

Continuing Education

Section 2504(4) of the Occupational Code (license law) requires that all licensees complete 18 hours of continuing education each three-year license cycle. However, beginning with and during the calendar year 2007, and thereafter, a licensee is required by statute to complete at least [no less than] 2 hours per calendar year of the required 18 hours of continuing education courses. To review the entire section of the statutory provisions, access the [Redbook](#)

Important aspects of real estate continuing education include:

- The standard license cycle is three years. Current licenses are being issued to expire 10-31-09. All licensees require some continuing education every year .
- One of the easiest ways to remember is to just continue to complete 6 clock hours of CE every year. Of those 6 hours, 2 must include law and rules updates.
- There no longer is a "waiver" of CE for the first year the license is issued.
- The CE requirements are pro-rated depending upon which year of the three-year cycle the license is issued, but ALL licensees require CE to renew.
- The prorated CE hours for renewal requirements are based on when the license is issued:
 - License issued between 7-1-06 and 10-31-07 requires **18** hours of CE
 - License issued between 11-1-07 and 10-31-08 requires **12** hours of CE
 - License issued between 11-1-08 and 7-1-09 requires **6** hours of CE [120 days prior to the expiration date of licenses, licenses are issued for the next expiration date; Department-wide policy mandates that a license not be issued for a term of less than 4 months; thus licenses issued in July will reflect a 10-31-2012 expiration date]
- CE course numbers for the current three-year license cycle (2007-2009) are prefaced with a **K** (e.g., K500, K297, K700) and are given separate course numbers if the hours can be counted toward the law and rules mandatory requirement.
- Relicensure applicants may use K courses toward getting relicensed but those courses are then USED and CANNOT count toward the renewal requirements in October 2009.
- All licensees can track CE hours that are posted to their i.d. number by accessing www.michigan.gov/licenselookup Enter the 10-digit i.d. number and click on it to see the listing of courses credited. It is important to keep continuing education completion certificates to refer to when signing up for new classes. This way, you can ensure that you do not take the same course twice (as credit will be given only once). If a reporting error occurs, you will be able to prove attendance.
- Lists of [CE Sponsors](#) who are course providers are available and can be viewed in a number of formats (e.g., on-line courses only, all providers, etc.)
- Licenses EXPIRE 10-31-09 and to continue uninterrupted practice, sufficient CE must be attained by that date. There *is* a 60-day late renewal period, however the license is considered expired. Practice must CEASE until the renewal requirements are met and the renewed license is issued and received.
- Failure to meet the CE requirements by 12-30-09 will lapse the license. If relicensure is desired, a relicensure application and fee are required.
- Renewal fees are earned upon receipt and are non-refundable. If you are not going to meet the requirements for renewal, do not pay your renewal fee. You can apply for relicensure at a date you can meet the requirements.

If you have any questions regarding the continuing education courses email bcslie@michigan.gov for assistance.

[View list of approved Continuing Education Courses](#)