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June 17, 2014

Dear Designated Broker:

You are receiving this letter because you are an active status designated broker. The Commission wants to remind you about important law changes taking effect on July 1, 2014 pertaining to continuing education requirements for ALL licensees (Idaho Code 54-2023).

1. **All licensees** will take Core every year, and elective CE credit hours are reduced from 16 to 12 per renewal period. The new requirement for license renewal or reactivation is 2 different Core courses plus 12 hours of elective credit. We encourage all licensees to take the 2013 Core course now, if they have not already done so. (The 2013 Core will remain available through June 2015.)

AND

2. **All salespersons** renewing for the first time or activating for the first time after having renewed on inactive status must complete 2 different Core courses plus 12 hours of post license credit. The post license requirement is in lieu of the elective hours for new salespersons and consists of curriculum developed by the Commission. The post license requirement includes the mandatory Fundamentals class (8 hours) plus the licensee's choice of one 4-hour post license elective module. At this time, the 4-hour post license modules include: Introduction to Commercial Real Estate; Professionalism, Negotiations and Closings; and Pricing, Marketing and Advertising.

The post license courses will be available in an online format by December 2014. At present, they will be offered only in a live format through certified providers. As soon as schedules have been determined by the providers, you will be able to locate post license course offerings at irec.idaho.gov. Navigate to the Public Database Search and choose the "Find a Course" tab and "Post License" as the course type.

The Commission has adopted an Implementation Plan for phasing in the new requirements (copy attached). Licensees who are due to renew in the next few months may be able to renew under the old education requirements under certain circumstances. Please encourage your associates to contact our office for information about their specific renewal requirements.

Thank you for your assistance in sharing this important news with your associates. Please do not hesitate to contact us if you have any questions or need more information.

Sincerely,

Jeanne Jackson-Heim
Executive Director

Enclosure

S 1206 Implementation Plan (Effective July 1, 2014)

1. Annual Core Requirement:

This section applies to any salesperson who has already renewed his/her license at least one time **on active status** prior to July 1, 2014, and any broker.

NOTE: All new brokers licensed in Idaho on or after July 1, 2014 must fully comply with the new CE requirements for renewal or activation (2 Core courses plus 12 hours of continuing education elective credit).

A. Active Status Renewals (except Salespersons in First Licensing Period):

For all active status license renewals **actually completed** on or before September 30, 2014 where the licensee has completed the old CE requirement (1 Core course plus 16 elective hours) **at the time of renewal**, the Commission will accept the old CE requirement as being “in compliance,” OR the licensee may choose to fulfill the new CE requirement (2 Core courses plus 12 elective hours)

All licensees **actually completing** active status renewals on or after October 1, 2014 must complete 2 different Core courses plus 12 hours of elective credit, and thereafter every licensee must take every consecutive Core course without a gap – which 2 Core courses they take will depend on how they started the cycle

B. License Activations (except Salespersons Activating for the First Time After Expiration of the First Licensing Period):

For all license activations **actually completed** through September 30, 2014 where CE is required to activate the license, the Commission will accept the old CE requirement (1 Core course plus 16 elective hours) as being “in compliance,” OR the licensee may choose to fulfill the new CE requirement (2 Core courses plus 12 elective hours)

Thereafter, a licensee who needs CE to activate a license must complete 2 different Core courses plus 12 hours of elective credit prior to activating the license

A licensee who needs to “make up” a Core course older than Core 2012 should contact the Commission for assistance so a course can be made available

2. Post License Requirement:

This section applies to any salesperson whose license was issued prior to July 1, 2014 and who has not yet renewed the license one time on active status.

NOTE: All new salespersons licensed in Idaho on or after July 1, 2014 must fully comply with the new CE requirements of 2 Core courses plus 12 hours of prescribed post-license education (8-hour mandatory course plus 4-hour post-license module of choice).

A. Active Status Renewals (Salespersons in First Licensing Period):

For all license renewals **actually completed** on or before September 30, 2014 where the licensee has completed the old CE requirement (1 Core course plus 16 elective hours) **at the time of renewal**, the Commission will accept the old CE requirement as being “in compliance,” OR the licensee may choose to fulfill the new CE requirement (2 Core courses plus 12 post-license hours)

All licensees **actually completing** renewals on or after October 1, 2014 must complete 2 different Core courses plus 12 hours of prescribed post-license education (8-hour mandatory course plus 4-hour post-license module of choice), and thereafter every licensee must take every consecutive Core course without a gap – which 2 Core courses they take will depend on how they started the cycle

B. License Activations (Salespersons Activating for the First Time After Expiration of the First Licensing Period):

For all salesperson license activations through September 30, 2014 where CE is required to activate the license, the Commission will accept the old CE requirement (1 Core course plus 16 elective hours) as being “in compliance,” OR the licensee may choose to fulfill the new CE requirement (2 Core courses plus 12 post-license hours)

Thereafter, a salesperson licensee who needs CE to activate the license for the first time must complete 2 different Core courses plus 12 hours of prescribed post-license education (8-hour mandatory course plus 4-hour post-license module of choice)

A salesperson licensee who needs to “make up” a Core course older than Core 2012 should contact the Commission for assistance so a course can be made available

C. Exception to Post-License Requirement:

A licensee under this section renewing a license on active status or completing a license activation for which CE is required on or after October 1, 2014 must complete 2 different Core courses plus 12 hours of prescribed post-license education (8-hour mandatory course plus 4-hour post-license module of choice), provided that:

For license renewals or activations **actually completed** between October 1, 2014 and May 31, 2015:

If a salesperson has completed 8 to 12 elective hours of CE as of July 1, 2014, the Commission will accept either 8 or 12 elective hours in lieu of corresponding hours of post-license education. If 8 elective hours are utilized in lieu of post-license hours, the salesperson must also complete 4 hours of post-license education

A salesperson who has not completed a minimum of 8 hours of elective CE as of July 1, 2014 must complete all 12 hours of prescribed post-license education

3. General:

Core 2012 course and Core 2012 instructors will remain certified for an extra six (6) months through December 31, 2014 to allow licensees to fulfill the new Core requirements

Core 2013 (live and online) and all subsequent Core courses will be certified for a period of two full years (beginning July 1 of the Core year) to allow licensees to fulfill the new Core requirements

Starting with the April 2014 renewal letters, and continuing through the March 2016 renewal letters, Staff will review each renewal notice before it goes out and will make individual notations as to what CE, if any, the licensee must complete to renew in compliance under the new provisions of the license law. This will give all existing licensees actual notice of their specific CE requirements and allow them 75 to 90 days to make up any missing CE prior to the expiration of the renewal period.

4. Provider Training:

All providers renewing certification on or after July 1, 2014 must complete a Commission-developed provider training course prior to renewal, either by attending an Instructor Development Workshop or scheduling a training with the Commission, and one provider training course during each 2-year renewal period thereafter

TIMELINE FOR IMPLEMENTATION:

Ongoing – Outreach to licensees through local and state REALTOR® associations

April 1, 2014 – Revise broker and continuing salesperson renewal notice letter to incorporate new Core and elective requirements (renewal letters sent in April are for July renewals)

April 1, 2014 – Develop separate “new salesperson” renewal notice letter to incorporate new Core and post-license requirements

April 1, 2014 – Establish curriculum and schedule for FY 2015 provider trainings

April 15, 2014 - Send first postcard mailing to all licensees to advise of new education requirements and implementation plan

April 15, 2014 – E-mail all providers regarding bi-annual provider training requirement, schedule for FY 2015 provider trainings, and reminder about 2014 Instructor Development Workshop

May 1, 2014 – Send postcard mailing or broker bulletin letter to all designated brokers to advise of new law and implementation plan

May 1, 2014 – Finalize Core 2014 and post-license curriculum, including Request for Quotations and filming of “Licensee Safety Video”

May 6, 2014 – Pilot Core 2014 at Instructor Development Workshop

May 15, 2014 – Revise Core 2014 as needed and distribute to providers

June 1, 2014 – Send second postcards to all licensees to advise of new education requirements and implementation plan – 1 for brokers and continuing salespersons, and 1 for new salespersons in first renewal period

June 1, 2014 - Pilot post-license curriculum for certified instructors around the state; process instructor certifications

On or before July 1, 2014 – Providers develop and obtain ARELLO certification for online Core 2014

On or before December 31, 2014 – Develop and obtain ARELLO certification for online post-license courses