

## Continuing Education Requirements

All real estate licensees (principal brokers, affiliated brokers, sole practitioner brokers and property managers) renewing an active license must complete at least 30 hours of continuing education during the preceding two license years. At least 15 hours must be in one or more of the required topics as determined by the Real Estate Commissioner.

## Course Approval

*The Oregon Real Estate Agency does not approve continuing education courses or instructors.* Continuing education is approved by the certifying licensee.

A “certifying licensee” is a principal broker or property manager who signs a statement on the Agency’s Continuing Education Certification form certifying that an affiliated licensee has completed the required continuing education. Principal brokers, sole practitioner brokers and unaffiliated property managers self-certify their own continuing education.

Licensees are encouraged to discuss the acceptability of a course with their certifying licensee prior to taking a course.

With approval from the certifying licensee, Agency-approved post-license courses can meet continuing education requirements. These courses include Brokerage Administration and Sales Supervision, and Advanced Real Estate Practices.

## Course Requirements

Real Estate-Oriented - Continuing education must be “real estate-oriented.” The term “real estate-oriented” is defined by the certifying licensee; however, *courses related to personal skills such as time management, and routine meetings and luncheons cannot be considered real estate-oriented.*

Length - Courses must be a minimum of one hour. Meal or rest breaks do not count. A licensee may receive partial clock hour credits for courses that are longer than one hour.

Required Topics - Licensees may choose from topics on the list, taking a few hours in each topic,

15 hours in just one topic, or all 30 hours in required course topics. The certifying licensee determines what topic or topics a course covers, and how many hours can be certified. The required topics are:

- Trust Accounts
- Misrepresentation
- Anti-Trust
- Rule and Law Update
- Property Management
- Commercial Brokerage and Leasing
- Real Estate Taxation
- Agency
- Fair Housing
- Contracts
- Evaluation of Property
- Brokerage Management
- Land
- Business Ethics

Repeated Courses - Licensees cannot receive credit for taking the same course more than once within the same two-year licensing period.

Out-of-State Courses - A certifying licensee may approve continuing education courses completed outside of Oregon, but only for content related to the practice of real estate in Oregon.

## Certification Guidelines

In certifying a continuing education course, the certifying licensee should consider the totality of the information provided and the content of the class. Additionally, the certifying licensee *may* consider other criteria including, but not limited to:

- Evidence of instructor’s qualifications to teach the course
- A review of the course content to assure it is current and accurate, the learning objectives for the course, and whether the course content fulfills the learning objectives
- Whether means of measuring learning outcome, such as assignments or a final

exam, are included

- Whether students have a means of evaluating the course and instructor

For non-traditional (audio and video tapes, internet, CD-ROM, etc.) courses:

- Whether the course offers operational or electronic security measures
- The ability of the student to interact with an instructor or to access other resources to support their learning
- Whether the learning environment is explained in advance of the course
- Whether the course includes a proctored final exam

In determining the number of hours to approve for a non-traditional course, a certifying licensee *may* consider:

- The number of questions in the final exam, with a minimum standard of 10 questions per hour of credit
- The number of pages for internet, computer-based training, CD-ROM and book courses, with a minimum standard of 10 pages per hour of credit
- The clock hours elapsed for videocassette, audio tape and teleconference courses

## Recordkeeping

When a licensee completes a course, the Certificate of Attendance is given to the certifying licensee to be signed. [Copies of the form may be obtained by visiting the Agency’s website at [www.rea.state.or.us](http://www.rea.state.or.us).] Certifying licensees then retain the Certificates of Attendance for six years. The Agency recommends that licensees make copies of certificates for their own records.

Certifying licensees are required to provide copies of the Certificates of Attendance upon request by an affiliated licensee or the Agency.

## License Renewal

When a licensee renews an active license, the certifying licensee signs the Continuing Education Certification form stating that the required continuing education has been completed. Certification forms are kept by the certifying licensee for six years. *Do not send Certificates of Attendance or the certification form to the Agency.*

## Advanced Real Estate Practices

New Oregon brokers must take the 30-hour Advanced Real Estate Practices (AP) course for their first license renewal.

The AP course requirement is separate from continuing education requirements. Principal brokers may let affiliated brokers use the AP course to meet the continuing education requirements for license renewal.

*Principal brokers, sole practitioner brokers and property managers are not required to take the AP course.*

When affiliated brokers complete the AP course, the course certificate must be given to their principal broker. These certificates should be maintained as they are for continuing education.

See more information on the AP requirement by visiting the Agency's website at [www.rea.state.or.us](http://www.rea.state.or.us).

## Course Availability

The following is a list of possible sources of continuing education to assist licensees in meeting their license renewal requirements. The Agency does not maintain a list of available courses. This information is offered to provide a basis by which licensees can begin their own searches. This list is by no means complete, nor is it a guarantee of course availability. The Agency advises licensees to consult with their certifying licensee prior to taking any course.

- Real estate schools
- Community colleges
- Multiple listing services
- Title companies

- Oregon Association of Realtors® and its local boards.
- Association of Real Estate License Law Officials (See [www.arello.org](http://www.arello.org))

## Course Sponsors

Continuing education course sponsors, as a courtesy to their students, may provide a standard Certificate of Attendance form with the following information completed:

- Real estate licensee's name
- Course title and date of completion
- Instructor's name and location of course
- Method of course delivery and whether a final examination was administered

Sponsors of continuing education courses can advertise that their courses **may meet continuing education requirements with the certifying licensee's approval**. Courses should not be advertised as approved in Oregon, as there is no such concept as a "state-approved" continuing education course.

## Exemptions

Inactive Licenses - Licensees renewing an inactive license are exempt from the continuing education requirements. However, to reactivate an inactive license, the licensee must complete 30 hours of continuing education within the two years prior to reactivation. (The AP course may be required if activating your license for the first time.)

Medical Exemption - The Commissioner may waive the continuing education requirements for a licensee who submits satisfactory evidence of the inability to attend such courses because of health circumstances.

## References

Oregon Revised Statutes 696.174  
Oregon Administrative Rule 863-015-0055

**CONTINUING EDUCATION  
REQUIREMENTS  
FOR OREGON  
REAL ESTATE LICENSEES**



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# Continuing Education Certificate of Attendance

\_\_\_\_\_  
Licensee's Name

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Date of Course Completion

\_\_\_\_\_  
Instructor's Name

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Location of Course, City and State

The method of course delivery was \_\_\_\_\_  
(i.e. classroom, CD-ROM, internet, correspondence, videocassette, etc.)

There was/was not (circle one) a final exam of \_\_\_\_\_ questions.

The course contained \_\_\_\_\_ hours in required course topics.

\_\_\_\_\_ hours in elective course topics.

Subject matter of the course was within the following required topics (if applicable):

\_\_\_\_\_  
I hereby certify that the individual named herein completed the course described above and that the course meets the criteria for required or elective course topics

\_\_\_\_\_  
Certifying Licensee's Printed Name

\_\_\_\_\_  
Certifying Licensee's Signature