



## Renewals, Let's Get it Right the First Time!

It is renewal season again! Broker and entity type license renewals are expected to hit the street in late April. Sales type license renewals are targeted to be mailed in late July. When you get your renewal, we would ask that you do two things immediately - put the renewal where it will not get lost so that you will not have to request an additional copy and check to see if you have all the needed continuing education certificates. If you don't have them, call your continuing education provider to get enrolled in the needed courses or to get copies of lost certificates.

When you get your renewal notice this year you will notice several changes. The most significant change for licensees (other than inactive brokers, inactive salespersons, corporations, partnerships and associations) is the requirement to submit a copy of your continuing education certificates WITH your renewal. For those brokers who hold multiple licenses, because of how renewals are processed, you must submit a copy of your continuing education with EACH renewal application even if they are mailed together. Failure to provide a copy of all needed certificates will cause your renewal to be returned for correction.

The past two renewal periods allowed licensees to attest to their continuing education on their renewal and then the Commission conducted an education audit on a sample group. This was to be a time saver for both the licensee and the Commission. Unfortunately, this process did not have the desired results.

The Commission has spent a tremendous amount of time and money prosecuting the individuals who either failed to verify that they had completed their hours or decided to gamble on not getting caught. Because of these problems, the Commission has decided to discontinue this process. This year we will be checking every application for continuing education compliance BEFORE the license is

renewed. If the certificates are not attached or are incorrect, your application will be returned to you and your license will not be renewed until the necessary documentation is provided.

**SO, let's get it right the first time. When you get your renewal:**

- 1) verify that all information is correct
- 2) if corrections are needed, legibly make the changes on the renewal application
- 3) attach the proper payment as indicated on the form (if moving out of state, must submit non-resident fee)
- 4) answer all questions
- 5) attach a copy of your continuing education certificate(s)
- 6) sign the renewal
- 7) enclose it in the envelope provided, and
- 8) get it in the mail as soon as possible.
- 9) check our website, about 3 weeks later to verify that your license now shows an expiration date of 2008.

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MISSOURI DIVISION OF PROFESSIONAL REGISTRATION

You would be amazed at the number of people who call on the last day that "just" discovered they didn't get the needed continuing education. They are incredulous when we explain that without that education, in addition to not being able to conduct real estate business until their license is renewed, they will be facing a late fee that incrementally increases, plus, instead of just 12 hours of training they will now have to retake their respective prelicense course. Make it your personal goal not to be one of those late renewals.

Also, for those of you who have taken non-approved courses that you intend to submit for consideration - this must be done BEFORE you submit your renewal. There are no guarantees that a course will be accepted. DO NOT SEND YOUR REQUEST FOR INDIVIDUAL CONTINUING EDUCATION CREDIT FORM WITH YOUR RENEWAL and chance having to take the prelicense course because you did not get approval for your submission.

Another big change on the renewal application can be seen in the questions you must answer. One question will be addressing Missouri taxable income with regard to legislation implemented in the last few years, and the other will address certain felony convictions. Please read those questions carefully before you mark your response.

In closing, remember, the sooner you get your renewal properly submitted, the sooner you get your renewed license. Waiting until the last minute may jeopardize your ability to practice real estate in Missouri.

**Please utilize our website  
whenever possible.  
This will allow us to  
better serve you.**

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