

MARYLAND REAL ESTATE COMMISSION

WHAT EVERY LICENSEE SHOULD KNOW ABOUT REAL ESTATE CONTINUING EDUCATION

THE PURPOSE and GOALS of continuing education are to provide licensees with current facts, concepts and laws to conduct real estate transactions in a legal and professional manner to protect the public's interest.

RELEVANT SECTIONS OF LAW & REGULATION: Title 17-315 and COMAR 09.11.06

To access law and regulation, go to www.dllr.state.md.us/license/law/recommlaw.htm
For required hours and course content chart www.dllr.state.md.us/license/real_est/reeduc.htm

All MD approved education providers listed 24/7 at www.dllr.state.md.us/license/real_est/reproviders.htm.

IMPORTANT !!

There are many educational programs offered to the public by individuals, other licensees, seminar companies, corporations, brokerages, etc. Will all programs provide you with CE hours to renew your real estate license? NO, not all. Before signing up, check it out. If the individuals or entities are not listed on MREC's website, you are still free to attend the program if it interests you but it WILL NOT count toward your renewal. For courses toward renewal, specific laws and regulations apply.

CLASSROOM COURSES:

- Contact an approved provider for the schedule and to verify the course is approved to renew a MD real estate license; learn the provider's policy, approved hours, title, and topic; be sure you agree with all conditions before enrolling.
- Courses approved for CE are open to all licensees until enrollment limit is reached.
- Attendance is monitored at the beginning and end of the course by sign in/out sheet which identifies the CE provider
- Turn off **ALL** electronic devices; also, no unrelated reading material during the course.
- Students must be physically present during ALL of the offering time – no certificate given when a student arrives late, leaves early or steps out to answer beepers/phones
- No partial credit allowed (no 3-hour credit for one session of a 6-hour offering)
- Disputes about registration fees, cancellation or refund policies are resolved by provider, not the Commission
- If special arrangements needed under the Americans with Disabilities Act, contact the provider in advance with required documents
- Instructors may not promote their company, solicit or gain business advantage, hold drawings, collect business cards, or interrupt class time for meals. Violators should be reported to MREC.
- A licensee who is also an instructor of CE courses may receive CE credit if eligible. Contact the provider for instructions to apply in advance of your renewal.
- Certificates are handed out only at end of session or mailed at a later date **PROVIDERS MUST NOT ISSUE BLANK CERTIFICATES.**
- No duplicates of the same course number are accepted toward renewal – if your certificate does not have a course number, contact the provider for a corrected one
- **KEEP CE CERTIFICATES 5 YEARS**

DISTANCE EDUCATION:

- Not all MD approved providers offer distance learning CE. Go to the website for the provider list. The red asterisk (*) indicates which ones to call.
- Learn the title, topic, length of program, credit hours allowed, exam, deadline for completion, minimum software, retake, etc. policy; be sure you agree with all conditions before enrolling.
- Student must pass exam by at least 70%
- Disputes about delivery method, fees, failures, etc. are resolved by the education provider.
- Certificates are issued only after provider has verified exam score and student has submitted required affidavit.
- No duplicates of the same distance learning program are accepted toward renewal, regardless of provider
- **KEEP CE CERTIFICATES 5 YEARS**

OUT OF STATE CE TOWARD MD RENEWAL

IF you hold a license in another state, hours may be considered toward your Maryland electives. To find out, fax the out-of-state CE course completion certificate(s) to 410-333-0023; include your out-of-state license number as well as a return fax number. Sorry, "postlicensing" courses from other states are not recognized for Maryland CE.

INACTIVE RETURNING TO ACTIVE (17-316) EXPIRED RETURNING TO ACTIVE (17-314)

- Both inactive and expired status have a 4-year deadline under law and regulation with certain terms; read the section of law above which applies to your situation
- To become active, both laws require submission of all CE which would have been completed at renewals had the license remained active
- If you delay until the deadline, remember another renewal may very well be included and you will need more CE
- Review the online chart for the requirements of each past renewal
- If only one renewal passed, complete hours and go to www.dllr.state.md.us/license/occprof/recomm.html; follow the prompts to reactivate or reinstate electronically and pay the fee
- If more than one renewal, contact the Commission for a paper application form
- Brokers – don't forget usual requirements of credit report, trade name, address, etc.

RANDOM AUDITS BY MREC

- Follow instructions in the audit letter
- Respond to audit within the deadline requested
- CE hours must have been taken between the prior expiration date and the application date when you certified you had them
- Failure to comply or respond may result in disciplinary charges