

## **Tips for Renewal:**

To assist with your renewal process we have put together some helpful tips below.

- **Establish your Online Account:** If you have not established your online account with us, please do so prior to the last day of renewal. It takes a few minutes to set up and you may receive delays due to the high volume of individuals attempting to renew on the last day.
  
- **Verify your education requirements:**
  - **Initial renewal:** After receiving your license, your initial renewal requires Post License Education – 45 hours for Sales Associates and 60 hours for Broker Sales/Brokers. Post License Education can be completed through distant education or classroom. The only exemption is someone with a 4 year degree in real estate. To obtain this exemption you must submit your original transcripts to: Division of Real Estate – Education Section – 400 West Robinson Street, Suite N801, Orlando, Florida 32801
  - **Current licensees:** require 14 hours of Continuing Education for renewal. This can be completed by distant education or in a classroom. You may review our Provider list for approved courses. [Click Here](#) to direct you to the list. (A Florida Bar Member in active/good standing is exempt from the 14 hour continuing education. If you have not informed us that you are a Florida Bar member, please be sure to notify us at 850.487.1395)
  - **Involuntary Inactive licensees:** are required to complete 28 hours Reactivation Education Course. This education **MUST** be completed on or before the expiration date (March 31<sup>st</sup> or September 30<sup>th</sup>) midnight Eastern Standard Time to prevent the license going Null and Void. **Involuntary Inactive licensees are individuals who have failed to complete the prior renewal cycle requirements for continuing education/fees and are in their last 24 months of licensing. All requirements for renewal are due by expiration date (March 31<sup>st</sup> or September 30<sup>th</sup>) midnight Eastern Standard Time to**

**avoid the license going Null and Void. There is no hardship extension for this status.** (A Florida Bar Member in active/good standing is exempt from the 28 hour Reactivation Education Course. If you have not informed us that you are a Florida Bar member, please be sure to notify us at 850.487.1395)

- **Verify your Address:** We send notifications and updates to the current mailing address on file. It is a requirement to update your mailing address with the Department within 10 days of any change of address.
- **Verify your Status:** Through your online account you can verify your license status and with whom your license is being held. Please be sure the information in your account is showing the correct information. If your information does not show your relationship with the correct broker/employer, you should have your broker/employer add you through their online account; this will add you in real time allowing you to work immediately.
- **Hardship Requests:** If you are a licensee required to complete post license education by your initial expiration date and you have a **hardship**, you may submit a written request with supporting documentation to request an extension of your renewal. The request will be reviewed and determined if it falls within the hardship requirements. You may mail this request to: Division of Real Estate – Licensing Section – 400 West Robinson Street, Suite N801, Orlando, Florida 32801. You may also fax to 407.317.7245 attn: Licensing Section. **We are unable to grant extensions to individuals due for continuing education or reactivation education.**
- **Fees and Education for Renewal:** Requirements for renewal are due no later than midnight Eastern Standard Time of the expiration date (March 31<sup>st</sup> or September 30<sup>th</sup>). If the expiration date falls on a holiday or weekend the renewal is extended to the next business day midnight Eastern Standard Time.