

Division of Real Estate & Professional Licensing

## **Online Continuing Education Instructions**

1. **Current Year CE** - After answering the Broker or Sales Renewal questions on the renewal tab, click the Next button. This will take you to the Current Year CE tab. Here you can view the list of courses the education provider(s) have submitted to the Division certifying your attendance.

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A Broker Renewal	Current Year CE							
Current Year CE	Current Year CE							
	7. Current Year CE The courses listed below are the courses the education provider(s) have submitted to the Division certifying your attendance. If a course you have taken within your current renewal period is not listed, you may add it on the subsequent screens.							
		Provider	Course Number	Course Name	Course Hours	Course Date	Location	Instructor
		Ohio Association of Realtors (Online)	901601900D 00	Risk Management (Core Law)	3.00	01/01/2006		
		American Mortgage Service Company	471600101E 02	Non-Conforming Loans	3.00	01/19/2006	Holiday Inn 280 Presidential	
		Northern Kentucky Association of Realtors	886600102E 01	Resort and Second Home Markets	14.00	02/15/2006		
		Columbus Association of Realtors	103600103D 01	Commercial RE Core Law	3.00	03/06/2006		
		Columbus Association of Realtors	103600103D 01	Commercial RE Core Law	3.00	03/06/2006		
	Previous Next Save and Ck							ve and Close

- 2. Click Next.
- 3. Certification of CE If you have additional continuing education to enter, select the second option and click Next.

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Broker Renewal	Centration of CE	
Current Year CE Certification of CE	K. Oceay.     Identify:     Identify:	
	Previous Next Son	re and Close

4. New Continuing Education – allows you to enter additional continuing education.

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Broker Renewal	New Continuing Education	
Current Year CE Certification of CE New Continuing Education	9. Approved Courses (Men Appraiser) Action Course Hours: Bocument No Records Found Add	
	Previous Next	Save and Close

5. On the New Continuing Education tab, click the Add button. Enter the course information and upload your CE certificate. Click OK.

Add Approved Courses (Non-Appraiser)
Approved Courses (Non-Appraiser) Course Information
Provider       HER University       V         Course       514601001D 15 - Agency-It's the Lawl       V         Number       5100       V         Corese Hours       3.00       V         Location       4242 Clyo Rd-cbr>Dayton, OH 45440 (11/15/2016 - 13:00)       V         Instructor       Thomas J Olix V
Select a document to upload: Browse File types accepted: bmp, doc, docx, gif, jpg, pdf, png, rtf, tif, tiff, txt, xls, xlsx Upload Document
OK Cancel

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Broker Renewal	New Continuin	ng Education			
Current Year CE	9. Approved Courses (Non Appraiser)				
Certification of CE	Action	Course Information	Course Hours	Document	
	Û 💅	514601001D 15 - AgencyIt's the Law!	3.00	CE Certificate.docx	
New Continuing Education	1 🗗	402600501G 15 - Civil Rights Update	3.00	CE Certificate.docx	
	Adv	d			
	Previous	Next			

- 6. After adding all additional CE, click Next.
- 7. **Attestation** When you have completed the renewal, you will need to certify your online renewal by entering your name. Click Next.

License For BRK.2005016226		8
Broker Renewal	Affestation	
Current Year CE	Fields marked with an asterisk * are required.	
Certification of CE	10.1 certify that all of the statements supplied in this application and all of the attached materials are complete and accurate. I understand that any false statements in this application or any attached materials may subject me to criminal prosecution and the loss of my Ohio real estate license.	
New Continuing Education	* Hanry Test ×	
Attestation		
	Previous Next	lose

- 8. **Review** Here, you can review the entire online renewal including additional uploaded continuing education.
- 9. After your online renewal is paid for and submitted, the CE submitted with the renewal will be reviewed by the Division.