



Online Continuing Education Instructions

1. **Current Year CE** - After answering the Broker or Sales Renewal questions on the renewal tab, click the Next button. This will take you to the Current Year CE tab. Here you can view the list of courses the education provider(s) have submitted to the Division certifying your attendance.

License For BRK.2005016226

Current Year CE

7. Current Year CE

The courses listed below are the courses the education provider(s) have submitted to the Division certifying your attendance. If a course you have taken within your current renewal period is not listed, you may add it on the subsequent screens.

Provider	Course Number	Course Name	Course Hours	Course Date	Location	Instructor
Ohio Association of Realtors (Online)	901601900D 00	Risk Management (Core Law)	3.00	01/01/2006		
American Mortgage Service Company	471600101E 02	Non-Conforming Loans	3.00	01/19/2006	Holiday Inn 280 Presidential	
Northern Kentucky Association of Realtors	886600102E 01	Resort and Second Home Markets	14.00	02/15/2006		
Columbus Association of Realtors	103600103D 01	Commercial RE Core Law	3.00	03/06/2006		
Columbus Association of Realtors	103600103D 01	Commercial RE Core Law	3.00	03/06/2006		

Previous Next Save and Close

2. Click Next.
3. **Certification of CE** – If you have additional continuing education to enter, select the second option and click Next.

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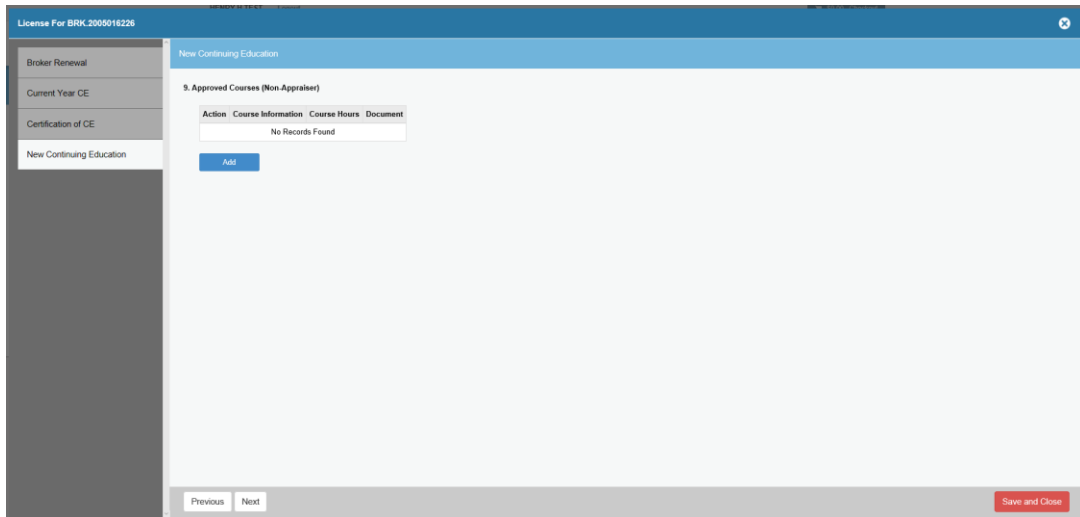
Certification of CE

8. I certify:

- I HAVE MET all CONTINUING EDUCATION requirements and they are listed on the previous screen. Please proceed to the renewal payment.
- Not all of my CONTINUING EDUCATION courses were listed on the previous page and I need to enter additional CONTINUING EDUCATION now.
- I am newly licensed and do not have CONTINUING EDUCATION due at this time. Please proceed to the renewal payment.

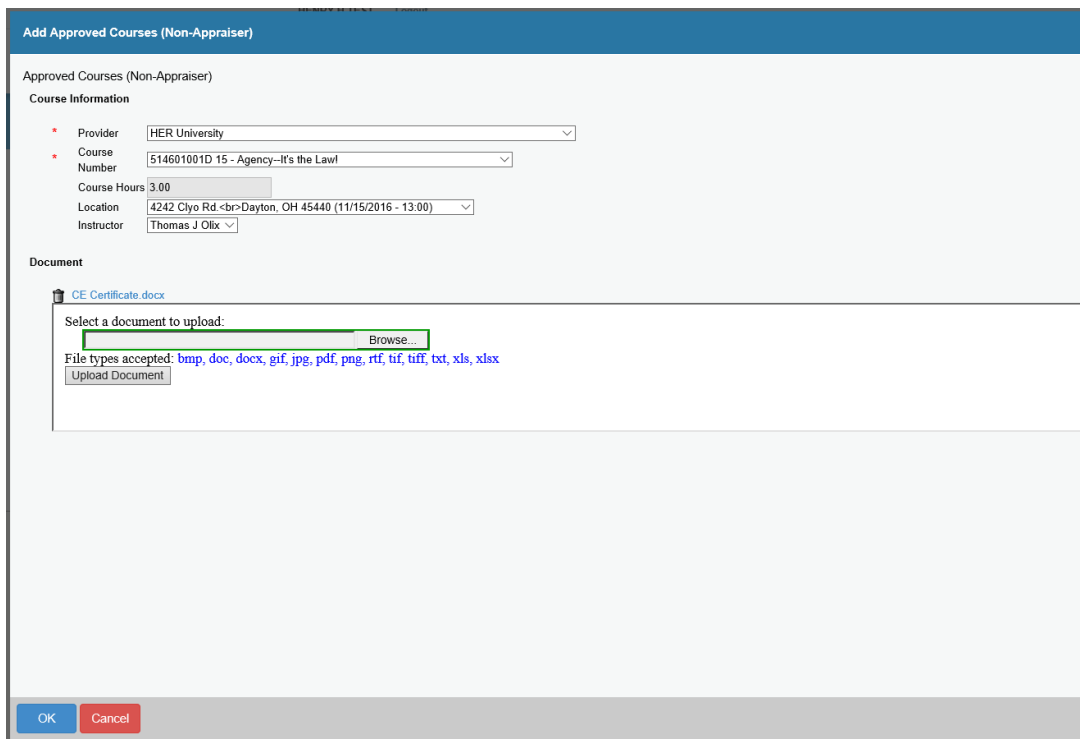
Previous Next Save and Close

4. **New Continuing Education** – allows you to enter additional continuing education.



The screenshot shows a web application window titled "License For BRK 200016226". On the left is a sidebar with navigation options: "Broker Renewal", "Current Year CE", "Certification of CE", and "New Continuing Education". The main content area is titled "New Continuing Education" and contains a sub-section "5. Approved Courses (Non-Appraiser)". Below this is a table with columns "Action", "Course Information", "Course Hours", and "Document". The table is currently empty, displaying "No Records Found". An "Add" button is located below the table. At the bottom of the window, there are "Previous" and "Next" buttons on the left, and a "Save and Close" button on the right.

5. On the New Continuing Education tab, click the Add button. Enter the course information and upload your CE certificate. Click OK.



The screenshot shows the "Add Approved Courses (Non-Appraiser)" form. It is divided into two main sections: "Course Information" and "Document".

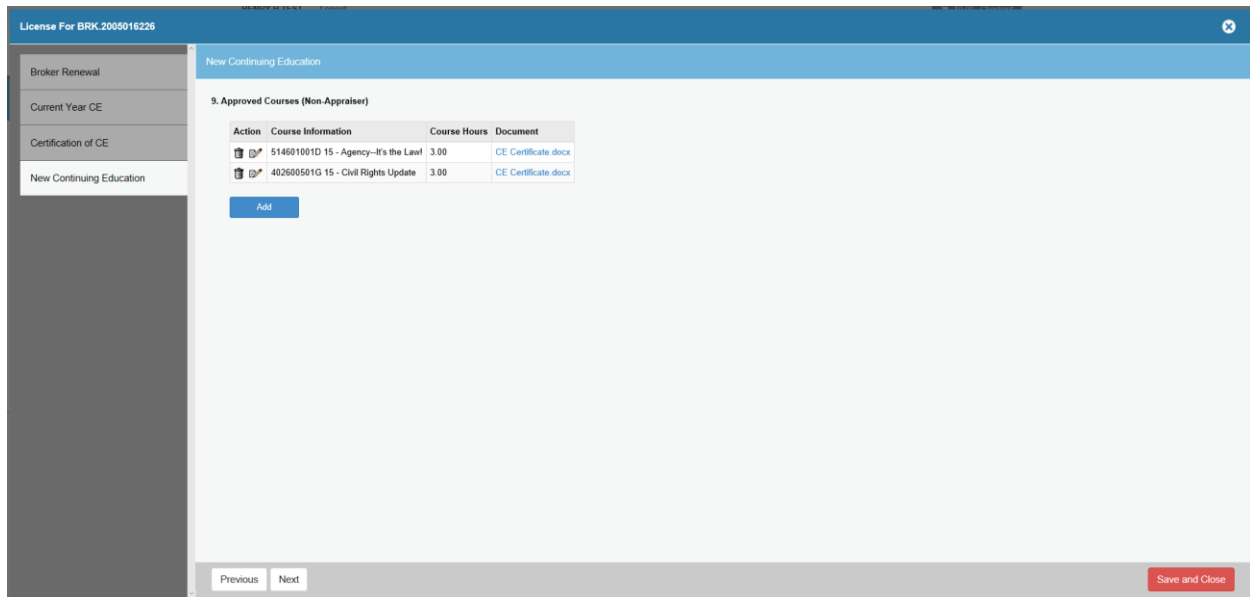
Course Information:

- Provider: HER University (dropdown)
- Course Number: 514601001D 15 - Agency-It's the Law! (dropdown)
- Course Hours: 3.00 (text input)
- Location: 4242 Clyo Rd
Dayton, OH 45440 (11/15/2016 - 13:00) (dropdown)
- Instructor: Thomas J Olix (dropdown)

Document:

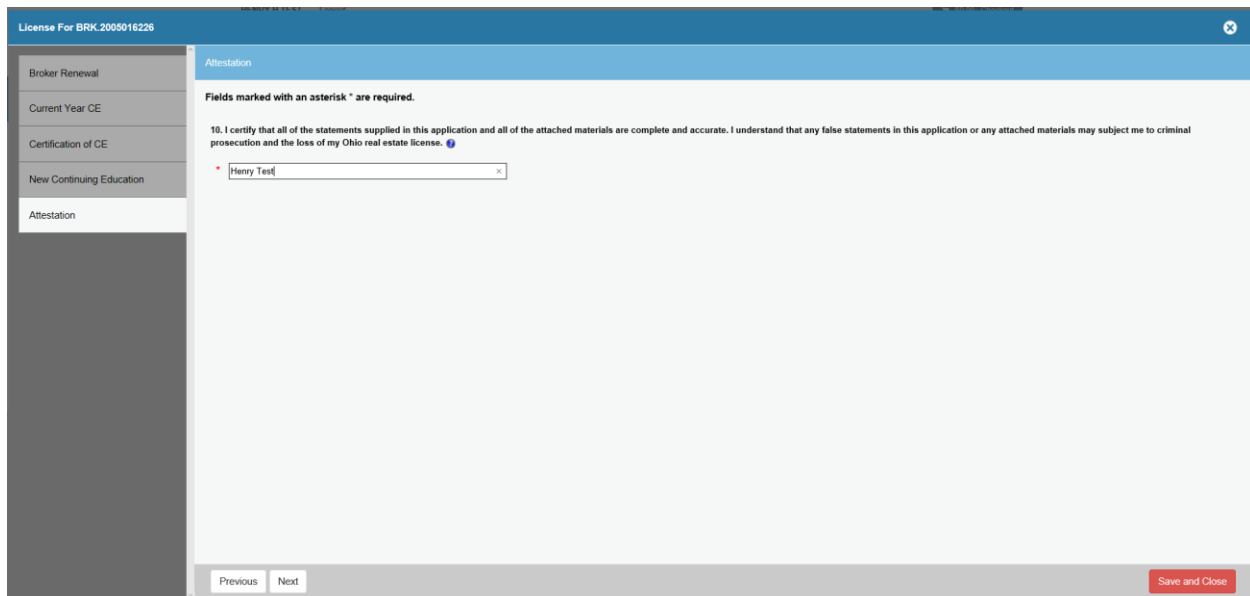
A file upload area is shown with a trash icon and the text "CE Certificate.docx". Below this, it says "Select a document to upload:" followed by a "Browse..." button. Underneath, it lists "File types accepted: bmp, doc, docx, gif, jpg, pdf, png, rtf, tiff, txt, xls, xlsx" and an "Upload Document" button.

At the bottom of the form, there are "OK" and "Cancel" buttons.



6. After adding all additional CE, click Next.

7. **Attestation** - When you have completed the renewal, you will need to certify your online renewal by entering your name. Click Next.



8. **Review** - Here, you can review the entire online renewal including additional uploaded continuing education.

9. After your online renewal is paid for and submitted, the CE submitted with the renewal will be reviewed by the Division.