



The Professional Development Institute
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**RENEWAL REQUIREMENTS and ONLINE CONTINUING EDUCATION CLASSES
for
VIRGINIA REAL ESTATE AGENTS, BROKERS and ASSOCIATE BROKERS**

RENEWAL REQUIREMENTS.

Your continuing education requirements depend on when you were first licensed, as follows.

License Received Before January 1, 2004

or

License Received After December 31, 2003 AND Licensed *More Than Two Years*

You must complete 16 credit hours of continuing education every two years. Eight hours may be in “real estate related” topics (i.e., electives). The remaining eight hours must be in the following mandatory topics:

- **Legal Updates & Emerging Trends;**
- **Real Estate Agency;**
- **Real Estate Contracts; and,**
- **Fair Housing (*minimum of 2 hours, which must include an update on current cases and administrative decisions under Fair Housing Laws*).**

License Received After December 31, 2003 AND Licensed *Less Than Two Years*

Within the first two years of the date of issuance of your license (i.e., before your first license renewal), you must complete 30 hours of post license education from one of three practice tracks: Residential; Property Management (Residential); or Commercial. Each track contains mandatory and elective topics.

You do not have to specifically identify a track - it will be determined by the first course you complete. Once your practice track is determined, you must complete the number of mandatory hours within that track. The elective requirement may be satisfied with courses from that track or any other track. While you are subject to the 30-hour post license education requirement, you are not required to comply with the 16-hour continuing education requirement.

You may change tracks after a mandatory course has been reported to the Board one time before your license expiration date upon written notification to the Board's Education Administrator, including an original or notarized copy of the completion certificate of the mandatory course from the new track. Previously reported mandatory courses will be changed to electives.

Beginning with your second license renewal, you no longer need to complete 30 hours of post license education. Your requirement will be the same 16 hours, as discussed above.

WHICH COURSES SHOULD I TAKE?

The Professional Development Institute offers courses from Dearborn/REcampus and Thomson Computaught, two major providers of online courses. Dearborn/REcampus courses involve a final exam. There is no final exam on the Computaught courses. If you want to use courses to renew a real estate sales license in a state that requires a final exam, such as Maryland, take the Dearborn/REcampus courses. To receive credit in another state, you must achieve the minimum score on the final exam required by that state. The passing score for Maryland real estate sales licensees is 70%.

COURSES AVAILABLE FROM DEARBORN/RECAMPUS AND THOMSON COMPUTAUGHT APPEAR BELOW.

REMINDER. POST-EDUCATION COURSES ARE FOR "NEW" AGENTS - THOSE FIRST LICENSED AFTER 12/31/03 WHO HAVE NOT YET RENEWED THEIR LICENSE (I.E., AGENTS WHO HAVE BEEN LICENSED LESS THAN TWO YEARS). CONTINUING EDUCATION COURSES ARE FOR ALL OTHER AGENTS.

CONTINUING EDUCATION COURSES from DEARBORN/REcampus

VIRGINIA REAL ESTATE AGENTS, BROKERS and ASSOCIATE BROKERS

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Important: the courses available to you, and the certificate you will receive, depend on the site you enroll on. When enrolling for classes, please select the following courses only from the Dearborn/REcampus page for Virginia real estate salespersons.

COMPREHENSIVE RENEWAL PACKAGE

To satisfy your entire 16-hour renewal requirement with a single package, enroll in:

- Virginia 16 Hour Continuing Education Renewal Package

REAL ESTATE RELATED TOPICS (8 Hours Required)

To satisfy your *real estate related (elective)* requirement with individual courses, select from the following:

- Buyer Representation in Real Estate (4 hours)
- Commercial CE Set 1 (8 hours)
- Commercial CE Set 2 (8 hours)
- Commercial Real Estate: Listing Properties (4 hours)
- Commercial Real Estate: Understanding Investments(4 hours)
- Diversity and Doing Business (4 hours) (*may not be used for mandatory credit*)
- Electronic Transactions in Real Estate (4 hours)
- Environmental Issues in Your Real Estate Practice (4 hours)
- Ethics and Real Estate (6 hours)
- Fair Housing (4 hours) (*may not be used for mandatory credit*)
- Introduction to Commercial Real Estate Sales (4 hours)
- Property Management and Managing Risk (4 hours)
- Real Estate and Taxes! What Every Agent Should Know (4 hours)
- Real Estate Finance Today (4 hours)
- Red Flags Property Inspection Guide (4 hours)
- Risk Management (4 hours)
- The Truth About Mold (4 hours)
- Understanding 1031 Tax-Free Exchanges (4 hours)

POST-LICENSE COURSES from DEARBORN/REcampus

VIRGINIA REAL ESTATE AGENTS, BROKERS and ASSOCIATE BROKERS

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RESIDENTIAL TRACK

Important: the courses available to you, and the certificate you will receive, depend on the site you enroll on. When enrolling for classes, please select the following courses only from the Dearborn/REcampus page for Virginia real estate salespersons.

MANDATORY TOPICS (15 Hours Required)

To satisfy your entire mandatory requirement with a single package, enroll in:

- Virginia Post-Licensing: Mandatory Residential 15-Hour Course**

ELECTIVE TOPICS (15 Hours Required)

**To satisfy your elective requirement, select from the following combination packages:
(*Take all if you need 15 hours.*)**

- Virginia Post-Licensing: Elective Business Planning and Technology Course (5 hours)**
- Virginia Post-Licensing: Elective Land Use and Property Valuation Course (4 hours)**
- Virginia Post-Licensing: Elective Selling and Financing Properties Course (6 hours)**

POST-LICENSE COURSES from DEARBORN/REcampus

VIRGINIA REAL ESTATE AGENTS, BROKERS and ASSOCIATE BROKERS

License Received After December 31, 2003 AND Licensed *Less Than Two Years*

COMMERCIAL TRACK

Important: the courses available to you, and the certificate you will receive, depend on the site you enroll on. When enrolling for classes, please select the following courses only from the Dearborn/REcampus page for Virginia real estate salespersons.

MANDATORY TOPICS (9 Hours Required)

To satisfy your mandatory requirement with a single package, enroll in:

- Virginia Post License: Mandatory Commercial (9 hours)**

ELECTIVE TOPICS (21 Hours Required)

To satisfy your elective requirement, select from the following combination packages:

- Virginia Post-Licensing: Commercial Real Estate Sales and Finance (5 hours)**
- Virginia Post-Licensing: Commercial Leasing and Property Management (6 hours)**
- Virginia Post-Licensing: Commercial Development and Government Regulation (5 hours)**
- Virginia Post-Licensing: Alternative Commercial Real Estate Practices and Skills (5 hours)**

CONTINUING EDUCATION COURSES

from

THOMSON COMPUTAUGHT

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Important: the courses available to you, and the certificate you will receive, depend on the site you enroll on. When enrolling, please select the following courses only from the Thomson Computaught page for Virginia real estate salespersons.

COMBINATION COURSE

To satisfy your eight-hour mandatory requirement with a single course, take:

- Mandatory Topics (8 hours)**

REAL ESTATE RELATED TOPICS (8 Hours Required)

To satisfy your *real estate related (elective)* requirement with individual courses, select from the following:

- Methods of Residential Finance (8 hours)**
- Basic Real Estate Finance (8 hours)**
- Pricing Property to Sell (8 hours)**
- Tax Advantages of Home Ownership (8 hours)**
- Consensual Dual Agency (4 hours)**
- Real Estate Math (4 hours)**
- Tax Free Exchanges (4 hours)**
- Government Regulations (2 hours)**
- Ethics in Real Estate (3 hours)**

(May be used to meet the 2.5-hour quadrennial ethics requirement for members of the National Association of Realtors®. Next deadline is 12/31/08.)

POST-LICENSE COURSES from THOMSON COMPUTAUGHT

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RESIDENTIAL TRACK

MANDATORY TOPICS (15 HOURS REQUIRED)

- Agency Law (3 hours)
- Fair Housing (3 hours)
- Real Estate Law (3 hours)
- Offer to Purchase (3 hours)
- Ethics and Standards of Conduct/Current Industry Issues and Trends (3 hours)

ELECTIVE TOPICS (15 HOURS REQUIRED)

- Finance (3 hours)
- Property Valuation/Listing Process (3 hours)
- Selling Process (3 hours)
- Technology (3 hours)
- Business Planning (2 hours)
- Land Use Issues (1 hour)

COMMERCIAL TRACK

ELECTIVE TOPICS (15 HOURS REQUIRED)

- Finance (2 hours)

(No other courses are available from Thomson Computaught at this time. Please see commercial post-license courses offered by Dearborn/REcampus, above.

(9/22/05)