



Oregon Real Estate Agency Active Renewal Application – Continuing Education Course Entry Instructions

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Renewal Application

Questions 16 & 17: Read questions and attest your acknowledgement by typing your name in the field.

Question 18: Select the button that matches your license activity type.

Question 19: Active licensee must select option “**a**”. (If you wish to Inactivate your license, close this application and complete the online Licensing Inactivation application.)

Click: “Next” to proceed continuing education reporting.

License for 99030TE\$T

Renewal Acknowledgement

- Renewal Applicant Information
- Background - Renewal
- ▶ Renewal Acknowledgement
- Continuing Education Reporting
- Review

16. By entering my full name in the area below, I acknowledge that I am required to notify the Commissioner, in writing, of any criminal conviction or litigation as described in OAR 863-015-0175.

* Fred B Test

17. By entering my full name below, I acknowledge that I must notify the Agency of any change to my personal mailing or e-mail address within 10 calendar days.

* Fred B Test

18. What type of real estate activity do you perform under your license?

* Real Estate Sales Property Management Both N/A, Inactive Licensee

19. You must complete at least 30 hours of continuing education from certified providers before you renew an active license. You do not need to take continuing education to renew an inactive license.

To learn more about your continuing education requirements, please see [Continuing Education Requirements for License Renewal](#). (Clicking the link opens a new window.)

The Oregon Real Estate Agency audits licensees' continuing education records monthly. If you are selected to as part of the audit, you must provide copies of your records to the Agency. If you do not, your license may be subject to disciplinary action. If the Agency reviews your records and finds them incomplete, your license may be subject to disciplinary action.

I certify:

* a) I have met the continuing education requirements per OAR 863-020-0010 through 863-020-0015. My continuing education records are complete and available for the Agency's review. I understand that I will enter information about my complete courses on the next page.

or

b) My license is currently inactive and I am not required to take continuing education.

IMPORTANT Selecting this option DOES NOT INACTIVATE YOUR LICENSE. To inactivate your license, you must close this window and complete the "Inactivate my License" application from the "Online Services" menu before proceeding with your renewal.

Next Save and Close

Entering Continuing Education Courses

Question 20: Click "Add" button to enter each course taken in previous two years.

License for 99030TEST

Continuing Education Reporting

Enter the continuing education courses you completed in the previous two years. All reported courses must total at least 30 hours, including the 3-hour Law and Rule Required Course (LARRC).

If you are renewing a broker or property manager license for the first time, you must complete the applicable 27-hour advanced practices course **and** the 3-hour LARRC.

20. Report completed continuing education courses below. Use the information on your certificates of attendance to fill out the form below.

Action	Provider Number	Course Name	Course Number	Eligible Course Topic, or LARRC, AP or BASS	Date of Course	Course Location	Name of Instructor	Course Hours
No Records Found								

Add

Click the "Add" button above for each course.

Add CE Courses

Report completed continuing education courses below. Use the information on your certificates of attendance to fill out the form below.

1. Provider Number
*
2. Course Name
3. Course Number
*
4. Eligible Course Topic, or LARRC, AP or BASS
*
5. Date of Course
* (MM/DD/YYYY) [Today](#)
6. Course Location
*
7. Name of Instructor
8. Course Hours (Maximum 4 characters)
*

OK **Cancel**

By clicking the "Add" button, the course entry popup window (shown at right) will appear.

NOTE: Agency –approved certificates of attendance Have all the information required.

Click: "OK" after course information is entered.

Entering Continuing Education Courses

Click: "Add" button to enter each additional course taken in the two years prior to your renewal.

License for 99030TEST

Continuing Education Reporting

Enter the continuing education courses you completed in the previous two years. All reported courses must total at least 30 hours, including the 3-hour Law and Rule Required Course (LARRC).

If you are renewing a broker or property manager license for the first time, you must complete the applicable 27-hour advanced practices course **and** the 3-hour LARRC.

20. Report completed continuing education courses below. Use the information on your certificates of attendance to fill out the form below.

Action	Provider Number	Course Name	Course Number	Eligible Course Topic, or LARRC, AP or BASS	Date of Course	Course Location	Name of Instructor	Course Hours
<input type="button" value="Remove"/> <input type="button" value="Edit"/>	9876	Law and Rule Required Course	123	LARRC	02/01/2014	Online	Mr. Course Instructor	3

Click the "Add" button above for each course.

21. Enter the total number of continuing education hours you reported above.

*

22. By entering my full name below, I certify I have completed a minimum of 30 hours of continuing education, including the 3-hour LARRC. If I am renewing a broker or property manager license for the first time, I certify that I have completed the applicable 27-hour advanced practices course and the 3-hour LARRC.

*



Editing Continuing Education Courses

How to Edit Courses: You may edit a course after you have entered it.

- **Click:** The “Edit” button next to the course you wish to modify

License for 99030TEST

Continuing Education Reporting

Enter the continuing education courses you completed in the previous two years. All reported courses must total at least 30 hours, including the 3-hour Law and Rule Required Course (LARRC).

If you are renewing a broker or property manager license for the first time, you must complete the applicable 27-hour advanced practices course **and** the 3-hour LARRC.

20. Report completed continuing education courses below. Use the information on your certificates of attendance to fill out the form below.

Action	Provider Number	Course Name
<input type="button" value="Remove"/> <input type="button" value="Edit"/>	9876	Law and Rule Required Course
<input type="button" value="Remove"/> <input type="button" value="Edit"/>	9876	Mr. Course Instructor
<input type="button" value="Remove"/> <input type="button" value="Edit"/>	9876	Mr. Course Instructor
<input type="button" value="Remove"/> <input type="button" value="Edit"/>	9876	Mr. Course Instructor
<input type="button" value="Remove"/> <input type="button" value="Edit"/>	9876	Mr. Course Instructor
<input type="button" value="Add"/>		

Click the “Add” button above for each course

Edit CE Courses

Report completed continuing education courses below. Use the information on your certificates of attendance to fill out the form below.

- 1. Provider Number**
* 9876
- 2. Course Name**
Law and Rule Required Course
- 3. Course Number**
* 123
- 4. Eligible Course Topic, or LARRC, AP or BASS**
* LARRC
- 5. Date of Course**
* 02/01/2014 (MM/DD/YYYY) Today
- 6. Course Location**
* Online
- 7. Name of Instructor**
Mr. Course Instructor
- 8. Course Hours (Maximum 4 characters)**
* 3

By clicking the “Edit” button, the course entry popup window (shown at right) will appear.

All fields are available for modification. Edit text and **Click:** “OK”, or **Click:** “Cancel” to close the window without editing the record.

Deleting Continuing Education Courses

How to Delete Courses: You may delete a course after you have entered it.

Click: The “Remove” button

License for 99030TEST

Continuing Education Reporting

Enter the continuing education courses you completed in the previous two years. All reported courses must total at least 30 hours, including the 3-hour Law and Rule Required Course (LARRC).

If you are renewing a broker or property manager license for the first time, you must complete the applicable 27-hour advanced practices course **and** the 3-hour LARRC.

20. Report completed continuing education courses below. Use the information on your certificates of attendance to fill out the form below.

Action	Provider Number	Course Name	Course Number	Eligible Course Topic, or LARRC, AP or	Date of Course	Course Location	Name of Instructor	Course Hours
Remove Edit	9876	Law and Rule Required Course	123	LARRC	02/01/2014	Online	Mr. Course Instructor	3
Remove Edit	9876	Minimum Risk Real Estate Investing	456	Real Estate Finance	11/15/2013	Online	Ms. Course Instructor	9
Remove Edit	9876	HUD Home Improvement	789	Real Estate Development	02/22/2014	Online	Mr. Course Instructor	9
Remove Edit	9876	Managing Risk for Profit	789	Risk Management	03/01/2014	Portland, OR	Mr. Course Instructor	6
Remove Edit	9876	Ethics	525	Business Ethics	03/17/2014	Online	Ms. Course Instructor	4

Click the “Add” button above for each course.

21. Enter the total number of continuing education hours you reported above.

31

22. By entering my full name below, I certify I have completed a minimum of 30 hours of continuing education, including the 3-hour LARRC. If I am renewing a broker or property manager license for the first time, I certify that I have completed the applicable 27-hour advanced practices course and the 3-hour LARRC.

*Fred B. Example

Previous Next Save and Close

By Clicking the “Remove” button a confirmation box will appear. **Click:** “OK” to delete the course, or **Click:** “Cancel” to keep the record.

Completing Continuing Education Questions

Question 21:

After you have entered all your courses, enter the sum total of continuing education credit hours you recorded.

Question 22:

Read and attest to the statement by entering your full name in the text field.

Click: "Next" to Proceed.

Shopping Cart

License for 99030TEST

Continuing Education Reporting

Enter the continuing education courses you completed in the previous two years. All reported courses must total at least 30 hours, including the 3-hour Law and Rule Required Course (LARRC).

If you are renewing a broker or property manager license for the first time, you must complete the applicable 27-hour advanced practices course **and** the 3-hour LARRC.

20. Report completed continuing education courses below. Use the information on your certificates of attendance to fill out the form below.

Action	Provider Number	Course Name	Course Number	Eligible Course Topic, or LARRC, AP or BASS	Date of Course	Course Location	Name of Instructor	Course Hours
<input type="button" value="Remove"/> <input type="button" value="Edit"/>	9876	Law and Rule Required Course	123	LARRC	02/01/2014	Online	Mr. Course Instructor	3
<input type="button" value="Remove"/> <input type="button" value="Edit"/>	9876	Minimum Risk Real Estate Investing	456	Real Estate Finance	11/15/2013	Online	Ms. Course Instructor	9
<input type="button" value="Remove"/> <input type="button" value="Edit"/>	9876	HUD Home Improvement	789	Real Estate Development	02/22/2014	Online	Mr. Course Instructor	9
<input type="button" value="Remove"/> <input type="button" value="Edit"/>	9876	Managing Risk for Profit	789	Risk Management	03/01/2014	Portland, OR	Mr. Course Instructor	6
<input type="button" value="Remove"/> <input type="button" value="Edit"/>	9876	Ethics	525	Business Ethics	03/17/2014	Online	Ms. Course Instructor	4

Click the "Add" button above for each course.

21. Enter the total number of continuing education hours you reported above.

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22. By entering my full name below, I certify I have completed a minimum of 30 hours of continuing education, including the 3-hour LARRC. If I am renewing a broker or property manager license for the first time, I certify that I have completed the applicable 27-hour advanced practices course and the 3-hour LARRC.

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