



# Department of Commerce

Division of Real Estate &  
Professional Licensing

## Renewal Application with Education Compliance Form

**Broker Renewal Fee: \$180**

**Salesperson Renewal Fee: \$135**

### Online Renewal:

- ☐ Go to [www.https://elicense3.com.ohio.gov/](http://www.https://elicense3.com.ohio.gov/)
- ☐ Log into our secure site under the **Account** tab with your **User ID** and **Password**.
- ☐ Click the **Online Services** menu button in the top right corner and click **Create/Resume a Renewal**.
- ☐ Answer **Ethical Conduct and Legal History** questions.
- ☐ Confirm and/or enter and upload your continuing education.
- ☐ Pay your renewal fee online using a Visa or Mastercard. **Credit card payments may not be taken over the telephone.**
- ☐ Print out receipt page for your records.

### Mail-In Renewal:

- ☐ Complete the Renewal Application and the Continuing Education Compliance form.
- ☐ Answer the Ethical Conduct and Legal History questions.
- ☐ Sign and date the certification on page 1.
- ☐ Return the forms, **along with the renewal fee and copies of your continuing education certificates**, to the Division. Make the check or money order payable to The Ohio Division of Real Estate. **Cash will not be accepted.**
- ☐ **Mail to:** Ohio Division of Real Estate & Professional Licensing  
77 S High St., 20<sup>th</sup> Fl.  
Columbus, OH 43215-6133

*Note: If Online Renewal is unavailable, it is the licensee's obligation to make certain the renewal is timely filed.*

### Renewal Reminders:

- The Renewal Application and Education Compliance Form will not be accepted earlier than 60 days prior to your due date.
- If this is your first birthday since becoming licensed, your renewal is due, however your 30 hours of continuing education are not.

### Section 1: Applicant Information

I am renewing my (check one) ☐ Broker License (\$180) File Number: \_\_\_\_\_  
☐ Salesperson License (\$135) File Number: \_\_\_\_\_

FIRST NAME:	MI:	LAST NAME:	DOB:
HOME ADDRESS: <input type="checkbox"/> CHECK IF NEW			PHONE :
CITY:		STATE:	ZIP CODE:
EMAIL ADDRESS:			

### Section 2: Ethical Conduct and Legal History

- Please attach a complete explanation for any questions answered "yes."
- Questions apply to all professional licenses regardless of profession

**Since your most recent filing of an application for Ohio real estate licensure, renewal or transfer/reactivation application, have you:**

- |                              |                             |  |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Been disciplined in any manner by any public entity or professional or trade association for any violation of any professional licensing law, regulation or ethical rule, including the Ohio Division of Real Estate?                  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Been refused or denied any professional license or registration by any public entity, including the Ohio Division of Real Estate?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Had any professional license revoked, suspended or limited in any way for any reason, including the Ohio Division of Real Estate?  |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Been notified by any public entity or professional or trade association that you were under investigation for any violation of any professional licensing law, regulation or ethical rule, including the Ohio Division of Real Estate? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Been the subject of any unsatisfied judgments?   |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Been convicted of, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations?   |

### Section 3: Applicant Certification

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form or any attached materials may subject me to criminal prosecution and the loss of my Ohio real estate license.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Real Estate Continuing Education Compliance Form

**Proof of Continuing Education Compliance may not be submitted earlier than 60 days before the due date.**

Each licensee shall submit proof to the superintendent that the licensee has satisfactorily completed thirty (30) hours of continuing education, including the three required courses in **Civil Rights, Core Law, and Canons of Ethics**.

Each licensee who is seventy (70) years of age or older within a continuing education reporting period shall submit proof that the licensee has completed a total of nine (9) hours of continuing education, including the three required courses in **Civil Rights, Core Law, and Canons of Ethics**. A licensee who is seventy (70) years of age or older during the reporting period whose license is in Inactive status is exempt from the continuing education requirements specified in this section.

- Enter your name and file number (license number).
- List each course completed by completed the fields listed below.
- Attach copies of your education certificates
- Continuing Education Course Certificates must be maintained for a period of at least 6 years.
- Carry-Over Hours:
  - List carry-over from your last reporting period, which you are using this reporting period under the **Electives Section**.
  - List hours that you took this reporting period in excess of 30 hours in the **Carry-Over Section, up to 10 hours**.

**Full Name:**

**File Number:**

## Civil Rights Course (Minimum 3 Hours)

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	

## Core Law Course (Minimum 3 Hours)

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	

## Canons of Ethics Course (Minimum 3 Hours)

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	

## Electives

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	

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Course Title	Date(s) of Attendance	

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Course Title	Date(s) of Attendance	

**Additional Space Is Provided On The Next Page**



Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
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Course Title	Date(s) of Attendance	

**TOTAL HOURS FROM PAGES 2 & 3 (MUST be at least 30)**  
 (Total hours for licensees over 70 years of age must be at least 9 )

**LIST UP TO TEN HOURS OF CARRY-OVER EDUCATION BELOW.** If you did not use all of the hours of the last class listed above to reach the 30 total hours, list that class first here with any of the carry over hours.

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
Course Provider	Ohio Certification Number	Hours
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**Total Number of Carry-Over Hours**

