



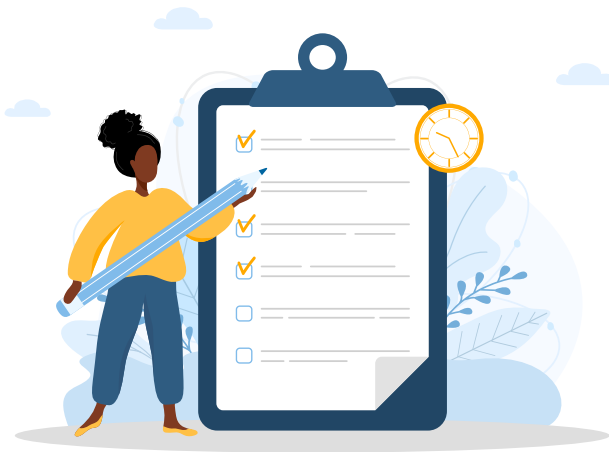
# THE UPDATE

ALABAMA REAL ESTATE  
COMMISSION  
EMPOWER, CONNECT, AND EDUCATE

## LICENSE RENEWAL DEADLINE IS AUGUST 31, 2022

### PAYMENT MUST BE RECEIVED BY AUGUST 31, 2022 TO AVOID \$150 LATE PENALTY FEE

This issue of *The Update* contains important information about the renewal process. For additional information, visit the Commission's website, [arec.alabama.gov](http://arec.alabama.gov), and our social media sites, Facebook, Twitter, Instagram, YouTube and TikTok.



## WHAT LICENSES MUST BE RENEWED?

All **Active** and **Inactive** 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, 2022. If you hold or are responsible for one of the following active or inactive licenses, **you must pay the renewal fee by August 31, 2022 to avoid an additional \$150 late penalty fee.**

### ACTIVE LICENSES

- **Salesperson licenses** (*not temporary licenses*)
- **Broker licenses** which include *first, second, third, fourth, etc. broker licenses (not temporary licenses)*
- All **associate broker licenses**
- All **qualifying broker licenses**
- All **company and branch licenses** which include *sole proprietorships, corporations, LLC's, and partnerships*

### INACTIVE LICENSES

- **Salesperson licenses** (*not temporary licenses*)
- **Associate Broker licenses**

### TEMPORARY SALESPERSON LICENSES

**Temporary salesperson licenses are not renewable.** Therefore, if you can maintain your temporary salesperson's license after September 30, 2022, you will not have to renew your license for 2022. Pay attention to the date your particular temporary license expires and be certain to complete your post license course and apply to have your permanent license issued prior to that time. A permanent license issued on or after October 1, 2022, will expire on September 30, 2024.

 <p>ALABAMA REAL ESTATE COMMISSION EMPOWER, CONNECT, AND EDUCATE</p> <p>1201 Carmichael Way   Montgomery, AL 36106</p>		<p>First Class Prsrt. U.S. Postage PAID Montgomery, AL Permit 286</p>
<b>Return Service Requested</b>		
<b>2023–2024 REAL ESTATE LICENSE RENEWAL NOTICE</b>		
<p><b>License Number: 000000</b> JOHNATHAN EVERYBODY</p> <p><b>Payment Amount</b> Broker <b>\$ 205</b></p>	<p>License Number: 00000000000-0</p> <p><b>COMPANY NAME</b> <b>JOHNATHAN EVERYBODY</b></p> <p>1234 Main Street City, AL 36000</p>	

### LICENSE RENEWAL POSTCARDS FROM THE COMMISSION

Licensees not renewed by late July 2022 will be mailed a renewal postcard.



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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 brokers and salespersons. Brokers with multiple licenses will only pay the real estate research and education fee once.
- All companies and branches, including sole proprietorships, must pay the license renewal fee to remain active on October 1, 2022.
- Renewal fees received or postmarked September 1, 2022 through September 30, 2023 will be subject to a \$150 late penalty fee to be paid in addition to the renewal fee.

## RENEWAL FEES

*(for active and inactive licenses)*

### If paid by August 31, 2022

Broker	\$205
Salesperson	\$185
Company/Branch	\$170

## LATE RENEWAL FEES

*(for active and inactive licenses)*

### If paid ON or AFTER September 1, 2022

Broker	\$355
Salesperson	\$335
Company/Branch	\$320

## Acceptable Forms of Payment

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

### Online:

eCheck  
Visa  
MasterCard  
American Express  
Discover

### Mail:

Personal check  
Business check  
Certified funds

# RENEW ONLINE [arec.alabama.gov](http://arec.alabama.gov)

## YOU MUST RENEW YOUR LICENSE ONLINE BY AUGUST 31, 2022 TO AVOID THE \$150 PENALTY FEE

### RENEW ONLINE

#### Quick. Secure. Instant Confirmation.

Renew your license online at [arec.alabama.gov](http://arec.alabama.gov). Log in under the Online Services login or select the Renewal quick link.

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. There is 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 enter your routing number and checking account number from the bottom of a paper check.

**Do not wait until the last day to renew. The Commission offices close at 4:30 p.m. on Wednesday, August 31, 2022 and after this time no team members will be available to assist you should you encounter an issue. If you run into issues renewing online on**

**the last day and cannot reach anyone for assistance, you have the option to mail your renewal fee to the Commission office at 1201 Carmichael Way, Montgomery, AL 36106. However, you must ensure it is post-marked by the carrier by August 31, 2022 to be considered timely.**

**If you must mail your renewal, include the name and license number for the license you are renewing in the memo section of the check or certified funds to ensure your payment is applied correctly. For multiple licenses, include a cover letter listing the names and license numbers being renewed.**

## QUALIFYING BROKERS, DON'T PUT YOUR LICENSEES OUT OF BUSINESS

It is important for the company qualifying broker and the branch qualifying broker or brokers to communicate with each other to ensure they have all met renewal requirements for 2023-2024. Failure to do so can affect the other. For example, if the qualifying broker of the company does not pay their renewal fee by September 30, 2022, their license will expire and be placed inactive. The company and its licensees cannot conduct real estate activities without a qualifying broker. This can also affect the branch office and its licensees, since the parent company's broker is inactive.

## "State of Alabama" Will Show on Payment Statements

All online renewal payment transactions, including eCheck, are processed through NIC and Alabama Interactive eGovernment Solution for the state of Alabama. Alabama Interactive is the contracted vendor for processing online transactions for all state agencies. Alabama.gov is the last part of the email address for state agencies so that indicates a payment has been made to a state agency. In this case

payment is to the Alabama Real Estate Commission, but your statement will show payment to **State of Alabama**. Some licensees have cancelled payment when they did not see "Alabama Real Estate Commission" on the receipt or as the vendor on the credit card statement. This has resulted in renewal fees being unpaid and licenses unrenewed. Be aware that receipts for online transactions when paying the Alabama

Real Estate Commission **will not** have our name on them. PLEASE contact us before you cancel a transaction and we will be happy to verify what you paid for online.

*NIC and Alabama Interactive affirm, "...commitment to security is unparalleled. ... Our payment solutions not only comply with accounting and audit standards, they also exceed the standards set by the Payment Card Industry."*

# Quickly Check Your Renewal Status From the Commission's Website

The License Status Verification feature on the Commission's website is a quick and easy way to check your renewal status without logging in under your license record or calling the Commission office. It is also an easy way to confirm that your renewal fee has been applied. To perform this search, go to the Professionals section of our website, select Licensing, select License Search, and select License Status Verification. Search by the criteria provided and select the record. Selecting a license record reveals the *Renewal Expires* and *License Expires* dates.

If the *Renewal Expires* date is September 30, 2022, this indicates that the renewal fee has not been paid for 2023-2024; however, if it has been updated to September 30, 2024, this indicates the renewal fee has been paid for 2023-2024 and the payment has been applied.

If the *License Expires* date is September 30, 2022, this indicates the licensee has not met CE requirements for the 2023-2024 license period;

however, if it has been updated to September 30, 2024, this indicates CE has been met and the new 2023-2024 license has been issued and is available for printing by the qualifying broker from the Commission's website.

We encourage licensees who mail in their renewal payment to the Commission office to check this section first before contacting the Commission to confirm that their renewal payment has been received. Please allow up to 7 days after mailing your renewal payment for it to be reflected on the website.

This is also a good tool for qualifying brokers to use to check the renewal status of the licensees under their company or branch. They can search and select their company record, then select *licensees* or *branches* and review each record.

## HOW TO PLAN FOR A SUCCESSFUL RENEWAL

### GOAL 1:

Ensure that your renewal fee is paid by August 31, 2022 to avoid the additional \$150 late penalty fee required if renewal is done September 1, 2022 through September 30, 2023. 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, 2022, by accomplishing this one goal you will have successfully renewed. If you plan to maintain an active license, you must also complete goal two — Complete 15 hours of CE.

### GOAL 2:

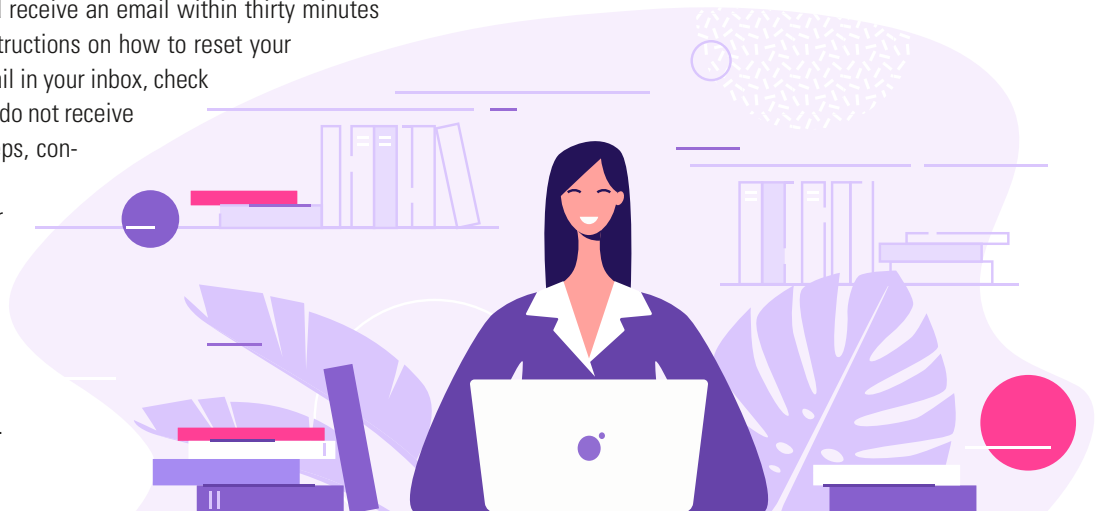
Ensure that your 15 hours of CE is completed for the 2023-2024 license period. The law requires you complete your CE by midnight September 30, 2022. Therefore, if you plan to maintain an active license on October 1, 2022, you must have completed goal one by September 30, 2022. Any active licensees who have not met CE requirements before midnight on September 30, 2022, regardless of paying the renewal fee, will be placed on inactive status effective October 1, 2022.

## HOW TO RESET YOUR ONLINE SERVICES PASSWORD

To log in to the Commission's Online Services, click the *Online Services Login* link on the [arec.alabama.gov](http://arec.alabama.gov) homepage and enter your email address and password.

If you have forgotten your password, you can click the *Forgot Password* link from the login page. You will then be taken to a page to enter your email address and click *Submit*. If the email address entered matches an email address that the Commission has on file for a licensee, an email will be sent to that address. You should receive an email within thirty minutes of submitting your request with instructions on how to reset your password. If you do not find the email in your inbox, check your spam or junk mail folder. If you do not receive an email after completing these steps, contact the Commission for assistance.

If no email address is found or you no longer have access to the email address that the Commission has on file for your license, you will need to contact the Commission for assistance at (334) 242-5544 or [arec@arec.alabama.gov](mailto:arec@arec.alabama.gov).



# Renewing a License Can Be Easy —

## ANSWERS PROVIDED HERE

### ▪ **Renewing Inactive License?**

Renewal fee paid by August 31, 2022 + no continuing education = a renewed current license that will be effective on October 1, 2022.

(The license can be activated once your continuing education has been satisfied for the 2023-2024 license period.)

### ▪ **Renewing Active License?**

Renewal fee paid by August 31, 2022 to avoid a penalty fee or by September 30, 2022 to avoid it from expiring + 15 hours continuing education = an active current license on October 1, 2022.

### ▪ **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 Qualifying Broker License Online?**

The qualifying broker license and the company license must be renewed together when done online. If the qualifying broker does not intend on renewing the company license

for the 2023-2024 license period, they must contact the Commission's Licensing Division for assistance.

### ▪ **Late Renewal Payment Deadline?**

Renewal fees paid online or postmarked September 1, 2022 through September 30, 2023 will be assessed a \$150 late penalty fee 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 and signature and is made payable to the Alabama Real Estate Commission or AREC. If mailing a combined check for multiple licenses, enclose a cover letter listing the names and license numbers being renewed.

### ▪ **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, 2022 deadline but did not complete CE requirements, the new 2023-2024 license will not be made available for printing until CE credits have been reported to the Commission and the license has been issued.

## CHECK, DOUBLE CHECK AND TRIPLE CHECK

It is renewal time and unfortunately what that means for the legal department is an influx of "bad check" cases. Section 34-27-36 of License Law sets forth the violations that may result in a formal complaint being filed against a licensee. Specifically, Section 34-27-36(a)(16) explains that it is a violation to present "to the Commission, as payment for a fee or fine, a check that is returned unpaid." The majority of formal complaints filed each year is for this violation and, in my opinion, this is the most easily avoidable violation. If you check, double check and triple check before your payment is submitted, I am confident that we can cut these violations in half.

The most common mistake when sending in a paper check is that the check is written on a closed account (I grabbed the wrong checkbook defense- which by the way doesn't work). By taking a moment to review which account the check is being written from, this mistake should never happen. The closed account mistake is the easiest to avoid. Make certain you are using the correct checkbook and not an older one for an account that is no longer operational.

Most licensees pay online through Alabama Interactive, and mistakes are often made here as well. In fact, the majority of violations are a result of keying in the wrong information. Paying on Alabama Interactive requires you to manually enter your banking information. If any of the information is typed in wrong, you are not immediately alerted nor is the transaction cancelled. Instead, the payment is processed and a few days later the Commission learns that the payment was returned unpaid. Quite often the licensee first learns of this when an investigator contacts them regarding the violation. It is important to know that if you pay through Alabama Interactive it is referenced and listed on your statement as a payment to "State of Alabama" not the Alabama Real Estate Commission. Even though licensees are notified of this multiple times, some licensees have cancelled their payment while it is processing because they thought the wrong entity had been paid.

The punishment for bad payments includes fines ranging from \$100 to \$2,500 and possibly suspension or revocation. A bad check in the amount of \$10 submitted for a Certificate of Licensure can lead to a returned check fee, a formal complaint, a guilty finding and hundreds or thousands of dollars in fines. Simply by ensuring that checks are written from open accounts with enough funds and banking information is entered correctly can save you from this costly mistake.

I know you are all very busy, but I promise you the few minutes you spend to check, double check and triple check will be a lot less than the time you will be forced to spend before the Commission for this violation.

## ATTENTION: Qualifying Brokers

# CHECK THE CE CREDIT for All Licensees in Your Company

As a Qualifying Broker, you can check the CE credit 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 *Education History (CE Credit)* link under *Available Services*. You can check your own CE here and also select your company and you will see a list of individuals who are licensed with your company. Selecting the license number of an individual will reveal all courses currently submitted to the Commission. Also, the *Status for Next License Renewal* will be displayed. If a licensee has NOT satisfied the

CE requirement for the license renewal in 2022, you will see *Insufficient CE*. If a license has NOT been renewed, you will see *Renewal Not*

continue reviewing this information to make sure all company licensees have satisfied the CE requirement. Some licensees may think they

License Number	Name	Status For Next License Renewal
0000 [REDACTED]	[REDACTED]	Insufficient CE, Renewal not paid
0000 [REDACTED]	[REDACTED]	Insufficient CE, Renewal not paid
0000 [REDACTED]	[REDACTED]	Renewal not paid
0000 [REDACTED]	[REDACTED]	

*Paid*. Nothing will appear if the CE and license renewal have both been satisfied. **You will not be able to print the 2023-2024 license until both the CE requirement and the license renewal have been completed.**

All Qualifying Brokers are encouraged to

have completed all 15 hours but may not have taken the required Risk Management course entitled "Risk Management: Initial Contact to Accepted Offer."

## 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 the mandatory 3-hour *Risk Management: Initial Contact to Accepted Offer* course and 12 hours of other approved courses. The 12 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 course work was completed and the license 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 October 1, 2022
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, 2022.** 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.

# Q & A

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

A: Yes. Even though instructors use the same course outline, they may teach the content differently. *[License Law Rule 790-X-1-.11(1)(a)(b)]*

## Q: In what time frame must courses be taken to renew an active license?

A: Courses taken between the date of issuance of a renewed license in 2020 and the date of September 30, 2022 are acceptable for meeting renewal requirements for issuance of an active 2023-2024 license.

## 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 *Education History (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.

## 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 to activate my inactive license this license period, 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 meet the current CE requirement in order to renew that activated license for the next license period. *[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 12 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)]*

## Q: Do I have to wait until October 1, 2022 to start taking CE courses for the next license renewal in 2024?

A: No. As soon as you have satisfied the CE requirement for the 2022 license renewal **AND** paid the license renewal fee **AND** the Commission has issued your 2023-2024 license, you can begin taking CE courses for the next license renewal in 2024. All of this could take place anytime after June 15.

**PLEASE NOTE:** We recommend that your CE be completed sooner rather than later so the deadline will not be missed, and your license status can remain active.

## Continuing Education Requirements for License Renewal in 2022

### BASIC INFORMATION:

<b>Total CE needed:</b>	15 hours License Law Section 34-27-35(j)(1) License Law Rule 790-X-1-.11(1)
<b>Deadline:</b>	September 30, 2022
<b>Courses to take:</b>	Risk Management: Initial Contact to Accepted Offer (3 hours) 12 hours in other approved courses License Law Rule 790-X-1-.11(1)(a)(b)

## Can I "Carry Over" Excess CE Hours?

There are licensees who take more than 15 hours of CE during a license period. Some of them intentionally take more than 15 hours because they enjoy the education. Of course, some of them accidentally take more than 15 hours. The Commission continues to receive the question "Can I carry over excess CE to the next license period?"

The answer to that question is "No". Only 15 hours of CE are required to renew an active license every two years. If a licensee takes more than 15 hours, either accidentally or intentionally, all of those hours will be archived when the license is renewed.

# CHECK YOUR CE CREDIT on the Commission's Website

- Go to the Commission's website at [arec.alabama.gov](http://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 as well as a list of Available Services. (If you have not already done so, you will need to verify your contact information before the links under Available Services are accessible.) Click on *Education History (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 used for license renewal are archived when all renewal requirements have been satisfied **and** the active license has been issued.
- Once all of your renewal requirements have been met, you may begin taking CE courses for your next license renewal. Both archived and current CE courses can be seen in the *Available Services* area of the Commission's website.



# THE UPDATE

ALABAMA REAL ESTATE

## COMMISSION

EMPOWER, CONNECT, AND EDUCATE



**EMPOWER** Empowering the real estate professional and the consumer.



**CONNECT** Connecting the real estate professional and consumer to the resources they need.



**EDUCATE** Educating the real estate professional and the consumer.

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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](http://arec.alabama.gov).

### REAL ESTATE LICENSES EXPIRE SEPTEMBER 30, 2022

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

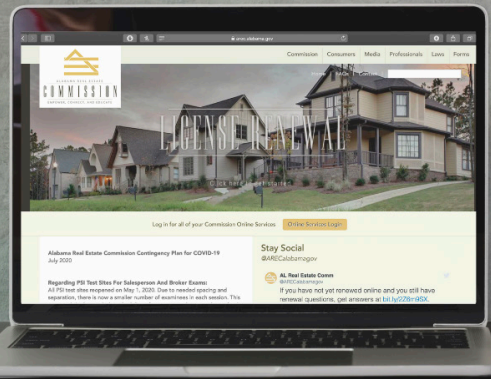
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## KEEP CURRENT WITH YOUR CONTACT INFORMATION

MAKE SURE THESE ARE CORRECT WITH THE COMMISSION:

- RESIDENCE ADDRESS • BUSINESS ADDRESS
- EMAIL • PHONE NUMBER

VISIT OUR WEBSITE: [AREC.ALABAMA.GOV](http://AREC.ALABAMA.GOV)



USE THE ONLINE SERVICES LOGIN [Online Services Login](#) TO UPDATE YOUR INFORMATION

THE COMMISSION MUST BE NOTIFIED OF  
THIS CHANGE WITHIN **30 DAYS**

SECTION 34-27-35(H)