



Real Estate Continuing Education Compliance Form

Proof of continuing education compliance may not be submitted earlier than 60 days before the licensee's due date.

Each ACTIVE LICENSEE, regardless of license status, shall submit proof to the Superintendent that the licensee has satisfactorily completed 30 hours of continuing education, including the three required courses, Civil rights, Core Law and Ohio Canons of Ethics (all 3 hours each). All brokers and management level licensees will also be required to complete a 3-hour Broker Responsibility course for a total of 12 hours of required core courses.

Each INACTIVE BROKER who is 70 yrs. of age or older on their renewal birthday must only complete the 3-hour Broker Responsibility course and submit proof of completion at the time of renewal.

Each ACTIVE LICENSEE who is 70 yrs. of age or older on their renewal birthday shall submit proof they have completed the three required courses (total of 9 hours) in Civil Rights, Core Law and Ohio Canons of Ethics. Additionally, all active brokers and management level licensees must also submit the 3-hour Broker Responsibility course for a total of 12 hours of required core courses.

Each INACTIVE SALESPERSON who is 70 yrs. of age or older on their renewal birthday does not need to complete continuing education until reactivation.

Should you have any questions regarding your requirements, please call our customer service at (614) 466-4100.

- Enter your name and file number (license number).
- List each course completed by completed the fields listed below.
- Attach copies of your education certificates
- Continuing Education Course Certificates must be maintained for a period of at least 6 years.
- Carry-Over Hours:
 - List carry-over from your last reporting period, which you are using this reporting period under the **Electives Section**.
 - List hours that you took this reporting period in excess of 30 hours in the **Carry-Over Section, up to 10 hours**.

Full Name:

File Number:

Civil Rights Course (Minimum 3 Hours)

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	

Core Law Course (Minimum 3 Hours)

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	

Canons of Ethics Course (Minimum 3 Hours)

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	

Broker Responsibilities (Minimum 3 Hours)

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	

Electives

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	



Electives		
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
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Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	

TOTAL HOURS FROM PAGES 2 & 3 (MUST be at least 30)

(Total hours for active licensees over 70 years of age must be at least 9 for Salespersons or 12 for Brokers & management level licensees)

LIST UP TO TEN HOURS OF CARRY-OVER EDUCATION BELOW. If you did not use all of the hours of the last class listed above to reach the 30 total hours, list that class first here with any of the carry over hours.

Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	
Course Provider	Ohio Certification Number	Hours
Course Title	Date(s) of Attendance	

Total Number of Carry-Over Hours

NOTICE: This application and the information contained therein, except for the social security number, is public record pursuant to Ohio Revised Code 149.43.

NOTICE: Refusal of check payment by the drawer's bank may result in a \$100 fee to the superintendent or rejection or withdrawal of approval of this application.