

## Postlicensing Education Information

### Terminating “Provisional” Status

- 1) Take Three (3) 30-Hour Postlicensing Courses
  1. Schools approved by the Commission to offer prelicensing courses are also eligible to offer the three 30-hour postlicensing courses. A [list](#) of schools is available in PDF format.
  2. When you take your postlicensing course(s) from a Commission-approved sponsor, the sponsor will report to the Commission the necessary information to update your record. Please do not send your course completion certificate(s) to the Commission unless requested to do so.
  3. When you have completed your final 30-hour postlicensing course and the Commission has received notice from the school of your course completion, we will update your record to remove the “provisional” status of your license, issue you a Notice of Record Change and a new pocket renewal card.
  4. You **do not** receive any continuing education credit for postlicensing courses.
- 2) Take the *Broker Transition Course*
  5. You are eligible to take the *Broker Transition Course* only if your salesperson license was issued prior to October 1, 2005.
  6. Schools approved to offer the continuing education mandatory *Update Course* are eligible to offer the *Broker Transition Course*. A [list](#) of schools is available in PDF format.
  7. When you take the *Broker Transition Course* from a Commission-approved sponsor, the sponsor will report to the Commission the necessary information to update your record. Please do not send your course completion certificate to the Commission unless requested to do so.
  8. Upon receipt of the report from your school of course completion, we will update your record to remove the “provisional” status of your license, issue you a Notice of Record Change and a new pocket renewal card.
  9. You **will** receive continuing education **elective** credit for this course for the license period in which you take it (or carryover credit if you have already taken your elective course for the period).
- 3) Certify Experience

10. You are eligible to request removal of the “provisional” status of your license by certification only if your license was issued prior to October 1, 2005.
11. You must have four years experience as a licensed broker and/or salesperson at the time you make your request (which can include experience acquired between April 1, 2006 and April 1, 2008).
12. Your experience was acquired within six years preceding the time you make your request.
13. You were working as a broker or salesperson on a full-time (or equivalent part-time) basis and your license was on active status when you acquired the experience.
  14. Only experience performing activities that require a real estate license (listing, selling, property management, etc.) is acceptable, including experience obtained in another state.
  15. Experience gained as a licensed real estate assistant is acceptable but you cannot claim credit for work performed as a secretary, bookkeeper or manager of a real estate office, or as a leasing agent performing acts exempt from licensure.
16. Complete the on-line [“Certification of Experience”](#) form by providing the information requested thereon.
17. When you have completed and submitted the Certification of Experience form and it is received by the Commission, we will update your record to remove the “provisional” status of your license, issue you a Notice of Record Change and a new pocket renewal card.
18. You will not be asked to provide documentation at the time of certification. You should, however, be prepared to provide to the Commission (in the order of preference) the following information:
  19. Written statement(s) from your current and/or former broker(s)-in-charge or other firm officials giving the dates of your affiliation with the firm(s) and stating that during those dates, you were engaged in the business of a real estate broker and/or salesperson on a full-time (at least 40 hours per week) or, if not full time, the approximate number of hours worked per week.
  20. Transaction documents (copies of sales contracts, agency agreements, leases, etc.) from the period for which you are seeking credit.

21. A list of transactions in which you participated during the period for which you are seeking credit giving the approximate dates of the transactions, types of properties involved, the names of the parties and any other agents in the transaction, and a description of your role in them (listing agent, rental gent, etc.).
22. You are advised that if you will be unable to produce for the Commission upon request documentation which reasonably demonstrates that you were engaged in the business of a licensed real estate broker and/or salesperson on a full-time (or equivalent part-time) basis for at least four out of the past six years prior to certifying your experience, you are strongly encouraged to take the 24-hour *Broker Transition Course*.
23. **The Commission staff is unable to evaluate or comment on the adequacy of your experience prior to the submission of your certification request.**