

This is the last renewal notification that you will receive before your license is set to null and void.

RENEWAL INFORMATION

Involuntary Inactive Licensees Expiring: March 31, 2020

Every day we work to improve the way we do business in order to serve you better. As part of those efforts, we notify you when your license is due for renewal. To renew your license, please access your online account at:

www.MyFloridaLicense.com > My Account

Upon renewal, a copy of your license will be sent to the email address associated with your online account.

Please be sure you to keep your information up to date and renew online. DBPR online services offer a quick and easy way to print your license, renew your license, find license requirements, apply for a license, and update your license.

There is a \$5 unlicensed activity fee waiver and a 50% renewal fee waiver in effect this renewal period.

We're MOBILE!



Search for "DBPR Mobile" in the app store. Once you have installed the application select "My License" and enter the same login and password information that you used to create your online account to view a copy of your professional license.



We encourage you to renew online.

However, you can mail your renewal form and fee to:

Department of Business and Professional Regulation
P.O. Box 6300
Tallahassee, Florida, 32314-6300



General Renewal Information:

The renewal fee specified on your account includes the current fee of \$32 for Sales Associates and \$36 for Brokers and Broker Associates, and where applicable, past renewal fees and late fee.

If your renewal request (2020 expiration) is postmarked after March 31, 2020 or submitted electronically after midnight, March 31, 2020 (ET), there will be a \$25 late fee assessed.

If your expiration date is March 31, 2018 your license will become null & void April 1, 2020 if your renewal request is not postmarked by March 31, 2020 or submitted electronically before midnight, March 31, 2020 (ET).

Connect With DBPR



Visit www.MyFloridaLicense.com to create an account or access an existing account. There you will be able to:

- Find license and renewal information
- View fees and fee breakouts
- View license relationships
- Apply online for additional licenses
- Update your personal data
- Renew your license

LICENSE RENEWAL INFO

License Type:

Real Estate Sales Associates, Brokers, Broker Associates
(SL, BK, BL)

License Status Change Information:

Renewing active to inactive: Follow online renewal instructions.

Renewing inactive to active: Follow online renewal instructions and see below:

- Sales and Broker Associates, contact your broker to ensure proper registration as their employee.
- Brokers must be properly registered as a Sole Proprietor, Partnership or Qualifying Broker of a licensed real estate company.

Completion of continuing education is required for current active and inactive statuses.

NOTE: If your renewal is *postmarked after March 31, 2020* or *received electronically after Midnight Eastern Standard Time (EST), March 31, 2020*, you will be assessed a \$25 late fee.

POST LICENSURE EDUCATION

If this is your first renewal, you must complete the post license education requirement on or before March 31, 2020.

First Renewals:

The post license education requirement is:

- 45 hours for Sales Associate
- 60 hours for Broker Associate and Broker

After First Renewal:

- 14 hours of Continuing Education

Waiver/Exemptions:

Post license education is waived for a licensee who has a 4-year degree in real estate or higher. To apply for this exemption, submit an official transcript to:

Division of Real Estate
Education Section
400 West Robinson Street
Suite N-801
Orlando, FL 32801

or

DREEducation@myfloridalicense.com

Attorneys are not exempt from post-licensing education requirements.

Failure to complete the post license education requirement or submit degree documentation prior to the license expiration date will result in the license becoming null and void.

Updated CE Information

Florida Administrative Code 61J2-3.009(2) has been amended by the Florida Real Estate Commission. The renewal requirements still consists of payment of the renewal fee and 14 hours of continuing education, but the 14 hours of continuing education now consists of **3 hours of Core Law**, **3 hours of Ethics and Business Practices** and **8 hours of specialty education**. This will be mandatory for Real Estate Licensees who hold a license that expires on September 30, 2018, or thereafter.

ADDRESS, CRIMINAL SELF REPORTING, AND PAST DUE COMPLIANCE ORDERS:

- o State law requires you to keep your information current.
- o All professional licensees are required to self-report to the Department, within 30 days of being convicted, or found guilty of, or having plead nolo contendere (no contest) or guilty to a crime in any jurisdiction. To report, complete the criminal self-reporting document and mail it to the Department at the address provided on the form. To obtain a copy of the form, go to www.MyFloridaLicense.com.
- o If you have a compliance order with a past due payment your license will not be renewed until it has been made current.

Connect With DBPR



2601 Blair Stone Road
Tallahassee, FL 32399
Customer Contact Center: 850.487.1395
Website: www.myfloridalicense.com

Department of Business & Professional Regulation
Division of Real Estate
Katy **McGinnis**, Director
Amrita **Singh**, Deputy Director