Ohio | Department of Commerce

Division of Real Estate & Professional Licensing

Renewal Application with Education Compliance Form

Broker Renewal Fee: $243
Salesperson Renewal Fee: $182

Online Renewal:

- ❑ Go to www.https://elicense3.com.ohio.gov/ (Use a Windows-based PC with MS Internet Explorer for best viewing experience)
- ❑ Log into our secure site under the ***Account*** tab with your ***User ID*** and ***Password***.
- ❑ Click the ***Online Services*** menu button in the top right corner and click ***Create/Resume a Renewal***.
- ❑ Answer ***Ethical Conduct and Legal History*** questions.
- ❑ Confirm and/or enter and upload your continuing education.
- ❑ Pay your renewal fee online using a Visa or Mastercard. ***Credit card payments may not be taken over the telephone.***
- ❑ Print out receipt page for your records.

Note: If Online Renewal is unavailable, it is the licensee's obligation to make certain the renewal is timely filed.

Mail-In Renewal:

- ❑ Complete the Renewal Application and the Continuing Education Compliance form.
- ❑ Answer the Ethical Conduct and Legal History questions.
- ❑ Sign and date the certification on page 1.
- ❑ Return the forms, **along with the renewal fee and copies of your continuing education certificates**, to the Division. Make the check or money order payable to The Ohio Division of Real Estate. **Cash will not be accepted.**
- ❑ **Mail to:** Ohio Division of Real Estate & Professional Licensing
  77 S High St., 20th Fl.
  Columbus, OH 43215-6133

Renewal Reminders:

- The Renewal Application and Education Compliance Form will not be accepted earlier than 60 days prior to your due date.
- If this is your first birthday since becoming licensed, your renewal is due, however your 30 hours of continuing education are not.

Section 1: Applicant Information

I am renewing my (check one) ❑ Broker License ($243) File Number: _____
❑ Salesperson License ($182) File Number: _____

FIRST NAME:	MI:	LAST NAME:	DOB:
HOME ADDRESS: ❑ CHECK IF NEW			PHONE :
CITY:		STATE:	ZIP CODE:
EMAIL ADDRESS:			

Section 2: Ethical Conduct and Legal History

- **Please attach a complete explanation for any questions answered "yes."**
- **Questions apply to all professional licenses regardless of profession**

Since your most recent filing of an application for Ohio real estate licensure, renewal or transfer/reactivation application, have you:

❑ Yes	❑ No	Been disciplined in any manner by any public entity or professional or trade association for any violation of any professional licensing law, regulation or ethical rule, including the Ohio Division of Real Estate?
❑ Yes	❑ No	Been refused or denied any professional license or registration by any public entity, including the Ohio Division of Real Estate?
❑ Yes	❑ No	Had any professional license revoked, suspended or limited in any way for any reason, including the Ohio Division of Real Estate?
❑ Yes	❑ No	Been notified by any public entity or professional or trade association that you were under investigation for any violation of any professional licensing law, regulation or ethical rule, including the Ohio Division of Real Estate?
❑ Yes	❑ No	Been the subject of any unsatisfied judgments?
❑ Yes	❑ No	Been convicted of, plead guilty to or been granted intervention in lieu of conviction for any unlawful conduct excluding minor traffic violations?

Section 3: Applicant Certification

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form or any attached materials may subject me to criminal prosecution and the loss of my Ohio real estate license.

Signature of Applicant:X_____ Date:_____

Ohio | Department of Commerce

Real Estate Continuing Education Compliance Form

Proof of continuing education compliance may not be submitted earlier than 60 days before the licensee's due date.

Each ACTIVE LICENSEE, regardless of license status, shall submit proof to the Superintendent that the licensee has satisfactorily completed 30 hours of continuing education, including the three required courses, Civil rights, Core Law and Ohio Canons of Ethics (all 3 hours each). All brokers and management level licensees will also be required to complete a 3-hour Broker Responsibility course for a total of 12 hours of required core courses.

Each INACTIVE BROKER who is 70 yrs. of age or older on their renewal birthday must only complete the 3-hour Broker Responsibility course and submit proof of completion at the time of renewal.

Each ACTIVE LICENSEE who is 70 yrs. of age or older on their renewal birthday shall submit proof they have completed the three required courses (total of 9 hours) in Civil Rights, Core Law and Ohio Canons of Ethics. Additionally, all active brokers and management level licensees must also submit the 3-hour Broker Responsibility course for a total of 12 hours of required core courses.

Each INACTIVE SALESPERSON who is 70 yrs. of age or older on their renewal birthday does not need to complete continuing education until reactivation.

Should you have any questions regarding your requirements, please call our customer service at (614) 466-4100.

- Enter your name and file number (license number).
- List each course completed by completed the fields listed below.
- Attach copies of your education certificates
- Continuing Education Course Certificates must be maintained for a period of at least 6 years.
- Carry-Over Hours:
  - List carry-over from your last reporting period, which you are using this reporting period under the **Electives Section**.
  - List hours that you took this reporting period in excess of 30 hours in the **Carry-Over Section, up to 10 hours.**

Full Name:	**File Number:**	
Civil Rights Course (Minimum 3 Hours)		
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
Core Law Course (Minimum 3 Hours)		
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
Canons of Ethics Course (Minimum 3 Hours)		
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
Broker Responsibilities (Minimum 3 Hours)		
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
Electives		
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	

Ohio | Department of Commerce

Electives		
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
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Course Title	Date(s) of Attendance	
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
TOTAL HOURS FROM PAGES 2 & 3 **(MUST be at least 30)** (Total hours for active licensees over 70 years of age must be at least 9 for Salespersons or 12 for Brokers & management level licensees)		

Recalculate Hrs

LIST UP TO TEN HOURS OF CARRY-OVER EDUCATION BELOW. If you did not use all of the hours of the last class listed above to reach the 30 total hours, list that class first here with any of the carry over hours.

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
Total Number of Carry-Over Hours		

Recalculate Hrs

NOTICE: This application and the information contained therein, except for the social security number, is public record pursuant to Ohio Revised Code 149.43.
NOTICE: Refusal of check payment by the drawer's bank may result in a $100 fee to the superintendent or rejection or withdrawal of approval of this application.