

DC REAL ESTATE Salesperson License Renewal Notice

RENEW YOUR LICENSE BEFORE August 31, 2019

On September 1, 2019, a \$50 late fee will be assessed. On October 31, 2019, you will be required to reinstate.

Begin the renewal process online at <http://www.dcopla.com/realestate>.

1. Under "Licensing Services," choose "click here."
2. Under "Login," click "Forgot your password?" **If you already have an account, use your existing login information.**
3. Enter your license number as your User ID (include letters and numbers with no spaces).
4. Check your e-mail inbox for a link to reset your password (also check your Spam/Junk folder).
5. Follow the prompts to create a new password.
6. Log in to the system using your license number and new password.
7. Once logged in, under My Applications, select applications and scroll down to your license number and select renewal application.
8. Click "Begin or continue" to proceed to the renewal application.
9. You have the option to renew or place the license on Paid Inactive. You must select renew or paid inactive option prior to proceeding to the next step. If you select Paid Inactive, you will have up to 5 years to reactivate your license and meet continuing education requirements.
10. Answer the screening questions and follow the prompts to upload documents and make payment.
11. **All licensees must upload a 2"x 2" "passport-style" photo on a plain white background—a front-facing photo of only yourself. Cell phone photos showing only the licensee are acceptable. Do not take a picture of a passport or existing professional or driver's license.**
12. **All Continuing Education (CE) requirements must be completed prior to submitting the renewal application.**

Pursuant to DCMR Section 2605, the District of Columbia Real Estate Commission (Commission) mandates a total of 15 hours of continuing education hours to renew your license, unless this is your first renewal of a license granted by examination. Note: **All CEs must be completed by August 31, 2019 and must have been completed during the period of September 1, 2017 through August 31, 2019.**

The 15 CE credit hours consist of the following courses:

- 3 hours of DC Fair Housing
- 3 hours of DC Ethics
- 3 hours of DC Legislative Update
- 6 hours of general elective courses

DC Code Section 47-2853.17(a)(1) provides disciplinary action for "Knowingly provides false or misleading information on or in support of an application or renewal application."

Important: Your license will not be renewed until the required photo is uploaded. If further review results in a need for additional documentation, an email will be sent to you requesting required

information. If you encounter any issues with this process or have questions, please contact a customer service representative at **1-866-270-9817**.