

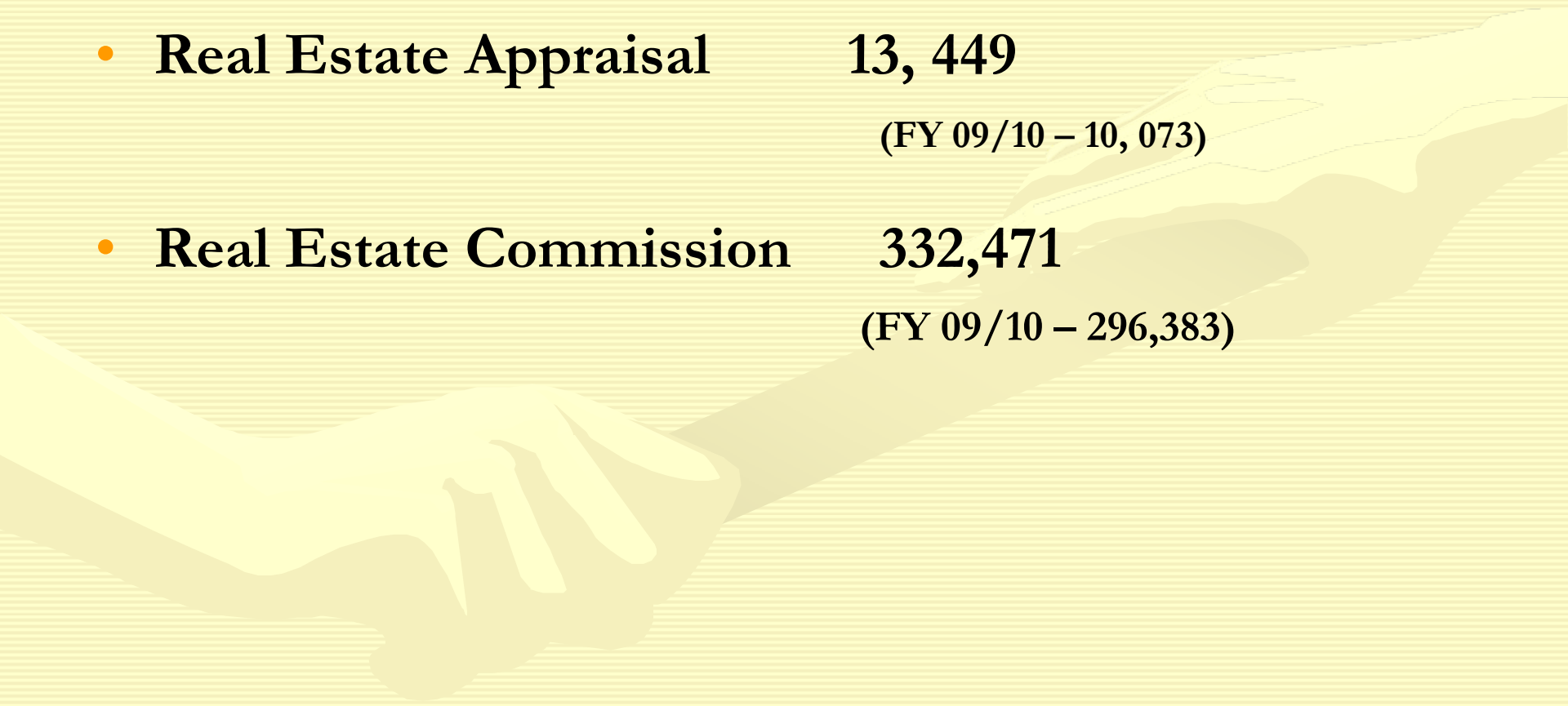
The logo for the Florida Department of Business & Professional Regulation is centered at the top. It features the text "Florida Department of Business & Professional Regulation" in a blue, sans-serif font. The word "Business" is on the top line, "Professional" is on the second line, and "Regulation" is on the third line. A decorative blue flourish is positioned to the right of the word "Professional". The entire logo is set against a white rectangular background with dark blue horizontal bars above and below it.

Florida Department of
Business &
Professional
Regulation

The background of the slide is a light yellow color with a faint, stylized illustration of two hands shaking in a firm grip, symbolizing agreement or partnership. The hands are rendered in a slightly darker yellow shade, creating a subtle watermark effect.

*Increasing Our Knowledge
of Licensing and More
By
Division of Real Estate*

Licensee Count as of June 30, 2011

- **Real Estate Appraisal** **13, 449**
(FY 09/10 – 10, 073)
 - **Real Estate Commission** **332,471**
(FY 09/10 – 296,383)
- 

Number of Applications Received and Approved for FY 10/11

Received:

Real Estate - 44, 221

FY 09/10 - 44, 512

Appraisal - 1,219

FY 09/10 - 655

Approved:

Real Estate - 36, 744

FY 09/10 - 37,741

Appraisal - 1, 002

FY 09/10 - 454

Applications Approved by FREC and FREAB for FY 10/11

Total sent to FREC for review: 2, 235

Reviewed: (FY – 09/10 – 2,644)

Approved by FREC: 1,455

Approved: (FY – 09/10 – 1, 113)

Denied by FREC: 125

Denied: (FY – 09/10 – 128)

Total sent to FREAB for review: 34

Reviewed: (FY – 09/10 – 35)

Approved by FREAB: 16

Approved: (FY – 09/10 – 16)

Denied by FREAB: 1

Denied: (FY – 09/10 – 5)

Can I work With These Statuses?

NO!!!

◦ **Involuntary Inactive/Active**

(Primary)

(Secondary)

◦ **Suspended/Active**

◦ **Null and Void/Active**

If the primary status is not **CURRENT** or **PROBATION** then you are not eligible to operate.

Terms and Statuses

Used by Division of Real Estate

In the License System

The following terms or statuses may be seen when using the License Portal for the DBPR – Division of Real Estate :

Primary Statuses - you may see for a license:

Applicant - the individual or organization has applied for a license but has not yet been approved.

Exam Eligible - the applicant has been approved to proceed with the next licensure requirement (e.g. examination).

Current - the licensee is up to date with respect to the department's requirements for licensure (e.g. renewals).

Involuntary Inactive - the licensee has not completed a timely renewal of their license. (e.g. past their expiration date)

Null & Void - the licensee has failed to renew several times. To operate under the terms of this license again, the licensee would have to reapply for licensure.

License Authority Voided - the licensee has not been timely in meeting their obligations to the department. This is used on multiple broker licenses, multiple instructor permits, branch offices, additional locations, real estate brokerages, upgrading of licenses – when a license is no longer in use.

Terms and Statuses

Used by Division of Real Estate

In the License System :

Primary Statuses - you may see for a license cont.:

- **Probation** - the licensee has been placed on probation by the department as part of a disciplinary action or as a condition of licensure.
- **Suspended** - the licensee's work privileges have been suspended for a specified period of time.
- **Revoked** - the licensee no longer meets the department's requirements to operate under the associated license.
- **Vol. Relinquish** - the licensee has returned their current license as notification that they no longer desire to possess the license. We use this when we receive a written communication from a licensee stating they wish to retire or no longer wish to be a licensee. We do a check of our enforcement system to make sure there are no outstanding complaints or cases. If there are we will forward the letter to the enforcement team or legal team for handling.
- **Deceased** - the department was notified that the licensee is now deceased and therefore updated the license record. We usually require a copy of the death certificate or obituary.

Terms and Statuses Used by Division of Real Estate In the License System :

Secondary Statuses – You may see follow the primary statuses above:

Active - the licensee is allowed to operate under the associated license.

Inactive - the licensee has met the department's requirements for licensure but is not allowed to work under this license. Licenses are usually inactive if the person or organization wants to remain in good standing while they pursue other ventures. In order to return to an active status, the individual or organization would simply have to notify the department and complete any outstanding requirements, such as continuing education or complete required forms.

Note about secondary statuses – This status will not change automatically if someone fails to renew. The status will remain whatever status it was prior to the license expiring unless it is manually updated.

A licensee should always refer to their primary status first then look at the secondary status. If a licensee is Involuntary Inactive in their primary status, then they have failed to comply with renewal requirements and may not operate regardless of what the secondary status reflects.

Terms and Statuses Used by Division of Real Estate In the License System :

Statuses you can operate under:

Current/Active – This means a licensee has met all renewal requirements and that the license is associated with another license or may have a modifier that indicates they are a sole proprietor, or are a licensed or certified appraiser.

Note – A licensee that requires their license to be associated with another license to operate should always verify their association by clicking “View Related License Information” when doing a license search or in their online account. **NEVER ASSUME YOUR LICENSE IS WITH THE APPROPRIATE BROKER/BROKERAGE OR LICENSED OR CERTIFIED APPRAISER OR SCHOOL.**

Probation/Active – This means a licensee has been disciplined but is able to continue to operate with their associated license or in their appropriate capacity – sole proprietor, licensed appraiser, certified residential or certified general appraisers. The above Note applies in this situation as well – make sure the license is properly associated.

Terms and Statuses Used by Division of Real Estate In the License System :

Statuses you cannot operate under:

Current/Inactive – This means a licensee has met all renewal requirements but is not actively practicing real estate services.

Involuntary Inactive/Active – This means a licensee has not met renewal requirements and prior to the expiration of the license they were practicing real estate services. Upon the license expiring, they no longer are valid to operate until the licensee has complied with their renewal requirements.

Involuntary Inactive/Inactive – This means a licensee has not met renewal requirements and prior to the expiration of the license they were not practicing real estate services. The licensee will not be able to change their status until the requirements for renewal have been met. **Note – Whether a licensee is active or inactive in their license status to keep the license in a valid status “Current Status” they must meet renewal requirements.**

Suspended/Active – This means a licensee’s work privileges have been suspended and prior to the action they may have been associated with another license. This is a system glitch and has to be manually updated when discovered. We run a report to locate these type errors and make the appropriate correction to the license.

Suspended/Inactive – This means a licensee’s work privileges have been suspended. The secondary status for appraisers is required in order for it to be reported to the Federal Registry appropriately.

**Terms and Statuses
Used by Division of Real Estate
In the License System :**

Statuses you cannot operate under continues:

License Authority Voided - the licensee has not been timely in meeting their obligations to the department. This is used on multiple broker licenses, multiple instructor permits, branch offices, additional locations, real estate brokerages, upgrading of licenses – when a license is no longer in use.

Null & Void - the licensee has failed to renew several times. To operate under the terms of this license again, the licensee would have to reapply for licensure.

Revoked - the licensee no longer meets the department's requirements to operate under the associated license.

Vol. Relinquish - the licensee has returned their current license as notification that they no longer desire to possess the license. We use this when we receive a written communication from a licensee stating they wish to retire or no longer wish to be a licensee. We do a check of our enforcement system to make sure there are no outstanding complaints or cases. If there are we will forward the letter to the enforcement team or legal team for handling.

RENEWAL CYCLES

REAL ESTATE:

March 31 , Even Year

September 30, Even Year

March 31, Odd Year

September 30, Odd Year

SL and BK fall in one of the above cycles based on when they pass an exam. For Example: April 1st through September 29th will fall in a March 31st renewal cycle. September 30th through March 30th will fall in a September renewal cycle.

Little Known Fact

Real Estate Corporations are placed in a renewal cycle by name:

A – F	March 31, Even Year
G-L	September 30, Even Year
M – S	March 31, Odd Year
T – Z	September 30, Odd Year

Tip: If you are applying for a new corporation license near the time of your renewal cycle above, if possible wait until after the renewal opens before applying then the license will be issued until the next cycle.

Renewals open mid-December for March renewals and mid-June for September renewals.

Stay the same

Real Estate Instructors, Appraiser Instructors,
Chief Administrators, Schools, and Additional
Locations:

September 30, Odd Year



Appraiser Renewal Cycle

Registered Trainees, Licensed Appraisers, Certified Residential Appraisers, General Appraisers, and Appraisal Management Companies (AMC):

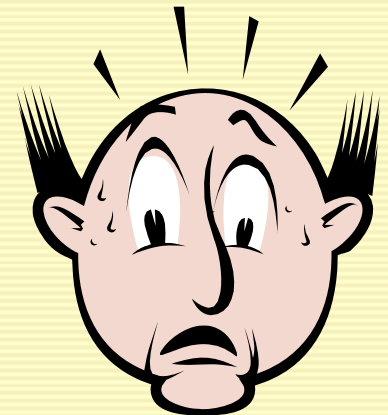
November 30, Even Year



Looking at the changes to www.MyFloridaLicense.com



LET'S TAKE A LOOK!





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Search Food & Lodging Inspections

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The next license renewal cycle ends September 30th. Professionals and businesses should check their licenses to see when to renew. Affected licenses include many real estate licenses, appraiser instructors, community association management firms and sellers of alcoholic beverages and tobacco.



CUSTOMER SERVICE SPOTLIGHT...

Need to check a Florida license? There's an app for that! Download the DBPR iPhone or Android app and stay connected with the department!

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Real Estate Public Records

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File Name	Size-Updated
Continuing Education	
Real Estate Appraiser	36,518,228 - 08/11/2011
Real Estate Salesperson	262,858,344 - 08/11/2011
Licensee Files	
Active, inactive and voluntarily inactive licensees. NULL & VOID, delinquent and involuntarily inactive records are not included in this download.	
Real Estate Appraisal	2,214,698 - 08/06/2011
Real Estate Corporations, Partnerships and Branch Offices	6893821 - 8/6/2011
Real Estate Licensees by County (Bay, Escambia, Holmes, Okaloosa, Santa Rosa, Walton, Washington)	2,767,482 - 08/06/2011
Real Estate Licensees by County (Calhoun, Dixie, Franklin, Gadsden, Gulf, Hamilton, Jackson, Jefferson, Lafayette, Leon, Liberty, Madison, Suwannee, Taylor, Wakulla)	2,066,362 - 08/06/2011
Real Estate Licensees by County (Baker, Clay, Duval, Flagler, Nassau, St. Johns)	4,534,939 - 08/06/2011
Real Estate Licensees by County (Alachua, Bradford, Citrus, Columbia, Gilchrist, Levy, Marion, Putnam, Sumter,	2,607,169 - 08/06/2011

Finding Download Files

Licensee Search

The DBPR Online Services website provides information about applicants and licensed individuals for those professions and businesses that are regulated by the Department of Business and Professional Regulation. If you would like to download general information (e.g. mailing addresses) about a particular group, please visit our free download site by [clicking here](#).

Select Search Type

- Search by Name
- Search by License Number
- Search by City or County
- Search by License Type

Search

Clear

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File Name	Size-Updated
Continuing Education	
Real Estate Appraiser	36,335,185 - 07/24/2011
Real Estate Salesperson	261,352,911 - 07/26/2011
Licensee Files Active, inactive and voluntarily inactive licensees. NULL & VOID, delinquent and involuntarily inactive records are not included in this download.	
Real Estate Appraisal	2,207,140 - 07/23/2011
Real Estate Corporations, Partnerships and Branch Offices	6877380 - 7/23/2011

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Review

From the same Profession list that appears when you clicked for downloads, click on Examination Services

Candidate Download

EXAMINATION CANDIDATE PUBLIC RECORDS

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File Name	Size-Updated
Approved Exam Candidates (Computer-Based Testing) All candidates approved to take an exam via computer-based testing for the boards listed under File below. This list contains names of examinees approved to take the exam between Friday and Thursday. Each time this list is refreshed last week's names are replaced by new names. Visit every week to receive the newest list.	
<u>Accountancy, Appraisers, Asbestos Consultants; Athlete Agents; Auctioneers; Building Code Administrators and Inspectors; Community Association Managers; Cosmetology; Electrical Contractors; Real Estate; Veterinary Medicine</u>	68,183 - 07/22/2011

Updated Weekly

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PREVIOUS



NEXT

CUSTOMER SERVICE SPOTLIGHT...

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CUSTOMER CONTACT CENTER...

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SETTING UP MY ACCOUNT

DBPR Online Services Main Menu

Welcome to the Department of Business and Professional Regulation's Online Application Services.

We have upgraded our online services, but the new system will require all users, including returning users, to complete a one-time registration profile with your e-mail address.

Follow the "[Create My Account](#)" link below under "[Create a New Online Profile](#)" to complete your initial registration. If you have used a numeric user ID and password in the past to access DBPR Online Services, you must still create a new online profile.

Public Services

[Apply for a New License](#)

[Public License Search](#)

Log in to Online Profile

*E-mail Address:

*Password:

Log On

[Forgot your password?](#)

Create a New Online Profile

[Create My Account](#)

[Need Help Creating An Account?](#)



LINKING MY LICENSE

Main Menu - Windows Internet Explorer

http://vouat:8080/datamart/mainMenuFLDBPR.do

File Edit View Favorites Tools Help

Convert Select

Main Menu Single License System

Logoff

Logged in as Doe, Jane

Main Menu

Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions	Licenses Linked to My Online Services Account
Apply for a New License	Select a license below to renew/maintain:
View User Profile	Real Estate Sales Associate (SL) #SL3066362 (Expiration Date: 09/30/2011)
Pay For Online Applications	
Link an Existing License to My Account	
Application Status Inquiry	

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http://vouat:8080/datamart/addLicenseToRegistrationFLDBPR.do

Local intranet 85%

Start Versa Testing - Emails - ... Main Menu - Windows... 8:24 AM

GOING THROUGH APPLICATION PROCESS

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** Application for Broker License - Upgrade from Sales Associate to Broker - FL Resident - Eligibi - Windows Internet Explorer
- Address Bar:** http://vouat:8080/datamart/suitabilityQuestions.do?applicationId=1
- Navigation:** File, Edit, View, Favorites, Tools, Help. Convert, Select.
- Page Header:** Florida Department of Business Professional Regulation logo and DBPR ONLINE SERVICES banner.
- User Information:** Main Menu, License Menu, Logoff. Real Estate Sales Associate (SL) #SL3066362. Logged in as Doe, Jane.
- Section Title:** Application for Broker License - Upgrade from Sales Associate to Broker - FL Resident - Eligibility Questions
- Text:** These questions are used to determine if you meet the requirements for applying for a license online. Your response(s) will determine if you are allowed to continue with the online process. Answer the questions and press "Next". Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.
- Form:** A table with two columns: Question and Answer.

Question	Answer
1. Have you been the holder of a valid sales associate's license for 24 months during the last five years?	<input checked="" type="radio"/> Yes <input type="radio"/> No
- Buttons:** Previous, Next, Cancel.
- Footer:** The State of Florida is an AA/EEO employer. Copyright 2007-2010 State of Florida. Privacy Statement. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions regarding DBPR's ADA web accessibility, please contact our Web Master at webmaster@dbpr.state.fl.us.
- Taskbar:** Start, Inbox - Microsoft Outlook, Application for Broker..., Local intranet, 85%, 8:44 AM.

BACKGROUND QUESTIONS

IMPORTANT!

Application for Broker License - Upgrade from Sales Associate to Broker - FL Resident - Backgro - Windows Internet Explorer

http://youat:8080/datamart/rsdModuleMain.do

File Edit View Favorites Tools Help Convert Select

Application for Broker Lic... Single License System

Real Estate Sales Associate (SL) #SL3066362 Logged in as Doe, Jane

Application for Broker License - Upgrade from Sales Associate to Broker - FL Resident - Background Question 1 - Information

Please read each question carefully.

Press "Previous" to return to the previous section.

Press "Next" after appropriate details have been entered.

Press "Cancel" to cancel this application and return to the main menu.

* 1. Have you ever been convicted or found guilty of, or entered a plea of nolo contendere or guilty to, regardless of adjudication, a crime in any jurisdiction, or are you currently under criminal investigation? This question applies to any criminal violation of the laws of any municipality, county, state or nation, including felony, misdemeanor and traffic offenses (but not parking, speeding, inspection, or traffic signal violations), without regard to whether you were placed on probation, had adjudication withheld, were paroled, or pardoned. If you intend to answer "NO" because you believe those records have been expunged or sealed by court order pursuant to Section 943.0581, Florida Statutes, or applicable law of another state, you are responsible for verifying the expungement or sealing prior to answering "NO".

YOUR ANSWER TO THIS QUESTION MAY BE CHECKED AGAINST LOCAL, STATE AND FEDERAL RECORDS. FAILURE TO ANSWER THIS QUESTION ACCURATELY MAY RESULT IN THE DENIAL OR REVOCATION OF YOUR LICENSE. IF YOU DO NOT FULLY UNDERSTAND THIS QUESTION, CONSULT AN ATTORNEY OR CONTACT THE DEPARTMENT.

Yes No

Previous Next Cancel

Done Local intranet 115% 9:02 AM

Start Inbox - Microsoft Outlook Application for Broker... LicenseEase Version 4 U...

Tips for Applicants applying for Licensure:

- 1. Read All Questions Very Carefully – when you have doubt consult an attorney**
- 2. List everything – even if you think that it has been dismissed. Adjudication Withheld doesn't mean Dismissed.**
- 3. Send all supporting documentation with application – transcripts, arrest reports, final dispositions, proof of satisfaction of discipline-probation, fines, costs, etc.**

FINDING STATUS OF APPL.

Application Status Inquiry - Windows Internet Explorer

http://vouat:8080/datamart/applicationStatusListFLDBPR.do

File Edit View Favorites Tools Help

Application Status Inquiry x Single License System

Below is a list of outstanding/pending applications.
 To provide additional documentation for your application select "Attach".
 Press "Back" to return to the main menu.

Status	License Type	Application Number	Application Name	Submission Date	License Number	Deficiencies	Notes	Attachments
Open	Real Estate Broker or Sales	2915279	Renewal	06/05/2011	SL3066362			
Open	Real Estate Broker or Sales	2915279	Renewal	06/05/2011	SL3066362			
Open	Real Estate Broker or Sales	2962252	Application for Broker License - Upgrade from Sales Associate to Broker - FL Resident	07/05/2011	SL3066362			Attach
Open	Real Estate Broker or Sales	2962252	Application for Broker License - Upgrade from Sales Associate to Broker - FL Resident	07/05/2011	SL3066362			Attach
Approved	Real Estate Broker or Sales	2462892	Renewal	06/07/2009	SL3066362			
Approved	Real Estate Broker or Sales	2462892	Renewal	06/07/2009	SL3066362			

Online Applicants: If you have submitted an online application, we will evaluate the application to determine if you meet the eligibility requirements for examination and/or license. This process takes approximately two to three weeks. You will be notified in writing if we need any additional information or documentation. Your application will be considered complete only upon the department's receipt of all requested information, including validation of payment from your financial institution.

Brand/Label Registration: Thank you for submitting your online registration. The application shall be considered complete upon the submission of the application and any required payment. Registrant records are subject to audit to verify compliance with the beverage law and that any violations thereof, may result in revocation of the brand/label.

If you have any questions regarding the application process, you can reach our Customer Contact Center at 850.487.1395.

Local intranet 85% 9:18 AM

Start | Inbox - Microsoft Outlook | Application Status In... | LicenseEase Version 4 U...



***Fulfilling our mission to
License efficiently. Regulate fairly.***

Florida Department of
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Questions???

Call our Customer Contact Center

At 850.487.1395

