



ALABAMA REAL ESTATE
COMMISSION
 EMPOWER, CONNECT, AND EDUCATE

• SPECIAL 2016 LICENSE RENEWAL ISSUE •

This issue of *The Update* contains important information about the renewal process.

For additional information, visit the Commission’s website arec.alabama.gov, **Facebook**, **Twitter** and **Instagram** sites.



What Licenses Must Be Renewed?

ALL licenses must be renewed EXCEPT temporary salesperson licenses 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, 2016. If you hold or are responsible for one of the following licenses, you **must pay the renewal fee for all licenses by August 31, 2016 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

The Renewal Process ONLY Renews the License.

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

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.

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RENEWAL FEES



► RENEWAL FEES

if paid by

August 31, 2016

- Broker \$205
- Salesperson \$185
- Company \$170

► LATE RENEWAL FEES

if paid beginning

September 1, 2016

- Broker \$355
- Salesperson \$335
- Company \$320

- These 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, 2016 through September 30, 2017 will be subject to a \$150 penalty fee to be paid in addition to the renewal fee.

Acceptable Forms of Payment

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

RENEW ONLINE
Quick. Easy. Instant Confirmation.

► Renew your license online at arec.alabama.gov.

Both active and inactive licenses must be renewed to remain current. Renewing online is fast, convenient and you receive immediate confirmation that your payment has been processed. No need to mail a check and delay confirmation, in addition to Visa, MasterCard, American Express, and Discover you can pay online using an electronic check (eCheck). **eCheck is another convenient and quick way to pay for your license renewal online.** To use an eCheck online you simply enter your checking account number from the bottom of a paper check. All online renewal payment transactions, including eCheck, are processed through NIC and Alabama Interactive eGovernment Solution for the state of Alabama.

► Renewing online is secure.

NIC and Alabama Interactive affirm, "...commitment to security is unparalleled. Our security solutions focus on the people, processes, and technology requirements to ensure a forward leaning information security posture. We maintain a layered security approach with audits, testing, and governance controls. In addition, we are certified by the Payment Card Industry Data Security Standards (PCI-DSS) as a Level 1 Service Provider and listed as a PCI-DSS Compliant provider on Visa's Global Registry of Service Providers. Our payment solutions not only comply with accounting and audit standards, they also exceed the standards set by the Payment Card Industry."

- **Do not let August 31 sneak up on you.** Avoid the penalty and renew online today.



How to Reset Your Online Services Login Password

If you have already created a username and password and cannot remember your login credentials, you can reset your password by selecting the option at the bottom of the login application. Begin by entering your

username; however, if you have forgotten your username, you can enter your license number or email address and proceed. You should receive an email within thirty minutes of submitting your request with instructions on completing the resetting of your password. If you do not find the email in your inbox, check to make sure that it is not in your spam or junk mail folder. If you do not receive an email after completing these steps, you should contact the Commission for assistance.

If you have never created a valid username and password, click on

Online Services Login from the main page and enter your license number in the username field. When you enter your license number make sure you enter it without the dash zero or number which follows the nine-digit number. For example, if your license number is 000045555-2 then you should enter it as 000045555 or 45555. You will then be directed to a registration page where a username and password can be created. Once your username and password have been created you can immediately log in to the available services to renew your license.

You must renew your license online before midnight August 31, 2016 to avoid the \$150 penalty fee. Please try to avoid waiting until the last day to renew. The Commission offices close at 4:30 p.m. and after this time no team members will be available to assist you should you encounter an issue.

Renewing a License Can Be Easy — **ANSWERS PROVIDED HERE**



▶ **Renewing Inactive License?**

Renewal fee paid by August 31, 2016 + no continuing education = a renewed current license that will be issued on October 1, 2016. (The license can be activated once your continuing education has been satisfied for the 2017-2018 license period.)

▶ **Renewing Active License?**

Renewal fee paid by August 31, 2016 + 15 hours continuing education by September 30, 2016 = an active current license on October 1, 2016. (September 30, 2016 current license expires and deadline for 15 hours of CE for an active license on October 1, 2016)

▶ **Renewing Multiple Broker Licenses?**

Pay \$205 for one of your broker licenses (which includes the \$15 research and education fee) + \$190 for each additional broker license you are renewing. (Pay research and education fee only once.)

▶ **Renewing Active Company with Registered Licensees Online?**

When a company has registered licensees, the company license AND qualifying broker license **MUST** be renewed together online. (If no registered licensees are with the company, then the Qualifying Broker license can be renewed without renewing the company license. Company licenses not renewed by midnight on September 30, 2016 will expire on October 1, 2016.)

▶ **Late Renewal Payment Deadline?**

Renewal fees paid online or postmarked September 1, 2016 through September 30, 2017 will be assessed a \$150 penalty in addition to the renewal fee.

▶ **Renewing Active and Inactive License by Mail?**

Please confirm that your check is filled out completely with the correct amount, date, signature and made payable to the Alabama Real Estate Commission. Return the renewal form + pay renewal fee by check. If mailing a combined check for multiple licenses, individual renewal forms for each licensee must be included.

▶ **Printing Renewed Licenses?**

Renewed licenses are available for printing by your Broker after all renewal requirements have been met and the license has been issued. If a broker has a licensee who renewed by the August 31, 2016 deadline but did not complete CE requirements, the new 2017-2018 license will not be mailed or made available for printing until CE credits have been reported to the Commission and the license has been issued. Also, if CE is not satisfied before September 30, 2016 and the license is placed inactive by the Commission, the license will not be available for mailing or printing until the license reactivation and \$25 fee have been processed.



CONTINUING EDUCATION

The 7 Most Popular Questions (and Answers) About CE



Q: Can I take more than six hours of Risk Management?

A: Yes. A good example is a salesperson who takes Risk Management: Avoiding Violations for Level 1 and Risk Management for Salespersons for Level 2. That will satisfy the Risk Management requirement but the salesperson can also take Risk Management for Brokers and have that course satisfy three of the remaining 9 hours of CE. The same would apply to brokers who desire to take Risk Management for Salespersons as an extra course.

[License Law Rule 790-X-1-.11(1)(a)(b)(c)]

Q: In what time frame do courses have to be taken to count toward renewal for an active 2017-2018 license?

A: Courses taken between the date of issuance of a renewed license in 2014 and the date of September 30, 2016 are acceptable for meeting renewal requirements for issuance of an active license on October 1, 2016.

[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 CE Credit under Available Services.

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

A: There is a Course Search feature on the Commission's website located in the Education section under the Professionals heading. This feature allows licensees to search for courses using any of the following criteria: course type, course name, instructor's last name,

and location. 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 inactive 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 activated 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 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 nine (9) hours of 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)]

Continuing Education Requirements for License Renewal in 2016

TOTAL CE NEEDED 15 HOURS

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

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

DEADLINE September 30, 2016

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

COURSES TO TAKE 6 HOURS in Risk Management 9 HOURS in approved courses

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

CE Renewal Requirements for Reciprocal Licensees

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

OPTION 1

Take 15 hours of Alabama approved CE including six (6) hours of Risk Management and nine (9) hours of other approved courses. The nine (9) hours of CE can be taken in another 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 license is active and current at least through September 30, 2016
3. The company by whom the license is held
4. Prelicense course work 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, 2016 and it must be an original certification unless it was faxed directly to us from the real estate commission office.

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

Exemptions for CE Requirement

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.

Example: This CE exemption only applies to a licensee who is currently 80 years old or older and was licensed prior to September 30, 1990.

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.

Example: This CE exemption only applies to a reciprocal licensee who received an Alabama license after September 30, 2015.

Risk Management Requirements

CE requirements for the renewal of an active license are six (6) hours of Risk Management coursework and nine (9) hours of other approved CE courses. A licensee must have both Levels 1 and 2 to satisfy the requirement.



Level 1 for Risk Management includes the *Risk Management: Avoiding Violations* course **required for all licensees...** both salespersons and brokers.



Level 2 for Risk Management includes the *Risk Management for Brokers* course which is **required for all brokers...** both associate and qualifying.



Level 2 for Risk Management also includes the *Risk Management for Salespersons* course and Risk Management courses in other areas approved by the Commission.

Qualifying Broker

You must take *Risk Management: Avoiding Violations* for Level 1 and *Risk Management for Brokers* for Level 2.

Associate Broker

You must take *Risk Management: Avoiding Violations* for Level 1 and *Risk Management for Brokers* for Level 2.

Salesperson

You must take *Risk Management: Avoiding Violations* for Level 1. 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

ATTENTION QUALIFYING BROKERS:

Check the CE Credit for All Licensees in Your Company

As a Qualifying Broker, you have the ability to check the CE for all licensees in your company. This is encouraged to make sure everyone has satisfied the CE requirement for an active license.

Log in to the Commission's Online Services and select the CE Credit link under Available Services. You can check your own CE here and also see the CE credit for licensees in your company. Select your company and you will see a list of licensees who have taken CE courses. If a licensee's name does not appear, that means no CE credit has been submitted. All company licensees who have taken CE courses will be identified as meeting CE or not. Selecting the license number of an individual will reveal all courses currently submitted to the Commission.

All Qualifying Brokers are encouraged to continue reviewing this information to make sure all company licensees have satisfied the CE requirement allowing them to have an active license on October 1. Some licensees may think they have completed all 15 hours but may have taken the wrong Risk Management course.

How to Plan for a Successful License Renewal



GOAL 1: Ensure that your renewal fee is paid by August 31, 2016.

Pay by August 31, 2016 to avoid the additional \$150 penalty fee required if renewal is done September 1, 2016 through September 30, 2017. Also, paying by this deadline will ensure that your license will not expire or lapse. If you plan to maintain an inactive license on October 1, 2016, by accomplishing this one goal you will have successfully renewed. If you plan to maintain an active license, you can make the case that renewal goal one has been accomplished; however, you still must complete goal two-15 hours of CE by September 30, 2016.

GOAL 2: Ensure that your 15 hours of CE is completed by midnight September 30, 2016.

If you plan to maintain an active license on October 1, 2016, in addition to completing goal one, 15 hours of CE credit must be completed and submitted by instructors to the Commission before midnight September 30, 2016 in order for all license renewal requirements to have been met and an active license mailed or made available for printing online October 1, 2016. Any active licensee who has not met CE requirements, regardless of paying the renewal fee, will be placed on inactive status effective October 1, 2016.

Once renewed, if your license is issued inactive on October 1, 2016 and you wish to have an active license you can easily accomplish this by assuring that all CE requirements have been satisfied, Qualifying Broker consent has been confirmed, and a \$25 activation fee has been paid. Activations can be accomplished from the Commission's website under "Online Services Login" or by mailing a completed Activation form and \$25 fee.

How to Check Your CE Credit on the Commission's Website

- ▶ Go to the Commission's website at arec.alabama.gov to log in to Online Services.
- ▶ 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 "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 each course. **An expired course evaluation does not affect your course credit in any way.**
- ▶ CE courses for the 2016 license renewal are archived when all renewal requirements have been satisfied and the active license has been issued. Both current and archived courses can be seen in a licensee's Available Services.
- ▶ Once a CE course has been completed for the next license renewal in 2018, it will be shown in this area of the website.

THE UPDATE

ALABAMA REAL ESTATE

COMMISSION

EMPOWER, CONNECT, AND EDUCATE



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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, 2016

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

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RENEWAL PAYMENT DEADLINE 08.31.16 Mark Your Calendar Today!

