

## Requirements

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

If you are an broker principal broker, or property manager renewing an active license for the first time, or reactivating a license after an inactive first renewal, you must first complete the appropriate **Agency-approved** advanced practices course and the Law and Rule Required Course (LARRC) to renew your license.

- **Brokers** must take the 27-hour **Broker Advanced Practices** (BAP) course and the 3-hour **LARRC**.
- **Principal brokers** must take the 27-hour **Principal Broker Advanced Practices** (PBAP) course and the 3-hour **LARRC**.
- **Property managers** must take the 27-hour **Property Manager Advanced Practices** (PMAP) course and the 3-hour **LARRC**.

Only classes you take within the 2 years before renewal or reactivation will count for renewal or reactivation of your active license.

### Requirements after 1st Active Renewal

To renew an active broker, principal broker, or property manager license after the first renewal, or to 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 will count for renewal or reactivation of your active license.

## Required Course Topics

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 or an Advanced Practices courses.

### 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, 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 before reactivating. 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.

# Continuing Education Checklist

## Renewing Active for the First Time

- Take the 27-hour Advanced Practices course required for your license.
- Take the 3-hour Law and Rule Required Course.
- Enter course information into eLicense.
- Keep certificates of attendance for 3 years.

## Renewing After First Active Renewal

- 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.

## Reactivating After Inactive First Renewal

- Take the 27-hour Advanced Practices course required for your license.
- Take the 3-hour Law and Rule Required Course.
- Enter course information into eLicense.
- Keep certificates of attendance for 3 years.



Your Guide to

# Real Estate Continuing Education

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