Brokers, principal brokers, and property managers must take at least **30 hours of continuing education** to renew an active license. (ORS 696.174 - 696.184)

### Requirements for 1st Active Renewal

To renew an active broker or property manager license for the first time, or reactivate a license after an inactive first renewal, you must first complete the appropriate advanced practices course to meet your required continuing education.

- Brokers must take an Agency-approved 27-hour **Broker Advanced Practices (BAP)** course and the 3-hour **Law and Rule Required Course (LARRC)**.
- Property managers must take an Agency-approved 27-hour **Property Manager Advanced Practices (PMAP)** course and the 3-hour **LARRC**.

**Important note to principal brokers:** If you renew an active license for the first time, or reactivate a license after an inactive first renewal, **on or after July 1, 2019**, you must take an Agency-approved 27-hour **Principal Broker Advanced Practices (PBAP)** course and the 3-hour **LARRC** before you renew or reactivate.

### Requirements after 1st Active Renewal

To renew an active broker, principal broker, or property manager license, or reactivate an inactive license:

- You must complete the 3-hour **LARRC**.
- You must complete the remaining **27 hours** of required continuing education from certified providers. Providers are listed via the Agency’s website at [www.oregon.gov/rea](http://www.oregon.gov/rea).
- Only classes you take within the 2 years before renewal or reactivation can count.

Certified providers can only offer continuing education for credit if it covers one or more of the required topics. Providers must tell you which topic(s) a course covers or if the course is the LARRC, an Advanced Practices courses, or the Brokerage Administration and Sales Supervision course.

### Required Course Topics

- Principal broker or property manager record-keeping
- Principal real estate broker supervision responsibilities
- Principal broker or property manager clients’ trust accounts
- Agency relationships and responsibilities for brokers, principal brokers, or property managers
- Misrepresentation in real estate transactions
- Property management
- Advertising regulations
- Real estate disclosure requirements
- Real estate consumer protection
- Anti-trust issues in real estate transactions
- Commercial real estate
- Real estate contracts
- Real estate taxation
- Real estate property evaluation, appraisal, or valuation
- Fair Housing laws or policy
- Managing a real estate brokerage
- Business ethics
- Risk management
- Dispute resolution
- Real estate finance
- Real estate title
- Real estate escrows
- Real estate development
- Condominiums
- Subdivisions
- Unit owner or home owner associations

### Ineligible Course Topics

- Real estate broker or property manager pre-licensing courses
- Examination preparation classes
- Sales meetings
- Motivational classes or seminars
- Time management classes or seminars
- Sales and marketing classes or seminars
- Psychology classes or seminars
- Trade association orientation courses
- Courses in standardized computer software programs not specifically related to required course topics
- Courses with content that is specific to another state or jurisdiction

### Certificates of Attendance

Certified continuing education providers must give you a certificate of attendance for each course you complete. The certificate must include:

- The licensee’s name and license number.
- The name of the course.
- The name of the certified continuing education provider and the provider number assigned by the Agency.
- The required course topic(s) or whether the course is the Law and Rule Required Course, one of the Advanced Practices courses, or the Brokerage Administration...
and Sales Supervision course.
• The date and time of the course.
• The length of time of the course.
• The name of the instructor of the course.

Keep all certificates of attendance for 3 years after the license renewal or reactivation date. The Agency randomly audits continuing education records. You are required to provide copies of the certificates of attendance to the Agency upon request.

**Enter in eLicense**

Before you can renew your active license, you must enter the information from your continuing education certificates into eLicense. You can do this either:
• Before your license renewal month. Log into your eLicense account and Add Continuing Education.
• On or after the 1st day of your renewal month. You will enter your continuing education as part of your online renewal.

**Exemptions**

You do not have to take continuing education if:
• You are renewing an inactive license. You will need to complete the required continuing education beforereactivating. If you have never renewed an active license before, you may need an advanced practice course to reactivate. Contact the Agency for more information.
• The Agency has waived the continuing education requirements for you. The Agency may do this if it receives satisfactory evidence of your inability to complete courses because of poor health or other circumstances beyond your control under ORS 696.174.

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**Continuing Education Checklist**

**Brokers**
- Take the 27-hour Broker Advanced Practices course for 1st active renewal or reactivation after inactive 1st renewal, or take 27 hours of continuing education from certified providers.
- Take the 3-hour Law and Rule Required Course.
- Enter course information into eLicense.
- Keep certificates of attendance for 3 years.

**Property Managers**
- Take the 27-hour Property Manager Advanced Practices course for 1st active renewal or reactivation after inactive 1st renewal, or take 27 hours of continuing education from certified providers.
- Take the 3-hour Law and Rule Required Course.
- Enter course information into eLicense.
- Keep certificates of attendance for 3 years.

**Principal Brokers**

For renewals & reactivations before July 1, 2019:
- Take 27 hours of continuing education from certified providers.
- Take the 3-hour Law and Rule Required Course.
- Enter course information into eLicense.
- Keep certificates of attendance for 3 years.

For renewals & reactivations on or after July 1, 2019:
- Take the 27-hour Principal Broker Advanced Practices course for 1st active renewal or reactivation after inactive 1st renewal, or take 27 hours of continuing education from certified providers.
- Take the 3-hour Law and Rule Required Course.
- Enter course information into eLicense.
- Keep certificates of attendance for 3 years.