, instructor and course approvals lapse if not renewed by midnight.

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## Cobrokerage

**10 days** Cobrokerage agreements must be filed with the Commission by the Alabama broker within 10 days of entering into the agreement with a nonresident licensee.

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## Lawsuit/Criminal Prosecution

**10 days** Notify the commission in writing within 10 days after the institution of any criminal prosecution or of a civil summons and complaint if the subject matter involves a real estate transaction or the good will of a real estate company.

**10 days** Notify the commission in writing within 10 days after receiving notice that any criminal verdict has been rendered or dismissed or that civil action that involves a real estate transaction or the goodwill of a real estate business has resulted in a judgment or been dismissed.

## Formal Complaints

**15 days** Commission must give an accused licensee at least 15 days notice of the time, date and place of hearing.

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## Appeals

**30 days** Length of time during which an appeal must be filed to appeal any Commission action following a contested case hearing.

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## Instructors

**30 days** All documentation required for instructor applications must be received within 30 days of submission of the application or it will be denied and the fee not refunded.

**14 days** CE course applications must be submitted to the Commission at least 14 days prior to the beginning date of the course.

**September 30 of odd years** Prelicense/Post License instructors must complete 12 hours of instructor training courses no later than September 30 of the odd years unless they were approved in the second year of the period.

**5 days** Course schedules must be entered into CMap at least 5 business days prior to the beginning of a prelicense, post license, or CE course.

**3 days** Course credit must be entered into CMap within 3 business days of course completion for prelicense and post license courses.

**10 days** Course credit must be entered into CMap within 10 business days of course completion for CE courses.

**3 years** Certification for distance education courses expires after 3 years and courses must be recertified to maintain Commission approval.

**3 years** The CDEI designation for distance education instructors expires 3 years from the date of issuance and instructors must take the renewal course in order to continue offering distance education courses.

**4 years** Schools must maintain permanent records required by the Commission for a minimum of 4 years for all prelicense, post license, and CE courses.

**30 days** Online evaluations are available for a total of 30 days after course credit has been entered.