

Requirements for Real Estate License Renewals in 2020

Real Estate License Renewal is required for all Illinois Real Estate licensees 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 2020?

A. The Real Estate Broker license renewal deadline is April 30, 2020 and the Residential Leasing Agent license renewal deadline is July 31, 2020.

Q. What are the changes that affect the 2020 Broker Renewal?

A. Brokers are no longer required to complete 6 hours of Core CE (which included 3 hours of Core A and 3 hours of Core B) and 6 hours of Elective CE. Brokers are now required complete 4 hours of Core CE and 8 hours of Elective CE. One of the 8 hours of Elective must include a [Sexual Harassment Prevention Training course](#). Courses completed in a classroom, live interactive webinar, or through an online distance education format are exempt from a mandatory course exam. All Home Study/Correspondence courses will still require a proctored exam. Individuals who received their first broker's license on August 9, 2019 through and including November 1, 2019 will be required to complete 45 hours of post license education.

Q. What are the CE and post license requirements for the 2020 Broker Renewal?

A. Because of changes to the Real Estate License Act of 2000, the Division of Real Estate will allow brokers renewing their license in 2020 to complete their CE or post license requirements as follows:

12 hours of CE requirement: The Division of Real Estate will accept either the new 4 hour Core CE course and 8 hours of Electives CE format, or the 6 hours of Core CE and 6 hours of Elective CE format if the 6 hours of Core were taken prior to July 1, 2019. The 6 hours of Core (which includes 3 hours of Core A and 3 hours of Core B) taken prior to July 1, 2019 will satisfy the Core requirement for the 2020 renewal. If only a part of the 6 hours of Core were completed prior to July 1, 2019 (e.g. Core A was completed, but not Core B), the 4-hour Core course, which became effective July 11, 2019 **must** be completed. The completed Core A or Core B may be applied towards the elective requirement.

Post license education requirement: Individuals who were issued an initial broker license on February 1, 2018, and through and including August 8, 2019 will be required to complete the 30-hour post license education courses. Individuals who were issued an initial broker license on August 9, 2019, through and including November 1, 2019 will be required to complete the new 45-hour post license education course. Those individuals who were issued their initial broker license after November 1, 2019 will be required to complete the 45-hour post education courses prior to the April 30, 2022 renewal deadline.

Regardless of the education requirement for renewal, all licensees are required to complete a one-hour [Sexual Harassment Prevention Training course](#) by the renewal deadline of April 30, 2020. The Sexual Harassment Prevention Training course may be completed as part of the elective curriculum, included in a post license education course, or taken as a separate course. For additional information please see the [2020 Real Estate Broker Renewal Continuing Education Requirements](#).

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 in order to satisfy the statutory requirement 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. Sexual Harassment Prevention Training courses approved by the Division of Real Estate are available on the [IDFPR website](#).

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 not a part of the 30-hour post license curriculum. Licensees first issued a Broker license before August 9, 2019 are required to complete the Sexual Harassment Prevention Training course separately. Licensees first issued a Broker license on or after August 9, 2019 are required to complete 45 hours of post license education which may include the Sexual Harassment Prevention Training. If the 45 hour post-license education curriculum does not include one hour of Sexual Harassment Prevention Training, that course must be taken separately and in addition to the 45 hours.

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

A. Visit IDFPR's [Online License Lookup](#).

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

A. Visit IDFPR's [CE Lookup](#) to view your CE hours as reported by the Education Provider.

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 certifying your completion to IDFPR. Any updates made to your CE credit hours may take several business days to be reflected in our system.

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 material will be emailed to you prior to the renewal deadline. This notice will include a unique PIN number necessary to renew online. If you did not receive a 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 2020 license renewal?

A. The broker renewal fee is \$150. The Residential Leasing Agent 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 visit the [Online License Renewal Portal](#) and click "Online Credit Card Renewal" to get started. If you did not receive a notice, you may also access your renewal with your social security number and date of birth on the [Online License Renewal Portal](#), but again, only when the renewal period is open. Please [click here](#) for step by step instructions on how to complete your online renewal.

If there are any changes to your license (name change, phone number, email address, mailing address, or license status), you may be required 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 on file via the [Online Services Portal](#). It is important that all licensees confirm that email addresses ending with @illinois.gov are added to your safe sender list or whitelist to 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 or paid the fee to IDFPR?

A. No. Licensees who fail to complete all renewal requirements are unable to practice following the renewal deadline. Practicing without an active license is considered unlicensed activity that may subject you to discipline by IDFPR.

Q. I have completed my renewal requirements, paid the fee and submitted the renewal application by the deadline, but my license isn't showing renewed. May I still practice now?

A. Yes, but make sure you keep records of all your CE, 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 do to renew my license?

A. You will be required to complete the online renewal process on 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 the [Online Services Portal](#). Licensed attorneys in good standing in the State of Illinois are exempt from all CE requirements and should confirm full CE compliance on the renewal form.

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

A. No, but you must still fulfill all CE requirements. Your license will be renewed in an "inactive" status and a valid sponsorship must be registered with the Division in order to have your license changed to "active" status and engage in licensed activities as defined in the Real Estate Licensing Act of 2000.