

**ILLINOIS REALTORS®**  
**Licensing & Training Center**  
 Real Estate Licensing & Continuing Education  
 The Illinois REALTORS® Licensing & Training Center is your **TRUSTED SOURCE** for state-approved education.

**2017  
 MANAGING  
 BROKER  
 LICENSE  
 RENEWAL**

NATIONAL ASSOCIATION of REALTORS®  
 Official Designation

GRADUATE REALTOR INSTITUTE

EQUAL HOUSING OPPORTUNITY

## Managing Broker Renewal Questions and Answers

### **Q: What if I have too many Core CE hours and not enough Elective?**

Your Core hours will count towards Elective CE hours, however elective hours do not count towards your Core requirement. Keep in mind that credit hours for the same course cannot be repeated within the same cycle.

### **Q: I'm from another state, what do I need to do to be a Managing Broker?**

Review IDFPF's Reciprocity Application for Licensure Under the Real Estate License Act [www.idfpr.com/DPR/RE/Forms/recip.pdf](http://www.idfpr.com/DPR/RE/Forms/recip.pdf)

### **Q: I'm a licensed attorney in good standing in the State of Illinois. What do I need to do to renew as a managing broker?**

You will just be required to complete the renewal forms and pay the license renewal fees required by IDFPF. You are EXEMPT from all [education](#) including the Broker Management CE.

### **Q: How can I find out what continuing education hours I already have?**

Use the Illinois REALTORS® Education Lookup: [www.illinoisrealtors.org/lookup](http://www.illinoisrealtors.org/lookup) to check your EDUCATION CREDITS for courses taken AND PASSED through the Illinois REALTORS® Licensing and Training Center.

### **Q: Why can't I find my CE hours on your website?**

If you took your CE through a provider other than the Illinois REALTORS® Licensing and Training Center or your local association, your CE will not be reflected in the Education Lookup. You will need to contact the other school directly for your records.

### **Q: If my license is in a "holding company" do I still need CE?**

Yes. Your "holding company" is your sponsoring broker so you hold an active sponsored real estate license. You are, thus, subject to CE requirements.

### **Q. What if I no longer want to hold a managing broker license and transfer to a broker license?**

The Real Estate Administrative Rules state that a Managing Broker may transfer their license by completing a form and all continuing education requirements as follows:

- The Managing Broker must have an active managing broker license
- If the Managing Broker transfers their license in the first year of renewal (May 1, 2015 - April 30, 2016), they would be required to take 6 hours of CE (3 hours of core CE and 3 hours of elective)
- If the Managing Broker transfers in their second year of renewal (May 1, 2016 - April 30, 2017), they are required to take 12 hours of CE (6 hours of Core A & B and 6 hours of elective CE).
- The Managing Broker would need to complete the [Managing Broker to Broker Transfer Application](#) and pay all renewal fees