

## Continuing Education

### Requirements

- All real estate licensees (principal brokers, brokers and property managers) renewing an active license or reactivating an inactive license must complete at least 30 hours of continuing education during the preceding two license years.
- Courses must be completed from continuing education providers certified by the Real Estate Agency.
- The 30 hours must include the three-hour Board-approved Law and Rule Required Course (LARRC).
- New broker licensees renewing for the first time must take and complete a 30-hour Agency-approved Advanced Real Estate Practices (AP) course, which includes the three-hour LARRC. *Principal brokers and property managers are not required to take the AP course.*
- Visit [www.rea.state.or.us](http://www.rea.state.or.us) to review complete rules on continuing education requirements.

### Course Approval

*The Oregon Real Estate Agency does not approve continuing education courses or instructors.* The Agency only certifies course providers. If a course is offered by a certified continuing education provider, then the course can count toward license renewal or reactivation requirements.

*Note: Courses completed on or before December 31, 2010 and approved by a certifying licensee can count for license renewals on or after January 1, 2011. "Certifying licensees" are principal brokers, who approve continuing education for themselves and their associated licensees, and property managers. See OAR 863-020-0008 for additional information.*

### Course Length

Certified continuing education providers must ensure that courses are at least one hour. Courses longer than one hour can be offered in 30-minute increments. Continuing education providers may allow for break times per administrative rules.

## Finding Certified CE Providers

The Agency maintains a list of certified continuing education providers on its website at [www.rea.state.or.us](http://www.rea.state.or.us).

### Course Topics

Certified continuing education providers must ensure that the content of any course offered by the provider is in one or more of the required topics. Providers must inform licensees which topic(s) each course includes or whether the course is the Law and Rule Required Course or the Advanced Real Estate Practices course.

#### Required course topics:

- Principal broker or property manager record-keeping
- Principal real estate broker supervision responsibilities
- Principal broker or property manager clients' trust accounts
- Agency relationships and responsibilities for brokers, principal brokers, or property managers
- Misrepresentation in real estate transactions
- Property management
- Advertising regulations
- Real estate disclosure requirements
- Real estate consumer protection
- Anti-trust issues in real estate transactions
- Commercial real estate
- Real estate contracts
- Real estate taxation
- Real estate property evaluation, appraisal, or valuation
- Fair Housing laws or policy
- Managing a real estate brokerage
- Business ethics
- Risk management
- Dispute resolution
- Real estate finance
- Real estate title
- Real estate escrows
- Real estate development

- Condominiums
- Subdivisions
- Unit owner or home owner associations
- Timeshares
- Water rights
- Environmental protection issues in real estate
- Land use planning, zoning, or other public limitations on use
- Real estate economics
- Real estate law or regulation
- Negotiation

#### Course topics ineligible for continuing education:

- Real estate broker or property manager pre-licensing courses
- Examination preparation classes
- Sales meetings
- Motivational classes or seminars
- Time management classes or seminars
- Sales and marketing classes or seminars
- Psychology classes or seminars
- Trade association orientation courses
- Courses in standardized computer software programs not specifically related to required course topics
- Courses with content that is specific to another state or jurisdiction

## Certificates of Attendance

Certified continuing education providers must give a certificate of attendance to each licensee who completes a course. The certificate must include:

- The licensee's name and license number.
- The name of the course.
- The name of the certified continuing education provider and the provider number assigned by the Agency.
- The required course topic(s) or whether the course is the Law and Rule Required Course, the Advanced Real Estate Practices course, or the Brokerage Administration and Sales Supervision course.
- The date and time of the course.
- The length of time of the course.
- The name of the instructor of the course.

## Continuing Education Record Form

Licensees must fill out a Continuing Education Record form to record all classes taken for each renewal. Licensees should use the information from the certificates of attendance to complete the form.

## Recordkeeping

Real estate brokers, principal brokers and property managers must keep their own records of continuing education. All certificates of attendance and the completed Continuing Education Record form must be kept for **three years** after the license renewal date for which the continuing education hours were used.

Licensees are required to provide copies of the certificates of attendance and/or the Continuing Education Record form upon request by the Agency. *Do not send certificates of attendance or the Continuing Education Record form to the Agency unless the Agency asks for them.*

## Inactive Licenses

Licensees renewing an inactive license are exempt from the continuing education requirements. However, to reactivate an inactive license, the licensee must complete the required continuing education within the two years prior to reactivation. *(The Advanced Real Estate Practices course may be required if activating your license for the first time. Contact Agency for more information.)*

## Exemptions

The Agency may waive the continuing education requirements for a licensee who submits satisfactory evidence of the inability to complete such courses because of health or other circumstances beyond the licensee's control.

## References

Oregon Revised Statutes 696.174 through 696.184.  
Oregon Administrative Rule 863-020-0005  
through 863-020-0050.

## Continuing Education Checklist

### New brokers renewing first active license:

- Take 30 hour Advanced Real Estate Practices (AP) course. *If the AP course did not contain the 3-hour Law and Rule Required Course (LARRC), complete a LARRC from a certified continuing education provider.*
- Fill out Continuing Education Record form.
- Keep AP certificate of attendance (and separate LARRC certificate of attendance, if necessary) for three years after date of license renewal.
- Keep Continuing Education Record form for three years after date of license renewal.

### Brokers, principal brokers and property managers renewing active license:

- Take at least 27 hours of continuing education. *Courses completed prior to January 1, 2011 must be approved by certifying licensee. Education completed on or after January 1, 2011 must be taken from an Agency-certified continuing education provider.*
- Complete a 3-hour Law and Rule Required Course from a certified continuing education provider.
- Fill out Continuing Education Record form.
- Keep all certificates of attendance for three years after date of license renewal.
- Keep Continuing Education Record form for three years after date of license renewal.

### Reactivating an inactive license:

- Contact the Agency at (503) 378-4170, selection 2, for information on your continuing education requirements.

# CE

## Oregon Real Estate Licensees' Guide to **CONTINUING EDUCATION**



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