



2018 BROKER RENEWAL Q & A

- **Q: When does the IDFPR renewal period begin?**

The IDFPR renewal site is available here and is open approximately 30 days prior to the renewal deadline. <https://www.idfpr.com/renewals/defaultssl.asp>
You can renew online with a credit card or print a paper copy and mail in your renewal to the Illinois Department of Financial and Professional Regulation, PO Box 7086, 320 West Washington Street, Springfield IL 62791.

- **Q: What are the fees for renewal?**

Licensing fees are determined by the Illinois Department of Financial and Professional Regulation (IDFPR). Fees will be updated at least 30 days prior to the renewal deadline.

- **Q: Where do I send my renewal?**

You can renew online via credit card payment or print a paper copy and mail in your renewal and renewal fee payment (postmarked no later than April 30, 2018) to the Illinois Department of Financial and Professional Regulation (IDFPR), P.O. Box 7086, 320 West Washington, Springfield, IL 62791.

Note: Completion of your CE is not enough. You must submit your renewal application and fee to IDFPR: <https://www.idfpr.com/renewals/defaultssl.asp>

- **Q: I don't remember when I got my license or when it expires. How do I check so I know what's required in this renewal?**

Your license expiration date is listed on your IDFPR-issued pocket card. Or use IDFPR's online license look-up: 1-888- 4REGUL8 (1-888-473-4858) or www.idfpr.com/LicenseLookUp/LicenseLookup.asp.

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

For courses taken and passed through the Illinois REALTORS® Licensing & Training Center, or one of our branches, use the Illinois REALTORS® Education Lookup to check your EDUCATION CREDITS:
<http://www.illinoisrealtor.org/lookup>.

- **Q: I checked IDFPR's website and my records are not showing up. What should I do?**

Your course provider is responsible for sending your records to IDFPR. Keep in mind it does not happen instantly and it may be that IDFPR has not updated its site. Your best option would be to check with your school directly.

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

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 took an online course that said it was approved for CE credit and now IDFPR says it is not approved. What can I do?**

It's always a good idea to check to make sure the courses you take online are approved for CE in the State of Illinois. They may say they are approved for CE credit, but the approval may be from another state. In addition, you also have to take a proctored exam for any online or home study course. So if you didn't take the exam, you won't be issued the credit. **Note: All online courses offered by the Illinois REALTORS® Licensing & Training Center are state-approved for Illinois CE credit.**

- **Q: I can't find my certificates for all of my courses. Can I send in my renewal without them?**

Yes. Do not mail your certificates to the IDFPR with your renewal form. They are for your records only. Also, you may need them in the event of an audit, so keep them in your files.

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

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

- **Q: I'm from another state, what do I need to do to be a broker?**

Review IDFPR's Reciprocity Application for Licensure Under the Real Estate License Act: <http://www.idfpr.com/RealEstate/Forms/recip.pdf>

- **Q: Can I still practice real estate as a Broker after April 30, 2018 if I have not completed all the required CE and/or completed the renewal application and paid the fee to the Illinois Department of Financial and Professional Regulation?**

No. Contact the Illinois Department of Financial & Professional Regulation to learn your options: IDFPR 1-800-560-6420 or FPR.realestate@illinois.gov.

- **Q: If I have completed my CE, paid the fee and submitted the renewal form on or before April 30th but have not received my renewed license, may I practice now?**

Yes, but make sure you keep records of all of your CE, a copy of the renewal application and copies of your method of payment in the case of an IDFPR audit. This may be needed to prove your timely renewal.

- **Q: What if I haven't completed CE in time to meet the renewal date of April 30, 2018 for the Broker license?**

If you renew without completing the required CE you could face a penalty of up to \$75 per 3 hour course, or \$25 per credit hour, that you were deficient (e.g., deficient 3 hours, \$75 penalty).

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

You will be required to complete the renewal forms and pay the license renewal fees required by IDFPR. You are EXEMPT from all continuing education. **Note: You must indicate full CE compliance on the renewal form.**

- **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. Thus, you are subject to all CE and renewal requirements.

- **Q: I'm currently a managing broker, but want to revert to a broker license. Can I do that now during the broker renewal cycle?**

Yes. A managing broker may transfer to a broker license only if the managing broker license is currently in active status. The requirements would include a managing broker license that was renewed by April 30, 2017. You would need an additional 12 CE credit hours including a minimum of 6 hours of Core CE to revert to a broker license. For more information see transfer application: <http://www.idfpr.com/RealEstate/Forms/MBtoBrokerTransferApp.pdf>