

## ***VIRGINIA REAL ESTATE BOARD (THE BOARD)***

### ***CONTINUING EDUCATION REQUIREMENTS FOR ALL BROKERS & FOR SALESPERSONS WHO HAVE RENEWED THEIR LICENSE AT LEAST ONCE***

Section 54.1-2105.03 of the Code of Virginia requires that all Board-licensed brokers and salespersons (who have renewed their license at least once before) complete Board-approved Continuing Education to renew or activate their license(s).

Brokers must complete 24 hours of Continuing Education to renew their license(s). Of these 24 hours, they must complete 8 hours in Broker Management & Agent Supervision, 3 hours in Ethics & Standards of Conduct, 2 hours in Fair Housing, 1 hour in Legal Updates and Emerging Trends, 1 hour in Real Estate Agency and 1 hour in Real Estate Contracts. The remaining 8 hours may be in Real Estate Related Subjects (electives) or in the required Continuing Education subjects mentioned earlier in this paragraph. These Continuing Education requirements also apply to inactive brokers who apply to activate their license(s).

Salespersons who have renewed their license at least once before must complete 16 hours of Continuing Education courses to renew their license. Of these 16 hours, they must complete 3 hours in Ethics and Standards of Conduct, 2 hours in Fair Housing, 1 hour in Legal Updates and Emerging Trends, 1 hour in Real Estate Agency and 1 hour in Real Estate Contracts. The remaining 8 hours may be in Real Estate Related Subjects (electives) or in the required Continuing Education subjects mentioned earlier in this paragraph. These Continuing Education requirements also apply to inactive salespersons who apply to activate their license.

The Real Estate Board's lists of approved Broker Management and Agent Supervision courses and Continuing Education courses are in the "Education and Exams" section on the Board's web page at: [http://www.dpor.virginia.gov/dporweb/reb\\_main.cfm](http://www.dpor.virginia.gov/dporweb/reb_main.cfm)

### ***OUT OF STATE CONTINUING EDUCATION CREDIT***

The Board will accept up to eight hours of approved continuing education courses that a broker or salesperson has completed in another state as long as the licensee has a current real estate license in that other state and completed these continuing education courses during the current two-year licensure term. These eight hours can be applied only to the "Real Estate Related Subjects" (elective) Continuing Education category.

In order to receive up to eight hours of real estate Continuing Education credits in the "Real Estate Related Subjects" category, a licensee must submit to the Board: 1) an original or notarized copy of the current out of state license (with its expiration date); and, 2) original or notarized copies of the continuing education course completion certificates.



## COMMONWEALTH of VIRGINIA

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

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### **VIRGINIA REAL ESTATE BOARD (THE BOARD) POST LICENSE EDUCATION REQUIREMENTS FOR NEW SALESPERSONS**

Section 54.1-2105.01 of the *Code of Virginia* requires that all of the Board's New Salesperson licensees complete a Board-approved 30-hour post license education curriculum.

New salespersons initially licensed on or after July 1, 2008, must complete this 30-hour post license education curriculum within one year of obtaining this salesperson license. Failure to complete this 30-hour post license education requirement within one year of initial licensure will result in your license being placed on inactive status. You cannot practice real estate in Virginia with an inactive license. You can activate your license by: 1) Completing the 30-hour post license education requirement; and 2) Completing and submitting an "Activate/Transfer Application" form with the \$60 fee to the Board. You can renew or reinstate an inactive new salesperson license for up to one year after your license expiration date by completing the 30-hour post license education requirement and meeting all other renewal or reinstatement requirements.

#### **Post License Education Rules**

1. There are three Board-approved 30-hour Post License Education Curricula (Practice Tracks):  
1) Residential Real Estate; 2) Commercial Real Estate; and 3) Property Management.
2. A New Salesperson must complete one of these Practice Tracks.
3. There are Mandatory Topics and Elective Topics within each Practice Track.
4. A New Salesperson selects one of these Practice Tracks by completing an approved Mandatory Topic course within that Practice Track.
5. All Mandatory Topic courses within the selected Practice Track must be completed.
6. Elective Topic course hours completed from any Practice Track will be credited toward the 30-hour requirement.
7. Surplus Mandatory Topic course hours will be credited as Electives toward the 30 hours.
8. New Salespersons must complete the 30-hour Post License Education requirement. They do not need to complete the 16-hour Continuing Education requirement for other Salespersons.
9. Post License Education and Continuing Education are two completely different types of Board-approved education. Post License Education courses will not be accepted as Continuing Education courses and vice-versa.
10. Post License Education hours will not appear on the DPOR "License Look-up" website (<http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm>) until a New Salesperson completes a Mandatory Topic course and the course is reported to the Board by an approved education provider.
11. A licensee must notify the Board's Education Administrator in writing to change Practice Tracks after a Mandatory Topic course has been reported to the Board.

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## ***REAL ESTATE BOARD CONTACT INFORMATION***

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