

Alton Duncanson,
DCREC Chair, Education Chair, Salesperson Member
Henry M. Terrell, Esq.
DCREC Vice Chair, Attorney Member

Shari Barton, Ph.D,
Broker Member, Legal Committee Chair
Richard Gersten, Broker Member
Josephine Ricks, Broker Member

Monique N. Owens, Salesperson Member
Edward D. Collier, Property Manager Member
Kenneth D. Smith, Property Manager Member

Nicholas A. Majett, Director - Department of Consumer and Regulatory Affairs

Chairman's Corner by Alton "Tony" Duncanson

License Renewal time is here once again for **real estate brokers** and **property managers**. Note that **real estate companies** are also renewing the license cycle which started 3/1/2011 and ends 2/28/2013. Licensees should look at their pocket card license or at the 5 x 7 inch wall version in your broker's office to confirm when your license ends. Note that **Salesperson** licensees will renew during Summer 2013.

LICENSE RENEWAL VIA THE INTERNET

Ensure that your **real estate broker, property manager** or **real estate company** license renewal information is accurate and submitted by the February 28, 2013 deadline. Your personal renewal information will be sent to you in a letter from Pearson Vue; please keep it for your records. The letter will contain your **License Number** and **Renewal ID**.

To renew your license, visit <http://www.pearsonvue.com/dc/realestate>

Click on "Online Services—PULSE Portal":

- Select District of Columbia and Real Estate.
- Select "Renew an Existing License" from the menu then "Business or Individual".
- Enter your Last Name, License Number (including alpha prefix in CAPS), Renewal ID and SSN.
- Select "Renew License" to

start the renewal process for an existing, active license.

- Answer the **License Renewal Screening Questions**. If you answer any question with a "Yes" you must complete the comment field. You may also upload or mail supporting documentation for any question to which you answer "Yes".
- Update any information as prompted i.e. email address or mailing/resident addresses.
- Complete the attestation screen.
- Read the additional state requirements and review the fee summary screen.
- Pay the renewal fee securely using a Visa, MasterCard, or American Express card. NO checks or money orders.
- The summary screen allows for editing of the information entered during this process. Click the "Submit" button on this page and receive the confirmation page.

To complete the renewal process, **you must click "Done"** at the bottom of the confirmation page. **You will receive an email with your confirmation ID.**

SUCCESSFUL SUBMISSION OF THE ONLINE RENEWAL

Track the status of your renewal application, at <http://www.pulseportal.com>, select "District of Columbia" and "Real Estate", and then click on "Transaction Status

Inquiry". Keep your confirmation number to track the status.

While salespersons will not renew their (SP) licenses until the summer, they may want to remind their sponsoring broker to renew both the real estate company license and their own personal broker license, NOW .

AUTOMATIC INACTIVATION OF LICENSE THROUGH AFFILIATION

Whenever a real estate broker's license has been suspended or revoked, or not renewed, all real estate salespersons employed by that real estate broker must mail their licenses to Pearson Vue within 15 days of the revocation, suspension or non-renewal. It shall be unlawful for the real estate salesperson to perform any real estate business from that date of revocation, suspension or non-renewal until he or she has been reemployed and a license has been reissued to him or her .



Alton Duncanson, DCREC Chair

CONTENTS

| | |
|------------------------------|---|
| Time is of the Essence..... | 2 |
| DCREC Courses | 3 |
| Advertising Compliance | 3 |
| Legal Actions | 4 |



Time is of the Essence... There is No Grace Period

**15 Hour
Continuing
Education
Requirements**

**Broker & Property Manager
3/1/2011— 2/28/2013**

**Salesperson
9/1/2011— 8/31/2013**

Fair Housing (3 hrs)
DC Legislative Update (3 hrs)
Financing Issues/Update (3hrs)
General Electives (6 hrs)

Visit our website at renewal
time for Online License
Renewal information:
www.pearsonvue.com/dc/realstate/

**Occupational
and Professional
Licensing
Administration
Staff**

Clifford Cooks
Program Manager

Staci Mason
Program Officer

Leon W. Lewis
Program Liaison,
Contributing Editor

Kevin Cyrus
Education Liaison,
Editor

Stephanie Johnston
Commission Assistant

Kia Winston
Legal Counsel

Wilfred Usher
Chief Investigator

The 2011-2013 renewal cycle is here. To be sure, there may be some issues and challenges and almost all of them are avoidable by honoring the real estate rubric “Time is of the essence”.

Principal and Independent Brokers are not immune to renewal challenges. **The most common challenge is for brokers to realize that both their personal license and their company license have to be renewed by the end of the renewal cycle. Failing to renew one or the other causes the company license to become inactive.** Once the company license or Principal or Independent Broker license status becomes inactive, then affiliated or associated licensees automatically become inactive.

The biggest challenge for all licensees remains the timely completion of continuing education requirements by licensees. Brokers, property managers and salespersons continue to leave this important license renewal task until the last minute and even later.

Per DC regulation, licensees must complete CE requirements **on or before the end of their applicable licensing cycle**, either February 28 (Brokers and Property Managers) and August 31 (Salespersons).

Many licensees believe that there is a “grace period” within which CE credits may be obtained. In fairness, the Commission has previously operated as though there was an extension period during which it allowed licensees to complete the entire CE requirement in the two months following the end of the cycle. **The Commission is ending that practice as of the current cycle ending in 2013.**

Regarding the “grace period”, per DCMR 17 §2605.8 An applicant for the renewal of a license who fails to submit proof of having completed the continuing education requirements by or before the expiration date may renew the license within sixty (60) days after expiration by submitting proof pursuant to §DCMR 17 §2605.8 of this section and by paying the required late fee. Upon renewal, the Commission will deem the applicant to have possessed a valid license during the period between the expiration of the license and its renewal.

In other words, the licensee must **COMPLETE the coursework prior to the end of their applicable cycle.** The 60 day period following the end of the cycle is only there for licensees to SHOW PROOF that the credits were earned prior to the end of the cycle.

One popular question from licensees is regarding whether CE credits taken in another jurisdiction during this cycle are good in DC. **Courses are good for DC credit IF the provider is a DC approved provider AND that provider applied to the DCREC for approval of the course(s) in question prior to the course(s) being offered to any students.** Please check with the course provider to confirm (or deny) whether they applied to the DCREC for approval of the course(s) in question. If the credits apply, the provider will upload the credits to the licensee’s record.

Showing proof of earned CE credits within the 60 day period following the end of the cycle includes requesting providers to upload (bank) credits to the PULSE system. It does not entitle the licensee to take a

course after the end of the cycle and have it count, with no penalties.

There is no “Grace Period”. The penalty for not completing CE courses on time will be to have licenses deemed expired and need to be reinstated prior to conducting any real estate business in the District.

Reinstatement of a license includes the following steps:

- Letter of Certification from states / jurisdictions outside of DC where you have been practicing real estate since your last renewal.
- Continuing Education: Provide proof of having completed the required hours of continuing education since your last renewal.
- Letters of recommendation from two (2) real estate brokers licensed to practice real estate in the District of Columbia.

DC Licensees may search for educational offerings by visiting:

<https://www.PulsePortal.com>

Program:
“District of Columbia”

Board:
“Real Estate”

Select:
“Course Offering Inquiry”

Fill in Dates using Drop Down
Calendar in first two white boxes

Click:
“View/Refresh Report”

Wait a minute or two for the report to generate. If no report is produced, check your browser for a message about blocked pop-ups and allow pop-ups from our site.

Mandatory Continuing Education Course Offerings from the DC Real Estate Commission Coming January 31, 2013

15 Hour CE Requirements

Broker & Property Manager

3/1/2011— 2/28/2013

Salesperson

9/1/2011— 8/31/2013

- Fair Housing (3 hrs)
- DC Legislative Update (3 hrs)
- Financing Issues/Update (3hrs)
- General Electives (6 hrs)

Visit our website
at renewal time for
Online License Renewal
information:
www.pearsonvue.com/dc/realestate/

The three mandated DC Real Estate Commission courses will be offered on January 31, 2013 and in Summer 2013 at the Kellogg Conference Center on the grounds of Gallaudet University. **Details will be e-mailed to all licensees.** The mandated courses are Fair Housing, DC Legislative Update and Financing Issues/Update. Each of the courses can be attended by up to 275 licensees.

Do NOT take these courses IF this is the first renewal of your current license type. Per DCMR 17 §2605.1 – [CE requirements] shall apply to all applicants for the renewal or reinstatement of a real estate broker, real estate salesperson, or property manager license,

EXCEPT those applicants seeking first renewal of a [new] license granted by examination. Please note that you still must **renew your current license** by the end of the current cycle.

Licensees should follow the process outlined in your renewal notice letter from Pearson Vue. Call them at (888) 204-6192 for renewal assistance or if you do not receive your renewal notice.

One frequently asked question is “How is it that these courses can be offered at no additional cost to the licensee?” The short answer is that the Commission regulates the licensure of real estate brokers, property managers, and salespersons. The Commission is authorized to offer courses paid for through each licensee’s payment into the DC Real Estate Guaranty and

Education Fund. Per DCMR 17 §2707.1, the Commission may use the Fund to pay that proportion of the cost of a program that is equal to the percentage of the program directly related to establishing or maintaining an educational program to improve the competency of licensees or applicants for licensure.

These courses are offered as a way to comply with the regulation and help some licensees to keep current with their continuing education. Even when accommodating larger groups of licensees, the Commission cannot and will not accommodate ALL licensees.

Licensees are always encouraged to take the educational offerings available from approved CE providers throughout the cycle.

Advertising Compliance Requirements

“[These requirements are] intended to place greater accountability upon the brokerage and its agents to receive and respond responsibly to telephone calls from the public and other licensees.”

Advertising violations are a continual problem both in print and electronic media (i.e. Facebook, Twitter, etc.)

Real Estate licensees are reminded that on April 25, 2008, the DC Real Estate Commission published final rulemaking amending the real estate licensing rules to require real estate brokers and real estate salespersons to include in their advertisements the name and telephone number of the affiliated brokerage or company. **This requirement generally applies to all forms of advertisements, including online advertising through e-mail, web pages, or social media outlets.** This requirement is intended to place greater accountability upon the brokerage and its

agents to receive and respond responsibly to telephone calls from the public and other licensees. i.e. Direct access to the managing broker.

The DC Municipal Regulations which establishes the “Code of Ethics for Real Estate Brokers, Real Estate Salespersons, and Property Managers” provides the following:

17 DCMR § 2609.5
A real estate broker shall not knowingly permit a real estate salesperson to use the salesperson’s name in any advertisement without the name and telephone number of the brokerage company with whom the salesperson is affiliated.

17 DCMR § 2609.6
A real estate salesperson shall

not knowingly permit the use of the salesperson's name in any advertisement without the name and telephone number of the brokerage company with whom the salesperson is affiliated.

Please be advised that any licensee who fails to comply with these regulations may be subject to disciplinary action.

Licensees should obtain an updated copy of the “Real Estate Legislation and Regulations booklet. As of July 2010, the rules have been revised to include recent amendments and can be obtained at the Commission website at <http://www.pearsonvue.com/dc/realestate/> in the section labeled “Publications and Forms” under the title “Municipal Regulations.

Legal Actions

17 §42-1706 Establishment of Real Estate Guaranty and Education Fund

A person filing an application meets the requirements of this subsection if:

- (1) The person is not a licensee or the personal representative of a licensee and is not the spouse or child of the licensee against whom the final judgment was awarded, or the personal representative of the spouse or child;
- (2) The person has made the investigation as is reasonably necessary to determine whether the judgment debtor possesses real or personal property or other assets which are liable to be sold or applied in satisfaction of the final judgment and has filed with the Commission an affidavit which states that the investigation has been made; and

- (3) The investigation required by paragraph (2) of this subsection has not disclosed the existence of any real or personal property or other assets, or, if the investigation has disclosed the existence of real or personal property or other assets (which shall be described in the affidavit) the person has taken all action necessary for the sale or application, and the amount so realized is insufficient to satisfy the judgment (which amount shall have been stated in the affidavit together with the balance remaining due on the judgment after the sale or application).

17 § 42-1707 Maximum Guaranty Fund Payout

Notwithstanding any other provision of this section, the maximum amount that may be paid from the Fund to satisfy in whole or in part a final judgment against a licensee as provided for herein shall be as follows:

Maximum Payment

\$50,000 Judgment is final during the fifth year following March 10, 1983, and thereafter.

§

Yu Fan

The Commission revoked the real estate broker's license of Yu Fan for violation of DC Official Code Section 47-2853.17 (a)(4) (2001), for being disciplined by a licensing or disciplinary authority in another jurisdiction for conduct that would be grounds for disciplinary action in the District of Columbia; violation of DC Official Code Section 47-2853.17(a) (1)(2001) for knowingly providing false or misleading information on or in support of an application or renewal application.



District of Columbia Real Estate Commission
1100 4th Street SW, Suite E500
Washington, DC 20024

Department of
Consumer and
Regulatory
Affairs (DCRA)

1100 4th St., SW
Washington, DC
20024

At Waterfront
Metro Station
on the
Green Line.



<http://dcrs.dc.gov/DCRCA>

Visit our website anytime for the latest information: www.pearsonvue.com/dc/realestate/