

## CE Requirements

As a **broker, principal broker, or property manager**, you must complete at least 30 hours of continuing education to renew an active license or reactivate an inactive license. (ORS 696.174-696.184)

- Only classes you take within the **2 years prior to renewal** or reactivation will count.
- You must take classes from **Agency-certified continuing education providers**.
- You must complete the **3-hour Board-approved Law and Rule Required Course (LARRC)** as part of your 30 hours of continuing education.
- If you are a new or relicensed broker, you must take an Agency-approved **27-hour Broker Advanced Practices** course before your first active license renewal or reactivation.
- If you are a new or relicensed property manager, you must take an Agency-approved **27-hour Property Manager Advanced Practices** course before your first active license renewal or reactivation.

## Certified CE Providers

Find a list of certified continuing education providers on the Agency's website at [www.oregon.gov/rea](http://www.oregon.gov/rea).

## Required Course Topics

Certified continuing education providers can only offer credit for classes that cover one or

more of the required topics. Providers must tell you which topic(s) each course includes, or whether the course is the Law and Rule Required Course, the Broker Advanced Practices course, or the Property Manager Advanced Practices 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
- Timeshares
- Water rights
- Environmental protection issues in real estate
- Land use planning, zoning, or other public limitations on use
- Real estate economics

- Real estate law or regulation
- Negotiation

### 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, the Advanced Real Estate Practices course, 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.

## CE Record Keeping

Keep all certificates of attendance for **3 years** after the license renewal date for which the continuing education hours were used.

The Agency randomly audits continuing education records. You are required to provide copies of the certificates of attendance to the Agency upon request.

## Enter CE in eLicense

Before you can renew your active license, **you must enter information from your CE certificates into eLicense**. There are two times you can do this.

- 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 before reactivating. If you haven't renewed an active license before, you may need an advanced practice course to reactivate.
- **The Agency may waive the continuing education requirements** for a licensee who submits satisfactory evidence of the inability to complete such courses because of health or other circumstances beyond the licensee's control.

# Continuing Education Checklist

### Brokers:

#### 1st Active Renewal

- ❑ Take the 27-hour Broker Advanced Practices course.
- ❑ Take the 3-hour Law and Rule Required Course.
- ❑ Record course information into eLicense.
- ❑ Keep certificates of attendance for 3 years after your license renewal.

#### Renewing Active After 1st Active Renewal

- ❑ Take 27 hours of continuing education.
- ❑ Take the 3-hour Law and Rule Required Course.
- ❑ Record course information into eLicense.
- ❑ Keep certificates of attendance for 3 years after your license renewal.

### Property Managers:

#### 1st Active Renewal

- ❑ Take the 27-hour Property Manager Advanced Practices course.
- ❑ Take the 3-hour Law and Rule Required Course.
- ❑ Record course information into eLicense.
- ❑ Keep certificates of attendance for 3 years after your license renewal.

#### Renewing Active After 1st Active Renewal

- ❑ Take 27 hours of continuing education.
- ❑ Take the 3-hour Law and Rule Required Course.
- ❑ Record course information into eLicense.
- ❑ Keep certificates of attendance for 3 years after your license renewal.

### Principal Brokers:

#### All Active Renewals

- ❑ Complete 27 hours of continuing education from certified providers.
- ❑ Complete the 3-hour Law and Rule Required Course.
- ❑ Record course information into eLicense.
- ❑ Keep certificates of attendance for 3 years after your license renewal.



Your Guide to

# Real Estate Continuing Education

February 2018

Oregon Real Estate Agency  
530 Center St NE Ste 100  
Salem, Oregon 97301  
(503) 378-4170  
[www.oregon.gov/rea](http://www.oregon.gov/rea)  
[orea.info@oregon.gov](mailto:orea.info@oregon.gov)