



IAR's Official Checklist for 2016 Broker License Renewal

By IAR Education Manager Carrie Elliott and IAR Legal Hotline Attorney Betsy Urbance

By April 30, 2016 Illinois Broker licensees must have completed the continuing education (CE) requirements and applied to renew their license through the Illinois Department of Financial and Professional Regulation (IDFPR).

What's required? That depends on how and when you received your Illinois broker license.

Below are checklists for three scenarios.

1. Brokers who were licensed by examination, or by reciprocity whose first license EXPIRES April 30, 2016:

- ☒ You must complete and pass the 30-Hour Broker Post-License Course on or before April 30, 2016.
- ☒ You have no other CE requirements for this renewal period.
- ☒ Submit your renewal application with the \$150 State of Illinois licensing fee to the Illinois Department of Financial and Professional Regulation (IDFPR) by April 30, 2016 www.idfpr.com. You can renew online via credit card payment or print a paper copy and mail in your renewal application and renewal fee payment (postmarked no later than April 30, 2016) to the Illinois Department of Financial and Professional Regulation (IDFPR), P.O. Box 7086, 320 West Washington, Springfield, IL 62791. *Note: Completion of your CE is not enough. You must submit your renewal application and fee to IDFPR.*

2. Brokers licensed prior to February 1, 2014:

- ☒ You must complete and pass 12 hours of CE on or before April 30, 2016. CE credits must be earned between May 1, 2014 and April 30, 2016. The 12 hours must include 6 hours of Core (3 Core A and 3 Core B) and a maximum of 6 hours of elective credit.
- ☒ Submit your renewal application with the \$150 State of Illinois licensing fee to the Illinois Department of Financial and Professional Regulation (IDFPR) by April 30, 2016 www.idfpr.com. You can renew online via credit card payment or print a paper copy and

mail in your renewal application and renewal fee payment (postmarked no later than April 30, 2016) to the Illinois Department of Financial and Professional Regulation (IDFPR), P.O. Box 7086, 320 West Washington, Springfield, IL 62791. *Note: Completion of your CE is not enough. You must submit your renewal application and fee to IDFPR.*

3. Brokers who were licensed ON OR AFTER Feb. 1, 2016*:

☒ You do NOT need to renew in 2016! Your first broker license expiration date is April 30, 2018 and the only education required for the 2018 renewal will be the 30-Hour Broker Post-License Course.

** To make sure you fall into this category, double-check the expiration date listed on your Illinois real estate license issued by the Illinois Department of Financial and Professional Regulation (IDFPR). Or look up your license at <https://www.idfpr.com/LicenseLookUp/LicenseLookup.asp>.*

We're here to help every step of the way leading up to the April 30, 2016 Broker Renewal deadline. Contact an IAR Career Counselor at 800-523-5077 or education@iar.org



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IDFPR Goes Paperless

The Illinois Department of Financial and Professional Regulation (IDFPR) will no longer be issuing paper renewal notices and licenses.

All renewal and licensing documentation will be done electronically, with the goal of increasing efficiency, reducing costs and providing a better experience for licensed professionals.

Effective immediately, submission of renewals for professionals should be completed online via the IDFPR's website at <http://www.idfpr.com/>. Licensees will now be able to renew their license quickly and easily online; proof of licenses will be provided via email and the IDFPR's License Lookup.

Licensees will be provided access to a digital, printable copy of their license. Licensees are strongly encouraged to visit the IDFPR website to provide a current email address and ensure contact information is up-to-date and accurate. Go to <http://www.illinoisrealtor.org/sites/illinoisrealtor.org/files/Licensee%20Contact%20Information%20Update%20Instructions.pdf>.