

OFFICER RENEWAL APPLICATION

RE 207 (Rev. 1/16)

CalBRE USE ONLY

CalBRE RECEIVED DATE

NOTE — Read pages 5-6 (general instructions, renewal info., mailing address, etc.) before completing this application.

To AVOID PENALTY — Renew on or before current license expiration date.

1. CalBRE CORPORATION LICENSE NUMBER

2. RENEWAL STATUS (check appropriate box)

ON TIME LATE

CalBRE USE ONLY

RENEWAL FEE	
ON TIME FEE	LATE FEE
CURRENT EXP. DATE	2-YR LATE RENEWAL ENDS
COMMENT	

3. **LICENSE CHANGES** — CHANGES INDICATED WILL BE EFFECTIVE THE DATE THE APPLICATION IS RECEIVED BY CalBRE, IF THIS APPLICATION IS FILED BEFORE THE CURRENT LICENSE EXPIRATION DATE.

CHANGE CORPORATION MAILING ADDRESS CHANGE CORPORATION MAIN OFFICE ADDRESS CHANGE TELEPHONE/EMAIL ADDRESS

CHANGE PERSONAL NAME- ENTER COMPLETE NEW NAME [ATTACH VERIFICATION OF NAME CHANGE (I.E., LEGIBLE COPY OF DRIVERS LICENSE, MARRIAGE CERTIFICATE, COURT ORDER, ETC.). **SIGN THIS APPLICATION WITH YOUR NEW NAME.**]

CORPORATION INFORMATION

4. CORPORATION NAME		5. FEDERAL TAXPAYER ID # (REQUIRED - SEE PRIVACY NOTICE)	
6A. CORPORATION MAILING ADDRESS			
6B. CITY		6C. STATE	6D. ZIP CODE
7A. CORPORATION MAIN OFFICE ADDRESS – STREET ADDRESS (DO NOT LIST A POST OFFICE BOX)			
7B. CITY		7C. STATE CA	7D. ZIP CODE
8. IS THE CORPORATION CURRENTLY IN GOOD STANDING WITH THE OFFICE OF THE SECRETARY OF STATE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, PROVIDE AN EXPLANATION			

OFFICER INFORMATION

9. NAME – LAST		FIRST	MIDDLE	SUFFIX
10. NEW PERSONAL NAME – LAST		FIRST	MIDDLE	SUFFIX
11. BIRTH DATE (MM/DD/YYYY)	12. CURRENT PHONE NUMBER (REQUIRED) ()		13. CURRENT EMAIL ADDRESS (REQUIRED)	
14. BUSINESS CELL PHONE NUMBER ()		15. BUSINESS TELEPHONE NUMBER ()		
16. DO YOU RESIDE IN CALIFORNIA? IF NO, A CONSENT TO SERVICE OF PROCESS (RE 234) MUST BE ON FILE WITH CalBRE. <input type="checkbox"/> YES <input type="checkbox"/> NO				

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PROCESSOR NUMBER AND DATE PROCESSED	LICENSE EFFECTIVE DATE	LICENSE EXPIRATION DATE	OFFICER
VIOLATIONS		COMMENTS/FORM LETTERS	

BACKGROUND INFORMATION

Carefully read and provide detailed answers to questions 17-22. You must provide a "yes" or "no" response to all questions, and completely and accurately provide the detailed information required. Attach additional sheets if you need more space. Each additional sheet must be signed by the applicant. Failure to disclose pertinent information may result in denial of your license application and/or delays.

"Convicted" as used in question 17 below includes:

- All state, commonwealth, possession, or federal misdemeanor and felony convictions, and all military and foreign convictions.
- A verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (or "no contest"), or a forfeiture of bail in the courts.
- Convictions expunged under Penal Code section 1203.4 or equivalent non-California statute **must still be disclosed**.
- Convictions within the past six-years.

Exceptions to "Convicted": DO NOT DISCLOSE

- Any Juvenile Court adjudication.
- Any conviction sealed under Penal Code section 1203.45 or Welfare and Institutions Code section 781.
- Any conviction under Health and Safety Code section 11357(b), (c), (d), or (e), or Health and Safety Code section 11360(b) **AFTER** at least two years have passed since the date of the conviction.

17. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER BEEN CONVICTED (SEE PARAGRAPH ABOVE) OF ANY VIOLATION OF THE LAW AT THE MISDEMEANOR OR FELONY LEVEL? **IF YES, COMPLETE ITEM 23 WITH INFORMATION ON EACH CONVICTION.**..... YES NO
18. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME, OR ARE YOU CURRENTLY AWAITING JUDGMENT AND SENTENCING FOLLOWING ENTRY OF A PLEA OR JURY VERDICT? **IF YES, COMPLETE ITEM 23.**..... YES NO
19. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA OR ANY OTHER STATE? **IF YES, COMPLETE ITEM 24.**..... YES NO
20. ARE THERE ANY LICENSE DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS OR PROFESSIONAL LICENSE YOU HOLD AT THIS TIME? **IF YES, COMPLETE ITEM 24.**..... YES NO
21. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER BEEN REQUIRED TO REGISTER AS A SEX OFFENDER PURSUANT TO THE PROVISIONS OF SECTION 290 OF THE CALIFORNIA PENAL CODE OR ANY COMPARABLE LAW OF ANY STATE OR GOVERNMENTAL UNIT? **IF YES, COMPLETE ITEM 25.**..... YES NO
22. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU EVER BEEN ORDERED TO CEASE, DESIST AND/OR REFRAIN FROM DOING AN ACT(S), OR FROM VIOLATING A LAW, RULE OR REGULATION BY, OR CITED FOR A BREACH OF ETHICS OR UNPROFESSIONAL CONDUCT, BY AN ADMINISTRATIVE AGENCY OR PROFESSIONAL ASSOCIATION IN CALIFORNIA OR ANY OTHER STATE? **IF YES, COMPLETE ITEMS 24-25.**..... YES NO

CONVICTION DETAILS

23. DETAILED EXPLANATION OF ITEM 17 AND/OR 18. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 25.

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION. ATTACHMENTS FOR ADDITIONAL INFORMATION SHOULD SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

* CODE SECTION VIOLATED (i.e., 1014, 484, ETC.) ** CODE VIOLATED (i.e., VEHICLE CODE, PENAL CODE, ETC.) *** DISPOSITION (i.e., PROBATION, PAROLE, FINE, PENDING, ETC.)

COURT OF CONVICTION <i>(Name and Address)</i>	ARRESTING AGENCY <i>(Name and Address)</i>	DATE OF CONVIC-TION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
<i>Example:</i> Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
23A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
23B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
23C.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

24. DETAILED EXPLANATION OF ITEM 19, 20 AND/OR 22. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 25.

24A. TYPE OF LICENSE	24B. LICENSE ID NO.	24C. LICENSE EXPIRATION DATE	24D. STATE
24E. ACTION <i>(revoked, etc.)</i>	24F. DATE OF ACTION	24G. DATE ACTION TERMINATED	24H. CODE SECTION VIOLATED

25. ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. ATTACH EXTRA SHEETS IF MORE ROOM IS NEEDED. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

26. BROKER/CORPORATION NAME	27. EMAIL ADDRESS	28. CORPORATION LICENSE NUMBER
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BROKER/DESIGNATED OFFICER DECLARATION — LICENSE RENEWAL

Every real estate broker who is the officer designated by a corporate broker licensee pursuant to Section 10211 of the Business and Professions Code, shall complete this Declaration and submit it to the Bureau of Real Estate as part of the Officer Renewal Application (RE 207) process. Failure to complete all parts of the Declaration portion of the Renewal Application may result in an incomplete Renewal Application and delays in renewing the license. Please answer these questions, as the corporation designated officer or additional licensed officer, as they pertain to real estate activities under the corporate license only.

A. — BUSINESS ACTIVITY AND VOLUME

Check Appropriate Box(es)
(NA = Not Applicable)

- 1. In the past 12 months, have you or your corporation engaged in the real estate business for compensation as an agent/broker? Yes No
 If NO, proceed to Part B below.
 If YES:
 - a) Do you, as broker or designated broker officer, maintain copies of all documents executed or obtained, including those prepared and received by salespersons and other employees? Yes No
 - b) As a broker or designated broker officer, I/we maintain copies of documents at (check all that apply):
 - The main office A home office
 - A branch office Another location
 - A storage facility

Sales Activity

- 2. During the past 12 months, were you or your corporation a listing agent or selling agent in the sale of real property? Yes No
 If NO, proceed to #3.
 - a) If YES, as a listing agent, did you/your corporation sell or offer to sell real property for others? Yes No
 - b) If YES, how many transactions closed (past 12 months)? 1-10 11-50 Over 50
- 3. As a selling agent, did you/your corporation buy or offer to buy for others? Yes No
 If YES, how many transactions closed (past 12 months)? 1-10 11-50 Over 50
- 4. How many of the above transactions did you/your corporation represent both buyer and seller (dual agency)? None 1-10 Over 10

Broker Escrow Activity

- 5. Did you/your corporation perform broker escrows for sales or mortgage loan transactions pursuant to the broker exemption in FC 17006(a)(4)? Yes No
 If NO, proceed to #6.
 If YES:
 - a) How many escrows closed (last calendar year)? 1-4 5-50 Over 50
 - b) What is dollar amount of escrow funds collected (last calendar year)? Less than \$1M \$1-5M Over \$5M

Mortgage Loan Brokering

- 6. Did you/your corporation, for compensation in the past 12 months, make or arrange (broker) loans secured by real property or sell existing notes secured by deeds of trust? Yes No
 If NO, proceed to #7.
 If YES, in the past 12 months:
 - a) How many loans were made with funds of private lenders and secured by commercial property? None 1-5 6-10 Over 10
 - b) In how many of the loan transactions did you/your corporation also represent for compensation the buyer or seller in the purchase transaction? None 1-10 Over 10
 - c) When required, were disclosures to borrowers provided in accordance with B&P §10240? Yes No NA
 - d) When required, were disclosure statements provided to lenders/note purchasers in accordance with B&P §10232.4? Yes No NA
 - e) When required, were trust deeds and assignments recorded in accordance with B&P §10234? Yes No NA

Mortgage Loan Servicing

- 7. Did you/your corporation, for compensation in the past 12 months, collect loan payments from borrowers for lenders/note owners or on behalf of obligors of promissory notes?..... Yes No
 If NO, proceed to #8.
 If YES:
 a) The estimated dollar volume collected in the past 12 months..... Less than \$250K \$250K-2M Over \$2M
 b) Did you/your corporation have written servicing agreements with lenders/purchasers to service the note or notes and deed of trust?..... Yes No

Property Management

- 8. Did you/your corporation, for compensation in the past 12 months, engage in property management? Yes No
 If NO, proceed to Part B below.
 If YES:
 a) How many units were managed?..... 1-10 11-50 Over 50
 b) What was the dollar amount in rent or lease payments collected (past 12 months)? Less than \$500K \$500K-2M Over \$2M

B. — BANK ACCOUNTS/ TRUST FUND HANDLING

- 1. In the past 12 months, in connection with activities for which a real estate license is required, did you/your corporation collect trust funds? Yes No
 If NO, go to Part C below.
- 2. In the past 12 months, in connection with activities for which a real estate license is required, did you/your corporation deposit trust funds into a bank account maintained by you/your corporation? Yes No
 If NO, proceed to #7 below.
 If YES:
 a) Number of accounts maintained for trust fund handling 1 2-5 Over 5
 b) Is each of these accounts designated as a trust account? Yes No
 c) Is each of these accounts in the name of the licensed broker/corporation, or in a fictitious name if the broker/corporation is the holder of a license bearing such fictitious name, as trustee? Yes No
 d) Is the broker/designated licensed officer a signer on each account used for trust fund handling? Yes No
 e) If there are unlicensed signers on accounts used for trust fund handling, is each signer covered by sufficient fidelity bond coverage? Yes No NA
- 3. For each bank account used for trust funds, did you/your corporation maintain a complete and accurate record of all trust funds received and disbursed (control record)? Yes No
- 4. For each bank account used for trust funds, did you/your corporation maintain a complete and accurate set of separate records for each beneficiary or transaction? Yes No
- 5. Are the balances of these trust account records reconciled to each other monthly? Yes No
- 6. Do you/your corporation reconcile these trust account records to the bank statement on a monthly basis? Yes No
- 7. In the past 12 months, in connection with activities for which a real estate license is required, did you/your corporation collect advance fees (as defined in B&P §10026)? Yes No
 If NO, go to Part C below.
 If YES:
 a) Were these advance fees deposited into a trust account? Yes No
 b) Were verified accountings furnished to the principal(s) as required?.... Yes No
 c) Did you/your corporation have an advance fee agreement with the person from whom these fees were collected?..... Yes No

C. — SUPERVISION/ EMPLOYMENT

- 1. Have you notified the Bureau of all places of business where acts for which a license is required are performed? Yes No

2. Have you notified the Bureau of all fictitious business names used in the conduct of acts for which a license is required? Yes No NA
3. Did you/your corporation employ real estate salespersons and/or broker associates? Yes No
If NO, proceed to #4.
If YES:
 - a) Are there written policies, rules, procedures and systems to ensure that there is reasonable supervision over acts for which a license is required? Yes No
 - b) Is there an established system to monitor compliance with these policies, rules, procedures and systems?..... Yes No
4. Have you and all your salespersons and/or broker associates who are employed by you/your corporation who make, arrange, or service mortgage loans secured by 1-4 unit residential property under a CalBRE license submitted a Mortgage Loan Activity Notification (RE 866) to the Bureau as required? Yes No NA
5. Have you and all your salespersons and/or broker associates who are employed by you/your corporation who conduct loan origination activities involving 1-4 unit residential property applied for and received a mortgage loan originator endorsement? Yes No NA

Officer Certification

I certify under penalty of perjury that the answers and statements given in this application are true and correct and that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a real estate licensee. I understand that if I fail to qualify for renewal for any reason or withdraw this application the Bureau of Real Estate cannot refund the fees remitted with this application.

I hereby grant to the Real Estate Commissioner of the State of California and his authorized Bureau of Real Estate representatives, pursuant to Business and Professions Code 10145 and 10146, the authority to examine the financial records of any trust fund account that I maintain in a financial institution, wherever located, for any period of time in which I hold a real estate license or have the right to renewal of such real estate license or which relates to a transaction which occurred when I held such a real estate license. I understand that the information to be obtained from the financial records of my trust fund account(s) is for the purpose of aiding the Commissioner in his statutory duty to enforce the provisions of the Real Estate Law.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation.

I understand that it is my obligation to notify the Bureau within 30 days in writing or by filing form RE 238 of any conviction, indictment or information charging a felony, or disciplinary action taken by another licensing entity or authority of this state or an agency of the federal government pursuant to Business and Professions Code Section 10186.2. I also understand that the Bureau may delay my renewal and toll the expiration date of my license pursuant to B&P Code Section 10177.

29. SIGNATURE OF APPLICANT (MUST BE AN ORIGINAL SIGNATURE)	DATE
➤	

INSTRUCTIONS AND GENERAL INFORMATION

General Information

- Type or print clearly in black or blue ink (*do not use red*).
- **Complete items 1 through 29.**
- Acronyms or form numbers used in the following instructions:
 - B&P Business & Professions Code
 - RE 203 Branch Office Application
 - RE 204A Corporation Change Application
 - RE 206 Exam & Licensing Fees
 - RE 207 Officer Renewal Application
 - RE 218 Corporate License Instructions
 - RE 251 Continuing Education Course Verification
 - RE 909 Credit Card Payment
- Failure to correctly complete the application, including the conviction information, will result in processing and issuance delays.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Branch Office

Branch offices are renewed only when the designated officer of the

corporation is renewed. Complete RE 203 to *add* new offices or to *cancel* existing offices.

On-Time Renewal

RE 207, 251, and appropriate fee must be submitted to CalBRE on or before the expiration date to be considered on-time and avoid lapse of license rights. Applicants who file prior to their expiration date should be able to print their license certificate on or after the expiration date. Applications for renewal should not be submitted more than 90 days prior to the expiration date. **Pursuant to Section 10156.2 of the B&P Code, eligible renewal applicants who submit an application, together with the proper fee, and good faith evidence of completing the continuing education requirement, prior to their license expiration date may continue operating under their existing license until such time as they are notified otherwise by the Bureau.** Such notices sent by the Bureau will take effect five days after the date they are mailed.

Late Renewal

All licensees are allowed two years beyond the license expiration date to renew on a late basis. RE 207, 251, and appropriate fee must be received by CalBRE within two years of the expiration date. **While the license is expired no activities requiring a license may be performed.** A late renewal will not be effective until all requirements have been met, received and processed by CalBRE. **Failure to submit proper late renewal requirements within two years from license expiration date will result in forfeiture of renewal rights.**

Upon corporation license expiration date all branches, DBA's and employees will be disassociated. Proper documentation will be required to reinstate them.

Late renewal applications will be subject to all education and fee requirements effective at the time of license application is filed.

Continuing Education (CE)

Licensees must complete approved continuing education (CE) courses, seminars, or conferences within the four year period immediately prior to their license renewal. **Please review the current specific continuing education course requirements on the Continuing Education Course Verification form (RE 251).** Evidence of the completed education must be presented on that form and submitted with the renewal application and appropriate renewal fee.

Note: CE course credit expires four years from the course completion date.

CE need not be submitted by officers who are currently licensed with individual broker status.

Do not submit course completion certificates.

Exemption from CE— Only applies to individuals who have been licensed in good standing for 30 continuous years in California and who are at least 70 years old (Section 10170.8 B&P Code). Refer to Continuing Education Extension/Exemption Request (RE 213) for additional information.

Corporation License Changes

Use RE 204A to make the following changes for the corporation: change of corporation mailing address*, main office address*, or corporation name; add or cancel a fictitious business name; or change designated officer to another licensed officer. If changing corporation officers, review RE 218 for possible additional filing requirements.

* *The renewal application may also be used.*

Fees & Mailing Information

The documents and fee may be submitted in person at any District Office or mailed to the Sacramento office. Timely submittal of the renewal requirements is determined by the official U.S. Postal Service postmark. Business office meter-stamp dates are not acceptable as evidence of timely submittal.

Fees— Refer to Exam & Licensing Fees (RE 206) for current fees. Please keep in mind that fees are subject to change. All fees are nonrefundable per B&P Code 10207.

Acceptable Payment Methods— Cashiers' check, money order, check or credit card.

- Make check or money order payable to:
Bureau of Real Estate
- Credit card payments must be submitted with a Credit Card Payment

(RE 909) form.

Mail to — Bureau of Real Estate
P.O. Box 137003
Sacramento, CA 95813-7003

Notice About SAFE Act

All CalBRE licensees who conduct residential mortgage loan activities, as outlined in the federal SAFE Act, must obtain a mortgage loan originator (MLO) license endorsement in order to perform these types of activities (SB 36, Calderon, Chapter 160, Statutes of 2009). MLO license endorsement applications must be submitted through the Nationwide Multistate Licensing System & Registry (NMLS) and applicants must successfully complete the National test with uniform State content, submit a MLO license endorsement filing through NMLS and pay required license endorsement fees, submit fingerprints to NMLS, satisfy the 20 hour pre-license education requirement, and submit authorization for NMLS to obtain a credit report. All MLO license endorsements expire on December 31st and must be renewed annually by submitting a renewal filing through NMLS along with the appropriate fees, and evidence of completion of 8 hours of continuing education, as specified. Detailed information regarding obtaining a MLO license endorsement can be found on our Web site.

RE 866 Filing Requirements

All CalBRE licensees must report to the Bureau of Real Estate if they make, arrange, or service loans secured by residential property, 1 to 4 units, under the authority of the Real Estate Law. The report must be made within 30 days of commencing such activity and must be completed online using Form RE 866 - Mortgage Loan Activity Notification. Penalty fees can apply for failure to submit this required notification.

PRIVACY INFORMATION:

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Managing Deputy Comm. IV
1651 Exposition Blvd. Licensing, Examinations, & Education
Sacramento, CA 95815 Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Bureau of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. These code

sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Bureau of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Bureau to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Bureau with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a

license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Bureau's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Business Oversight, Department of Insurance, Department of Consumer Affairs, California Bar Association).

INSTRUCTIONS

- Read this information before completing this form.
- Type or print clearly in ink.
- Complete all information requested, including signature.
- **If renewing by mail, submit this form with the appropriate renewal application and renewal fee no earlier than 3 months prior to license expiration date. You may also submit this information and renewal application online at www.calbre.ca.gov.**
- If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

COURSE CATEGORIES & MANDATORY HOURS

- Do not confuse *continuing education* courses with *statutory* courses. Statutory courses are required for real estate examination qualification.
- Renewing licensees must complete and submit a Continuing Education Course Verification (RE 251) reflecting the appropriate hours of approved CE:

Real Estate Salesperson Renewing for the First Time

Must complete a total of 45 clock-hours of approved continuing education courses which includes:

- Five separate three-hour courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling and Risk Management*; and
- A minimum of 18 clock hours of consumer protection courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either consumer service or consumer protection courses.

Real Estate Broker Renewing for the First Time

Must complete a total of 45 clock-hours of approved continuing education courses which includes:

- Six separate three-hour courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling, Risk Management, and Management and Supervision*; and
- A minimum of 18 clock hours of consumer protection courses; and

- The remaining clock hours required to complete the 45 hours of continuing education may be related to either consumer service or consumer protection courses.

Real Estate Salesperson and Broker Subsequent Renewals

Must complete a total of 45 clock-hours of approved continuing education courses which includes:

- One eight-hour survey course covering the six mandatory subjects (*Ethics, Agency, Fair Housing, Trust Fund Handling, Risk Management, and Management and Supervision*) *OR* licensees can choose to take each of the mandatory subjects *separately*; and
- A minimum of 18 clock hours of consumer protection courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either consumer service or consumer protection courses.

CE GENERAL INFORMATION

Courses Valid for Four Years

All continuing education course offerings attended must be completed within the four-year period immediately preceding the effective date of renewal. This is normally the day after the expiration date for an on-time renewal. All licensees are allowed two years beyond the expiration date of their license to renew on a late basis by meeting the renewal requirements in effect at that time. *In this case, all course offerings must be completed within the four-year period immediately preceding the date the application is received by the Bureau.*

CE course credit expires four years from the course completion date; therefore, courses completed as part of a prior renewal requirement **cannot** be applied to a current renewal application.

Corporation Officer License

A currently licensed individual broker is not required to provide evidence of completion of 45 hours of CE to renew a corporation officer license or apply for a new corporation officer license. However, a person who is licensed only as a corporation officer must submit evidence of completion of CE requirements to a) renew the existing license, b) apply for a new corporation officer license, or c) apply for an individual broker license.

Certificates of Completion

The Certificate of Completion provided by the course sponsor, upon successful completion of the course, will include: an 8-digit certificate number, designated category, registration date, date completed, course hours, and the course title. If the certificate does not contain a valid 8-digit number, contact the course sponsor to obtain the correct number.

- *Do not contact the Bureau of Real Estate regarding certificate numbers.*
- *Do not send CE certificates of attendance to the Bureau unless specifically requested to do so. (CE certificates should be retained by the licensee for a period of four years or until the renewal process has been successfully completed.)*