



ALABAMA REAL ESTATE
COMMISSION
EMPOWER, CONNECT, AND EDUCATE

~ SPECIAL 2018 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**.

LICENSE RENEWAL DEADLINE IS **AUGUST 31, 2018**.

Payment Must Be Received by AUGUST 31, 2018 to Avoid \$150 Penalty.

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, 2018. If you hold or are responsible for one of the following active or inactive licenses, **you must pay the renewal fee by August 31, 2018 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 broker licenses**
- All **qualifying broker licenses**
- 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.

Additional license transactions, such as license transfers, must be done separately through regular transfer procedures and cannot be accomplished through the renewal process.

Inactive License

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.

TEMPORARY SALESPERSON LICENSES

Temporary Salesperson licenses are not renewed; therefore, if you have a temporary salesperson's license and you can maintain that license after September 30, 2018 you will not have to renew your license in 2018. For example, if your Temporary Salesperson's license expires October 31, 2018 then you could complete your post license coursework requirements and have your original salesperson's license issued on October 1, 2018. This license would not expire until September 30, 2020.

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RENEWAL FEES

- These fee totals are the license renewal fee plus the real estate research and education fee (\$7.50 per year; \$15 total for the two-year license period) for salespersons and brokers. Brokers with multiple licenses will only pay the real estate research and education fee once.
- All companies, including sole proprietorships must pay license renewal fee.
- **Renewal fees received or postmarked September 1, 2018 through September 30, 2019 will be subject to a \$150 penalty fee to be paid in addition to the renewal fee.**

Acceptable Forms of Payment

No credit card payments can be accepted by phone or mail.

Online:

- eCheck
- Visa
- MasterCard
- American Express
- Discover

Mail

- Personal check
- Business check
- Certified funds

RENEWAL FEES

(for active and inactive licenses)

if paid by

August 31, 2018

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

LATE RENEWAL FEES

(for active and inactive licenses)

if paid beginning

September 1, 2018

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

PLEASE NOTE

Credit card billing statement will show transaction description as a charge from "State of Alabama" for payments made to the Alabama Real Estate Commission.

RENEW ONLINE arec.alabama.gov

Quick. Secure. 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."

AUGUST 31, 2018

DO NOT LET AUGUST 31 SNEAK UP ON YOU.
Avoid the penalty and renew online today.

IMPORTANT RENEWAL REMINDERS

Renewal Reminders for **INACTIVE LICENSEES**

- Inactive licensees must 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 mid-July to your home or mailing address for those who have not renewed online, which means you should receive them by the end of July. 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. If renewal form is not received by August 10, you should renew online or request another from the Commission.

Renewal Reminders for **ACTIVE LICENSEES**

- License renewal forms are scheduled to be mailed by mid-July to your company's address for those who have not yet renewed online. This means licensees should get renewal forms by the end of July. Contact your qualifying broker or company representative to confirm that your renewal form has been received. If renewal form 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, 2016 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 forms to them since they are still required to renew their licenses. If you cannot forward their renewal forms, please contact the Commission and we will send them new renewal forms.

- 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 licensees registered 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, 2018 it will expire on October 1, 2018.
- 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 their renewal fee by the August 31 deadline, but has not completed CE requirements, the new 2019-2020 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.

How to Reset Your Online Services Login Password

If you have already created a username and password for Online Services 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.

RENEWING A LICENSE CAN BE EASY — ANSWERS PROVIDED HERE

❖ Renewing **Inactive License?**

Renewal fee paid by August 31, 2018

+ no continuing education

= a renewed current license that will be issued on October 1, 2018.

(The license can be activated once your continuing education has been satisfied for the 2019-2020 license period.)

❖ Renewing **Active License?**

Renewal fee paid by August 31, 2018

+ 15 hours continuing education by September 30, 2018

= an active current license on October 1, 2018.

(September 30, 2018 is when the current license expires and it is also the deadline for completing 15 hours of CE for an active license on October 1, 2018.)

❖ 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.

(You pay the 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's license can be renewed without

renewing the company license. Company licenses not renewed by midnight on September 30, 2018 will expire on October 1, 2018.)

❖ **Late Renewal Payment Deadline?**

Renewal fees paid online or postmarked September 1, 2018 through September 30, 2019 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 the 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 qualifying 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, 2018 deadline but did not complete CE requirements, the new 2019-2020 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, 2018 and the license is placed inactive by the Commission, the license will not be available for mailing or printing until CE is satisfied and the license reactivation and \$25 fee have been processed.

AUG 31

You must renew your license online before midnight August 31, 2018 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.

HOW TO PLAN

A SUCCESSFUL RENEWAL

GOAL 1:

Ensure that your renewal fee is paid by August 31, 2018.

Pay by August 31, 2018 to avoid the additional \$150 penalty fee required if renewal is done September 1, 2018 through September 30, 2019. 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, 2018, by accomplishing this one goal you will have successfully renewed. If you plan to maintain an active license, you must also complete goal two — 15 hours of CE by September 30, 2018.

GOAL 2:

Ensure that your 15 hours of CE is completed by midnight September 30, 2018.

If you plan to maintain an active license on October 1, 2018, 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, 2018 for all license renewal requirements to have been met and an active license mailed or made available for printing online October 1, 2018. Any active licensee who has not met CE requirements, regardless of paying the renewal fee, will be placed on inactive status effective October 1, 2018.

Once renewed, if your license is issued inactive on October 1, 2018 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.

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 of Risk Management courses to satisfy the requirement.



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

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



Level 2 for Risk Management includes the *Risk Management for Salespersons* course, the *Risk Management for Brokers* course or an industry-specific Risk Management course approved by the Commission.

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 if they are approved by the Commission

Continuing Education Requirements for License Renewal in 2018

Basic Information

▶ **Total CE needed** **15 hours**

License Law Section 34-27-35(j)(1)
License Law Rule 790-X-1-.11(1)

▶ **Deadline** **September 30, 2018**

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)

Q&A

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 must courses be taken to count toward renewal for an active 2019-2020 license?

A: Courses taken between the date of issuance of a renewed license in 2016 and the date of September 30, 2018 are acceptable for meeting renewal requirements for issuance of an active license on October 1, 2018.
[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 satisfy the CE requirement for 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 to have the renewed license issued 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: Classroom 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 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)]

ATTENTION: Qualifying Brokers

Check the CE Credit for All Licensees in Your Company

As a qualifying broker, you can 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 but 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 not have taken a required Risk Management course.

Exemptions from 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 82 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, 2017.

Check Your CE Credit on the Commission's Website

- ✓ Log in to Online Services on the Commission's website at **arec.alabama.gov**.
- ✓ Once logged in, you will see the current contact information the Commission has on record for you as well as 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 2018 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**.
- ✓ After meeting renewal requirements for this renewal, courses completed for the next license renewal in 2020 will be shown in this area of the website.

THE UPDATE

ALABAMA REAL ESTATE

COMMISSION

EMPOWER, CONNECT, AND EDUCATE



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ALABAMA REAL ESTATE COMMISSION

Patricia Anderson, Executive Director
Teresa D. Hoffman, Asst. Executive Director
Vernita Oliver-Lane, Editor
Lori Moneyham, Associate Editor

1201 Carmichael Way
Montgomery, Alabama 36106
Phone: 334.242.5544
Fax: 334.270.9118

arec.alabama.gov
arec@arec.alabama.gov



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, 2018

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

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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 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 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 expires after September 30, 2018
 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, 2018. A real estate commission may mail or email original certifications of licensure to our Education Division. Licensees who can access their official certification of licensure on their real estate commission's website may mail or email it to our Education Division.

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