



## **Requirements for Real Estate License Renewals in 2022**

Illinois Real Estate licensees must renew their licenses every two years. Real Estate Broker and Residential Leasing Agent renewals occur in even-numbered years, while Managing Broker renewals occur in odd-numbered years.

### **Q. Which real estate licenses renew in 2022?**

A. The Real Estate Broker license renewal deadline is April 30, 2022 and the Residential Leasing Agent license renewal deadline is July 31, 2022.

### **Q. What are the educational requirements for the 2022 Broker Renewal?**

A. **12 hours of CE requirement:** Brokers whose licenses were first issued before November 1, 2019 are required complete 4 hours of Core CE and 8 hours of Elective CE through a Division-approved education provider, including a [Sexual Harassment Prevention Training course](#). The Sexual Harassment Prevention Training will count as elective CE if completed through a Division-approved education provider.

A. **Post license education requirement:** Brokers whose licenses were first issued between November 1, 2019, and October 31, 2021 will be required to complete 45-hours of post license education prior to the April 30, 2022 renewal deadline. Those individuals whose licenses were first issued on or after November 1, 2021 have until the April 30, 2024 renewal deadline to complete the 45-hours of post license education. The required Sexual Harassment Prevention Training is included in the 45-hour post license curriculum and does not need to be taken separately.

### **Q. What are the education requirements for the 2022 Residential Leasing Agent Renewal?**

A. Residential leasing agent licensees whose first license was issued before May 1, 2020 must complete an 8-hour Core course through a Division approved Education Provider. The required Sexual Harassment Prevention Training is included in the 8-hour Core curriculum and does not need to be taken separately.

### **Q. What if I have already completed my CE and didn't complete the Sexual Harassment Prevention Training?**

A: The Sexual Harassment Prevention Training course must be completed to satisfy the statutory requirements set forth in the Civil Administrative Code [20 ILCS/2105-15.5]. If the completed CE did not include the Sexual Harassment Prevention Training, the additional course must be successfully completed prior to the renewal deadline. Please visit the [Division's website](#) for a list of approved Sexual Harassment Prevention Trainings.

### **Q. Do I need to satisfy the Sexual Harassment Prevention Training requirement if this is my first Broker renewal?**

A. Yes, the Sexual Harassment Prevention Training is a requirement for all licensees subject to a continuing education requirement, which includes broker licensees renewing for the first time. Licensees renewing for the first time must complete 45 hours of post license education. The required Sexual Harassment Prevention Training is included in the 45-hour post license curriculum and does not need to be taken separately.

**Q. Do I need to satisfy the Sexual Harassment Prevention Training requirement if this is my first Residential Leasing Agent renewal?**

A. No. Residential Leasing Agents are exempt from the CE requirements for their first renewal and are therefore exempt from the Sexual Harassment Prevention Training requirement.

**Q. How do I find out when my license expires?**

A. Please visit IDFPR's [Online License Lookup](#) to view license information, including your license effective date, expiration date, original issue date, sponsorship status, and license status.

**Q. How can I find out how many CE credit hours I have?**

A. Please visit The Division's [CE Lookup Portal](#) to view your CE hours as reported by your Education Provider. The Lookup displays courses taken for the current license term as well as your CE history of courses taken for previous license terms.

**Q. What should I do if my CE course does not appear on CE Lookup?**

A. Your best option would be to check with the Education Provider from whom you took the course. Your Education Provider is responsible for reporting your completion to IDFPR. Any updates made to your CE credit hours may take weeks to be reflected in our system. You should also have been issued certificates of completion for each completed course, which will serve as proof of course completion in the event your education provider fails to report your CE.

**Q. When does the opportunity to renew online become available?**

A. The [Online License Renewal Portal](#) opens approximately 90 days prior to the renewal deadline. Renewal instructions will be emailed to you around that time. This notice will include a unique PIN number necessary to renew online. If you did not receive a renewal notice, you may also access your renewal application using your social security number and date of birth on the Online License Renewal Portal.

**Q. What are the fees for the 2022 license renewal?**

A. The broker license renewal fee is \$150. The Residential Leasing Agent license renewal fee is \$100. If you renew after the renewal deadline, there is an additional \$50 late payment penalty fee.

**Q. How do I submit my license renewal?**

A. Once you have received a renewal notice from IDFPR with your unique PIN number, please follow the renewal instructions contained within. If you did not receive the notice, you may access your online renewal with your social security number and date of birth on the [Online License Renewal Portal](#) once the renewal period has opened.

Note: Certain changes to your license (legal name change, change in license status or sponsorship, etc.), may require you to submit a paper renewal application.

**Q. How do I update my email address with IDFPR?**

A. You can update or verify your email address via your [Online Services Portal](#) Account. It is important that all licensees ensure that the email address on file with IDFPR is correct and current. Also, ensuring that emails ending with @illinois.gov are added to your safe sender list or whitelist will help avoid critical emails being sent to a junk or spam folder.

**Q. Can I still practice real estate if I have not completed my renewal requirements, the renewal application nor paid the fee to IDFPR?**

A. No. Licensees who fail to complete all renewal requirements are unable to practice following the renewal deadline. Practicing on an expired or inactive license is considered unlicensed activity, and may subject you to disciplinary action by IDFPR.

**Q. I have completed my renewal requirements, paid the fee, and submitted the renewal application by the deadline, but my license has not yet been renewed. May I still practice now?**

A. Yes, but make sure you keep records of your CE completion, a copy of the renewal application, and copies of your method of payment in case of an IDFPR audit (up to five years). These documents may be needed to prove your timely renewal.

**Q. I'm a licensed attorney in good standing in Illinois. What do I need to renew my license?**

A. You will be required to complete the online renewal process through the Online License Renewal Portal and pay the license renewal fees required by IDFPR. You should also upload proof of your Attorney Registration and Disciplinary Commission (ARDC) registration document to your profile via your Online Services Portal Account. Licensed attorneys in good standing in the State of Illinois are exempt from all CE requirements and must indicate they have complied with the CE requirements on the renewal form.

**Q. Do I need to be sponsored to renew my license?**

A. No, but you must fulfill all renewal requirements (completion of CE and submitting a renewal application and fee payment by the renewal deadline) to avoid lapse in licensure. Licensees who renew without a sponsoring broker will be renewed with an "Inactive" status. To become active and able to perform licensed activities, a sponsoring broker must be added.