

RENEWAL INFORMATION

Current Licensees Expiring: December 31, 2020
Real Estate Sales Associates, Brokers, Broker Associates
(SL, BK, BL)

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

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.

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

License Status Change Information:

Renewing active to inactive: Follow online renewal instructions provided on the back of your renewal notice.

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* December 31, 2020 or *received electronically after* Midnight Eastern Standard Time (EST), December 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 December 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
DREducation@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 Business Ethics Practices** and **8 hours of specialty education**. This will be mandatory for Real Estate Licensees who hold a license that expires on December 31, 2020, or thereafter.



Visit www.MyFloridaLicense.com to create an account or access an existing account. There you will find license and renewal information, fees and their breakouts, license relationships, as well as the opportunity to update personal data, apply online for additional licenses, and renew your license.

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.

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