CALIFORNIA DRE LICENSE RENEWAL

STEP BY STEP GUIDE DECEMBER 1, 2011



PROVIDED BY:

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STEP 1: DRE.CA.GOV, CLICK LICENSEES



Quick Links

- News Flash
- · Consumer Alerts
- 2011 Real Estate Law
- Instructions to License Applicants
- · Complete List of Forms
- FAQs
- Customer Service Survey





Licensees



- > SAFE ACT
- > Prepaid Rental Listing Service
- Desist and Refrain Orders
- > Bar Orders
- > Real Estate Business Guidance
- > eLicensing Online System

Exams



- "Things You Need to Know"
- Out-of-State Applicants
- > Education Course Availability
- How & Where Exams are Scheduled
- Taking the Exam
- > eLicensing Online System

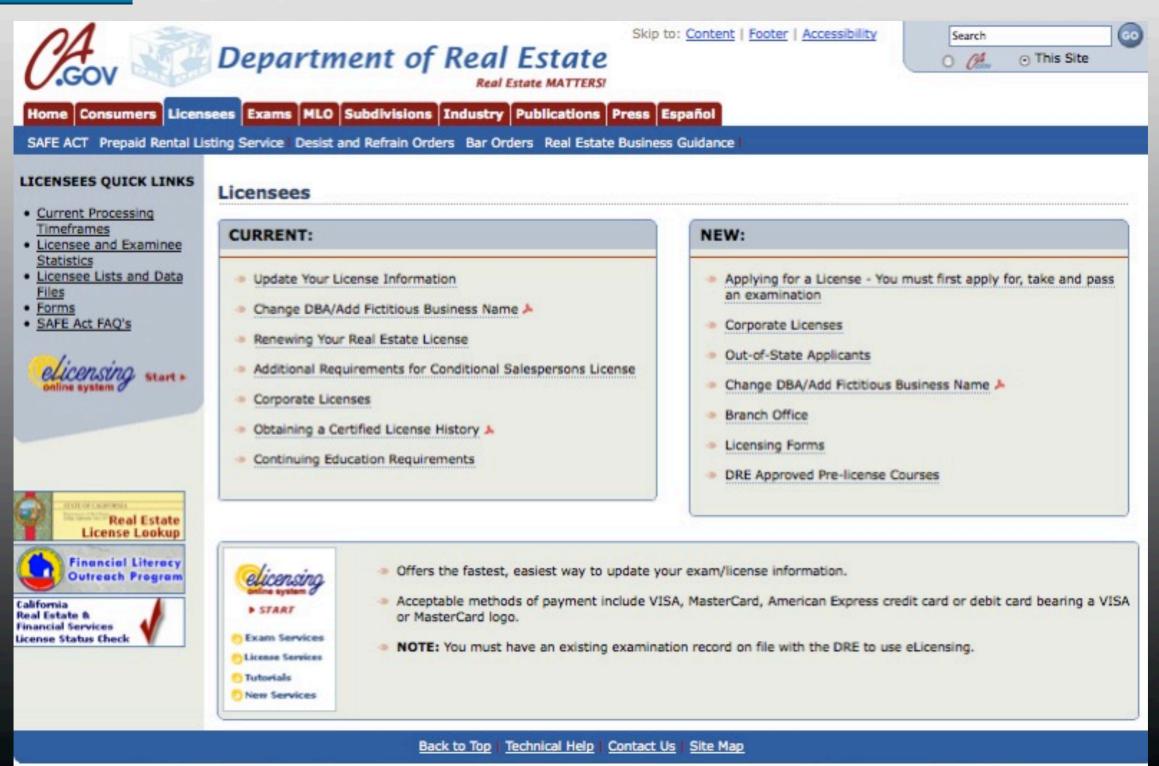
Consumers



- Desist and Refrain Orders
- Bar Orders
- Complaints
- Loan Modifications
- > Homebuyers/Borrowers
- Consumer Alerts
- > Financial Literacy



STEP 2: CLICK "E-LICENSING"



This web site contains PDF A documents that require the most current version of Adobe Reader to view. To download click on the icon below.



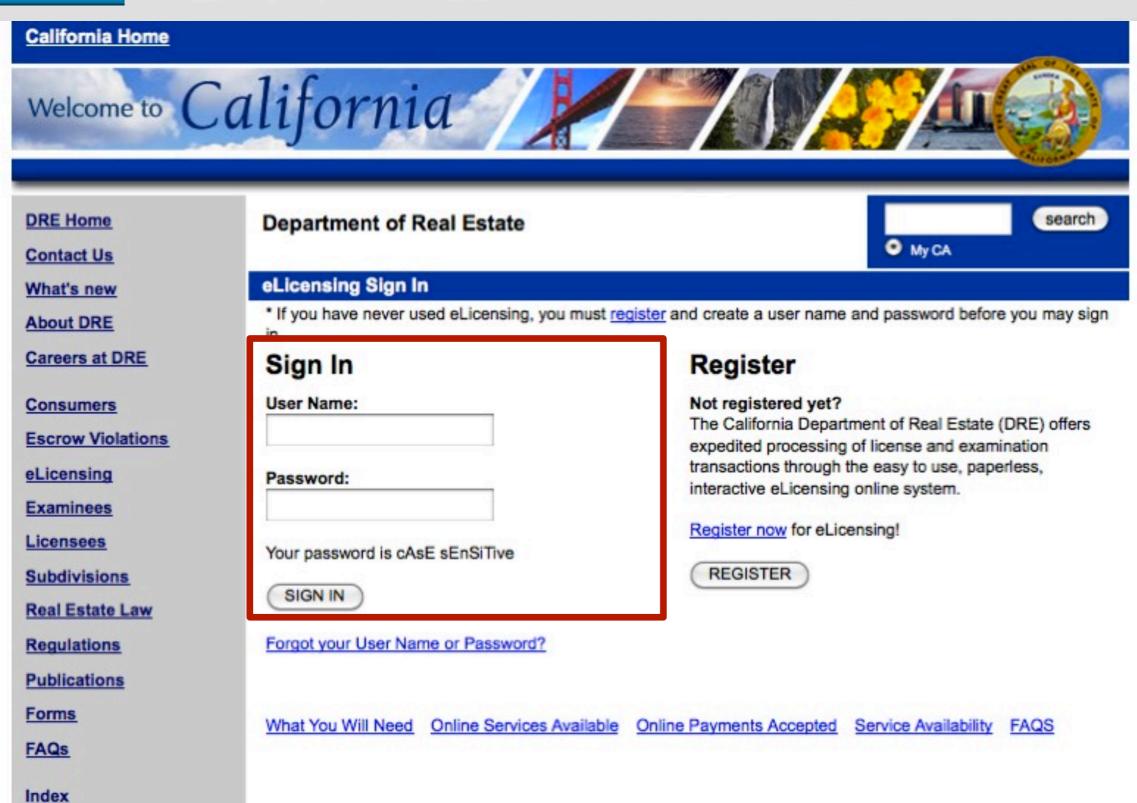
STEP 3: SIGN IN OR REGISTER

California Home Welcome to California search **DRE Home** Department of Real Estate My CA Contact Us **eLicensing Sign In** What's new * If you have never used eLicensing, you must register and create a user name and password before you may sign About DRE Careers at DRE Sign In Register User Name: Not registered yet? Consumers The California Department of Real Estate (DRE) offers **Escrow Violations** expedited processing of license and examination transactions through the easy to use, paperless, eLicensing Password: interactive eLicensing online system. Examinees Register now for eLicensing! Licensees Your password is cAsE sEnSiTive REGISTER Subdivisions SIGN IN Real Estate Law Forgot your User Name or Password? Regulations **Publications** Forms What You Will Need Online Services Available Online Payments Accepted Service Availability FAQS **FAQs**

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STEP 3: SIGN IN <u>OR</u> REGISTER





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STEP 4: ACCEPT THE AGREEMENT

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Electronic Update Access Agreement Terms and Conditions

Department of Real Estate (DRE)
Electronic Update Access Agreement Terms and Conditions

Electronic Update Access Agreement

Your use of the DRE's Internet-enabled transaction services to access registration accounts or records held with the DRE will be governed by this Access Agreement.

Please read the conditions provided before clicking the "I ACCEPT" button which indicates your agreement to abide by those conditions in order to complete transactions online with DRE.

By clicking the "I ACCEPT" button, you acknowledge that:

- · You have read and understood this Agreement.
- You will register with DRE through the entry of both an Username and Password.
- Your registration with DRE will confirm your acceptance of and agreement to be bound by the Terms
 applicable to that access.
- You agree to conduct transactions with DRE by electronic means.
- You are aware that DRE may terminate this agreement at any time.
- · You agree to the following terms and conditions:

DRE Access Terms and Conditions

Introduction

DRE may provide Electronic Update Access to information relating to records stored by DRE.

Electronic Signature

Electronic Update Access requires an Electronic Signature which consists of the supplied Username and Password or other security measures as required by DRE. The Electronic Signature is considered to be obtained at the time A general release goes not extend to claims which the creditor does not know or or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor." (California Civil Code Section 1542; General Release Extent)

DRE Access

The DRE information accessible through Electronic Update Access are those which have been specified in advance on DRE's records and to which DRE allows access.

General

The terms and conditions of other agreements relating to any other DRE business you may have remain in force except as expressly altered by these Terms. If there is a conflict between any provision of those other agreements and these Terms, those Agreements prevail.

For Electronic Access by a personal computer (PC) you, as a user of the DRE's Internet-enabled transaction services, assume responsibility to keep secure from unauthorized access any information stored in the your PC, on disk, or any associated equipment.

Use of Cookies

Cookies are text files placed on the customer's computer hard drive by the server (a type of computer). There are two kinds of cookies.

- A session cookie is one that continues in operation only for the duration of the browser session when the
 user shuts down the browser the cookie is released and goes away.
- A persistent cookie continues in operation after the close of the individual session. Shutting down the
 browser will cause the cookie to be written into a special cookie file on the user's computer, so that the next
 time the user visits the Web site that generated the cookie, the cookie will be sent to the Web site's server
 again.

A cookie is a short piece of data. The cookie is not an executable program and cannot do anything to your machine. The DRE uses a session cookie to enable electronic transactions. The cookie is used for no other purpose. You can prevent any cookies from being sent to your system using the browser options. However, if you do so, or already have your browser set to do so, you may not be able to process transactions electronically.

I ACCEPT

CANCEL

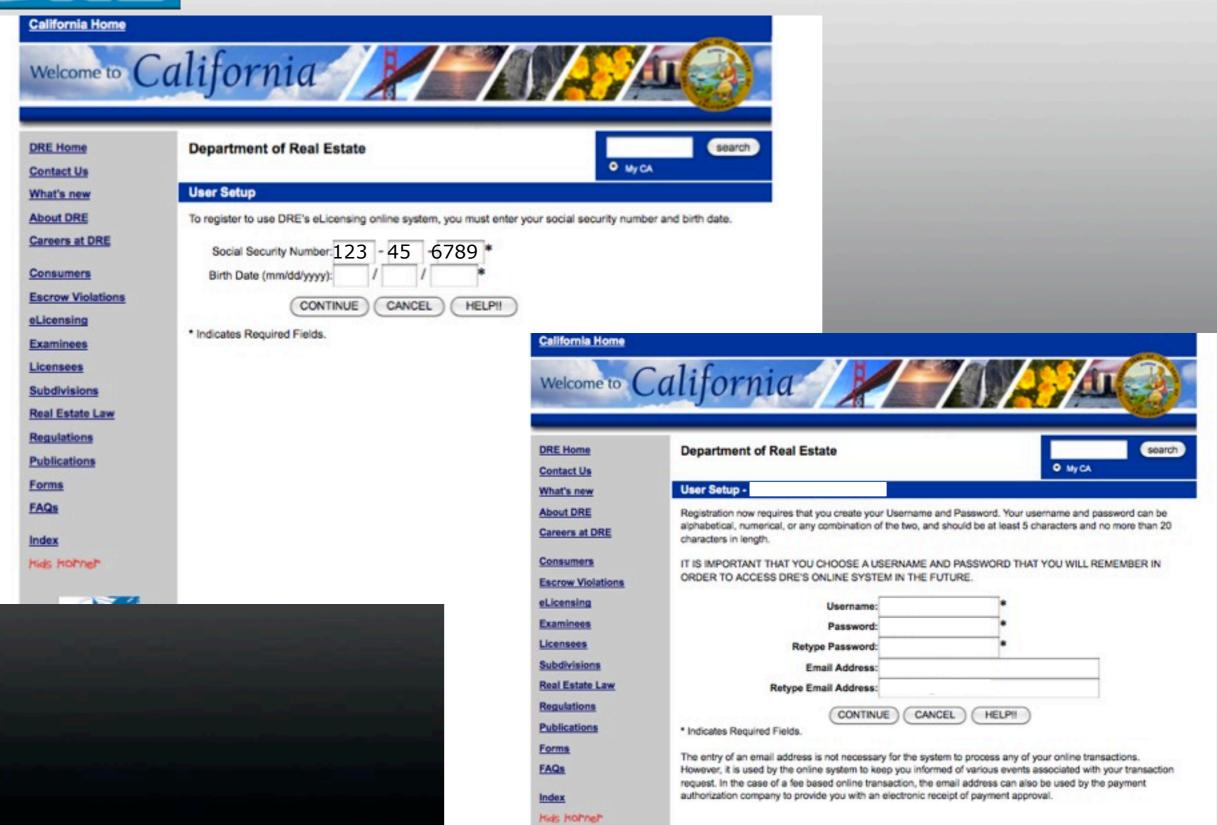
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Conditions of Use | Privacy Policy | Tech Problems 2003 State of California.

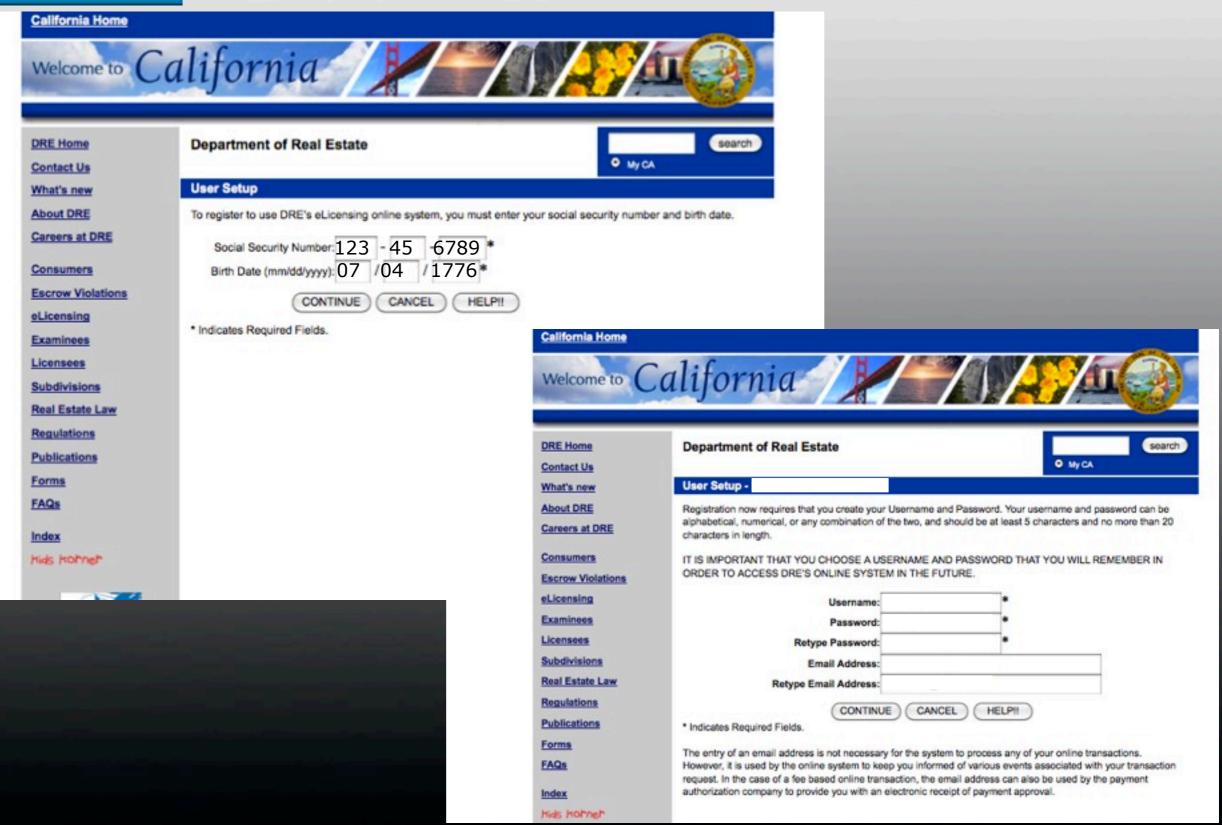


Publications Contact Us Forms What's new About DRE Regist	ornia
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Contact Us What's new Alout DRE Regist sinhat	
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	ration now requires that you create your Username and Password. Your username and password can etical, numerical, or any combination of the two, and should be at least 5 characters and no more tha
	ters in length.
is kohneh Consumers IT IS II	MPORTANT THAT YOU CHOOSE A USERNAME AND PASSWORD THAT YOU WILL REMEMBER
Escrow Violations ORDE	R TO ACCESS DRE'S ONLINE SYSTEM IN THE FUTURE.
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<u>Licensees</u>	Retype Password:
Subdivisions	Email Address:
Real Estate Law	Retype Email Address:
Regulations	CONTINUE CANCEL HELPH
Publications * Indic	ates Required Fields.
	stry of an email address is not necessary for the system to process any of your online transactions.
	er, it is used by the online system to keep you informed of various events associated with your transa t. In the case of a fee based online transaction, the email address can also be used by the payment

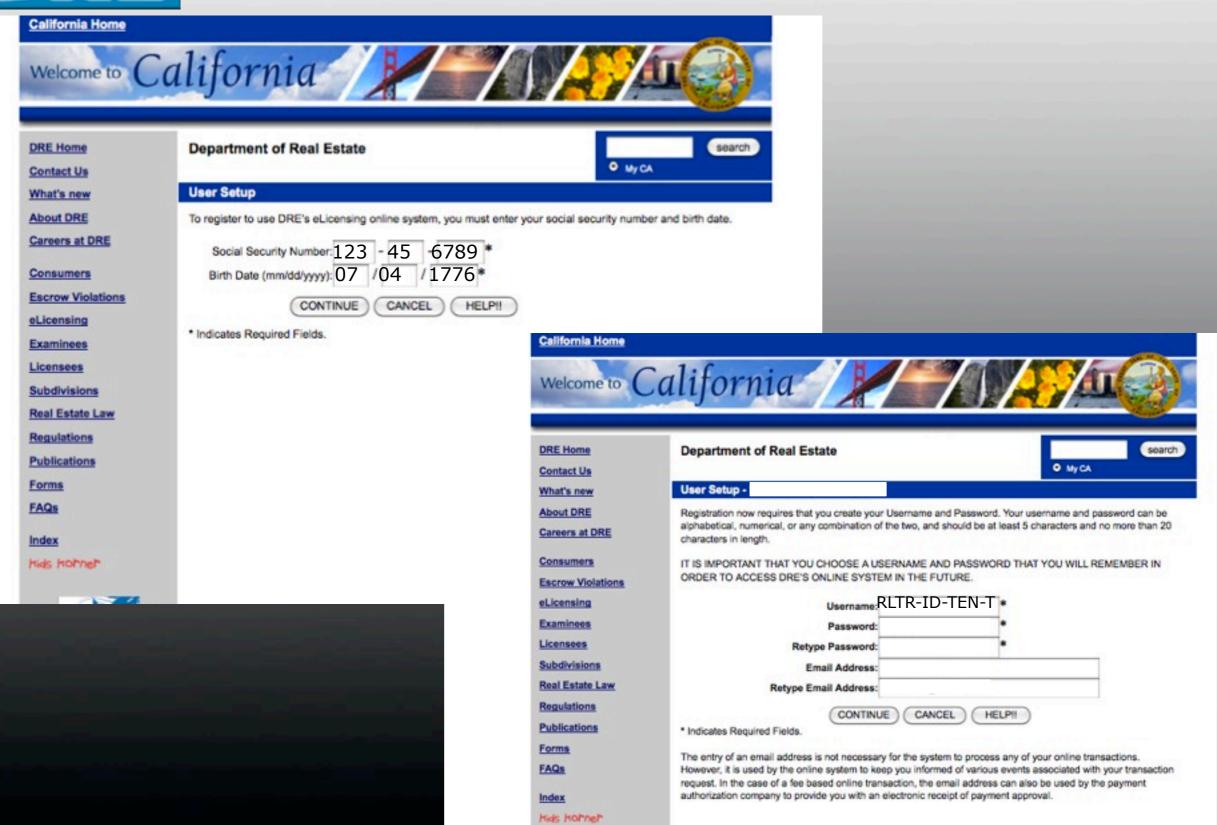




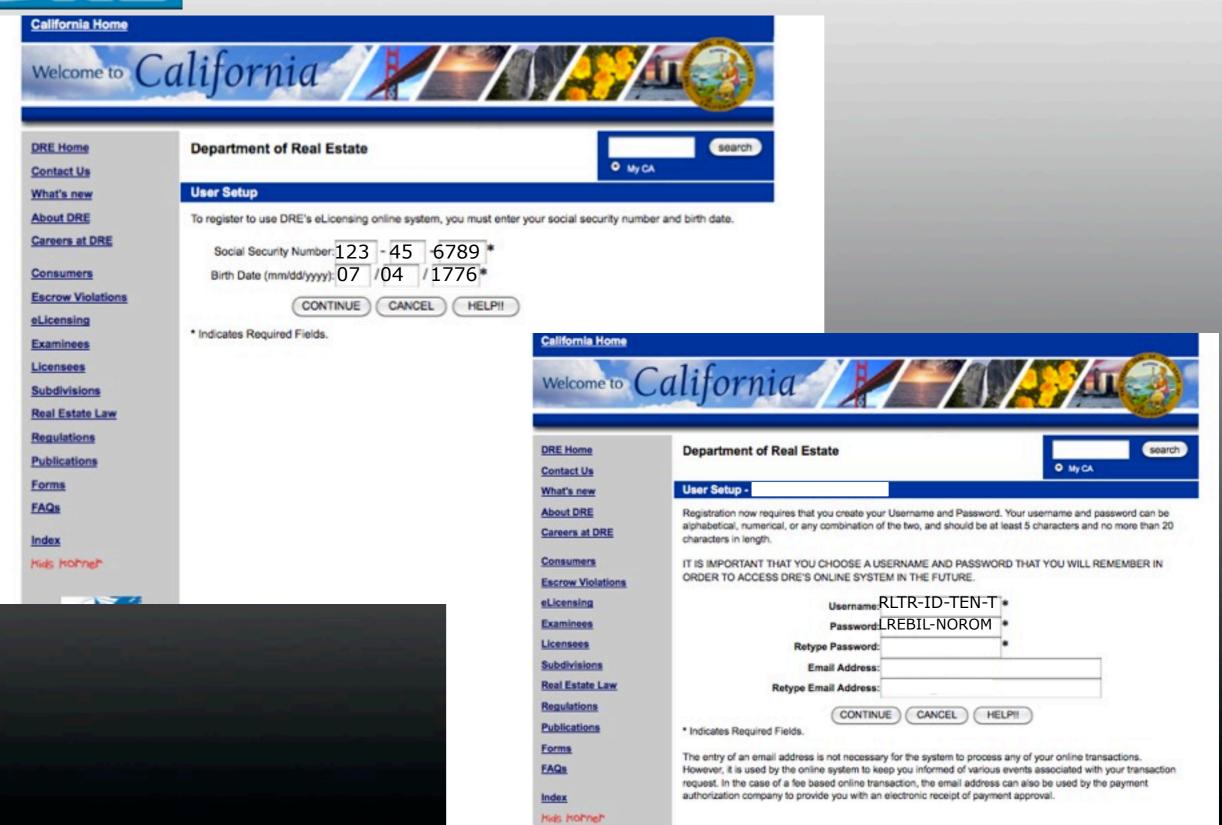




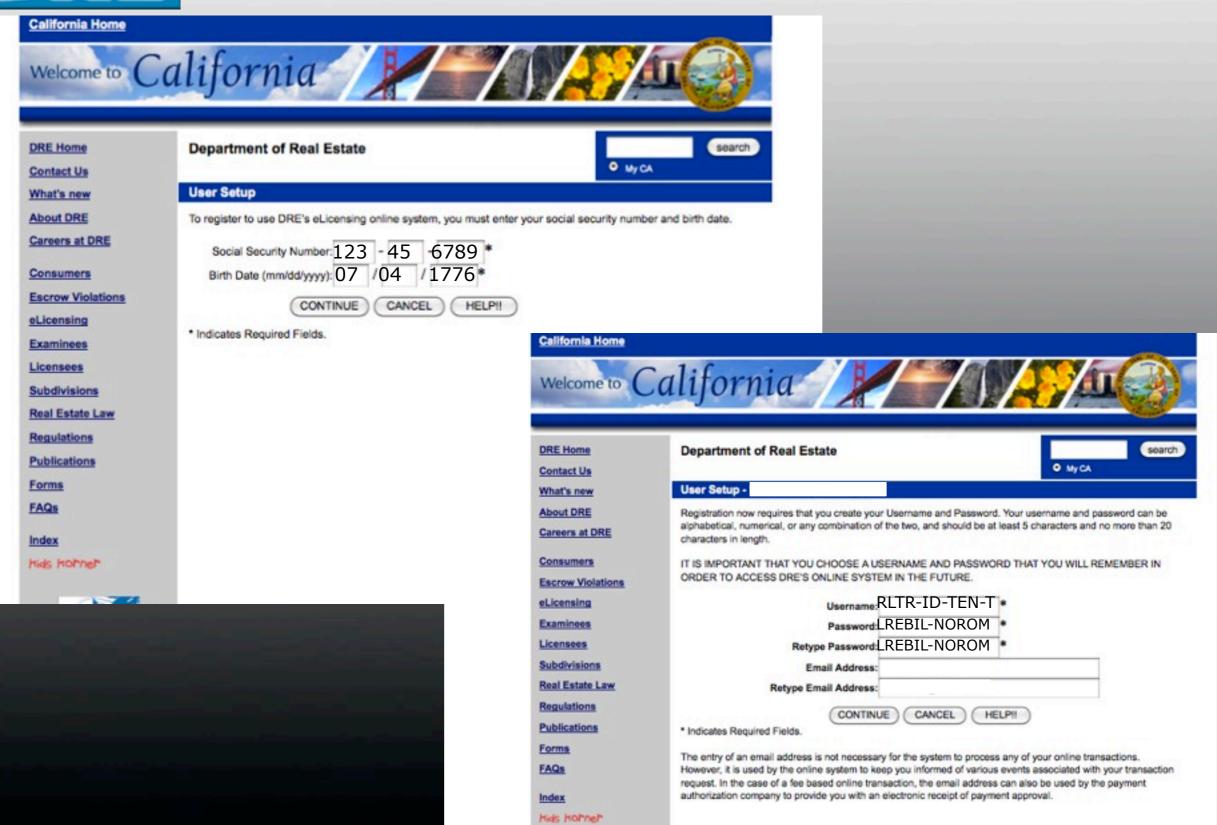




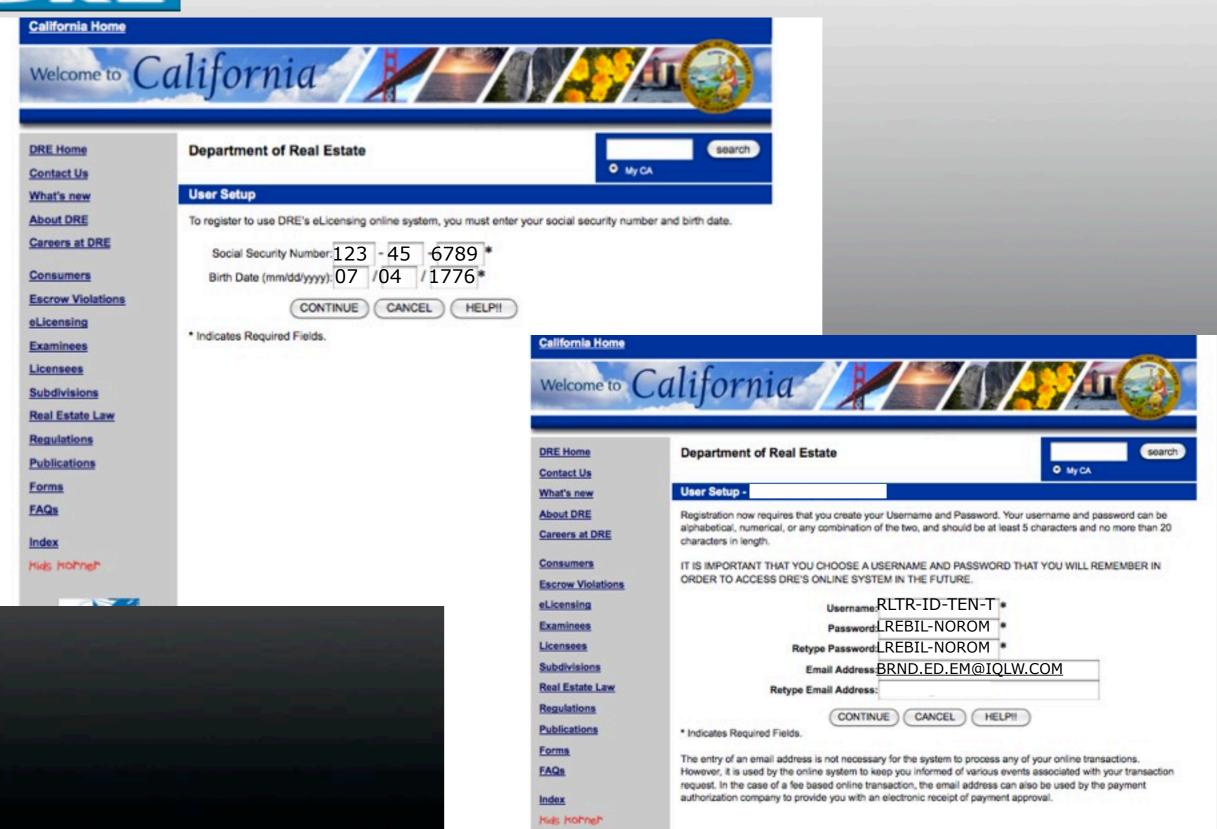




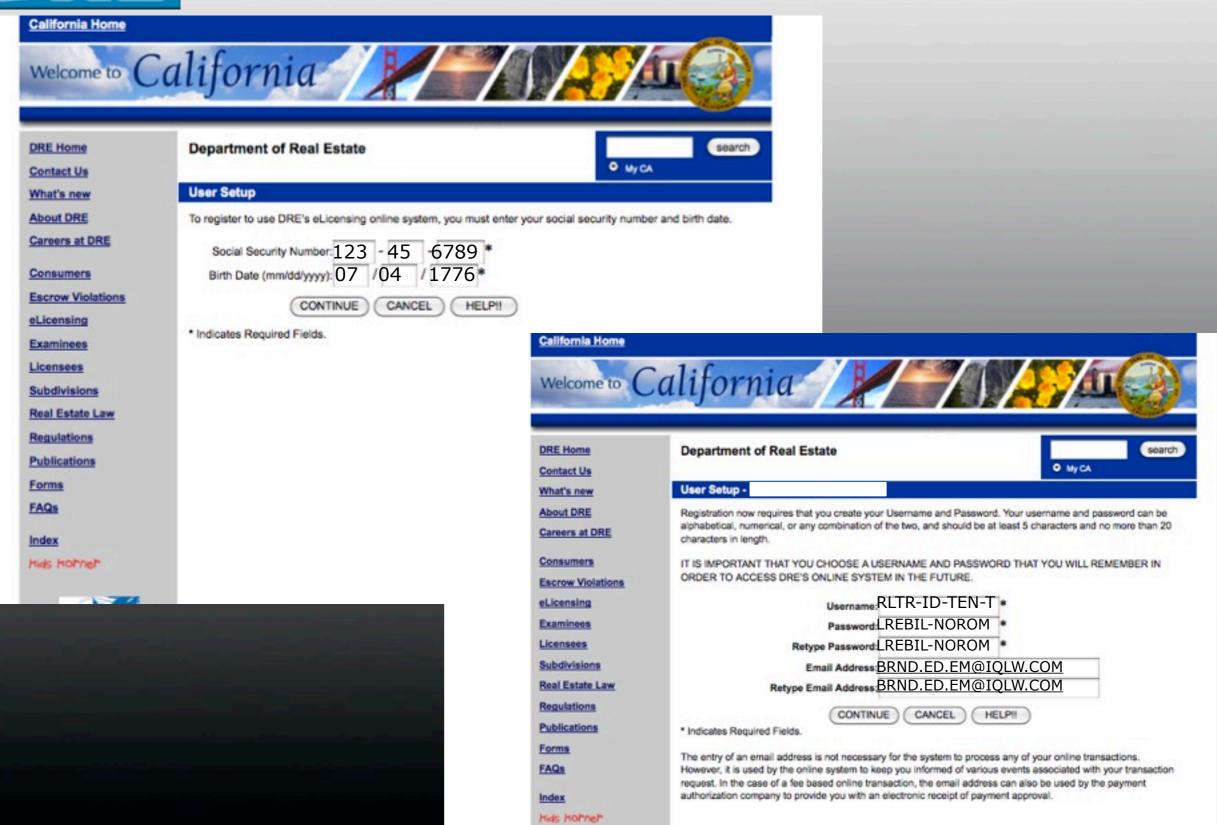














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RENEWING YOUR LICENSE

STEP 6: CLICK RENEWAL & CONTINUE



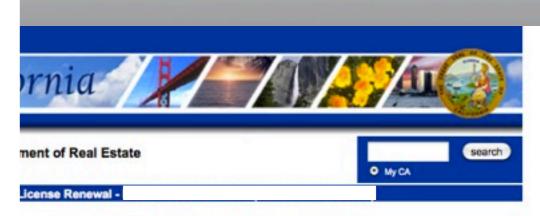
- * Note: eLicensing can not be used to change corporation license information such as the
- main office address or the mailing address. Also, eLicensing can not be used by a broker or officer of a corporation to add salespersons. To employ a salesperson the salesperson must initiate the change of employment request through eLicensing after which the broker or officer of the corporation may then certify the employee's request online using eLicensing.

Examination Options:

Examination Services

Available options may include:

- O Schedule your examination date
- O Change your examinee mailing address
- O View your exam records
- Check your scheduled examination date, time and location
- O View your examination results
- Request duplicate schedule notices and result notices
- O Check to see if your license has been issued



To process your renewal using the DRE's Online Licensing system, you will be asked to provide the online equivalent of the information required on the renewal and continuing education applications.

At the conclusion of the online renewal process, you will be required to authorize payment using your Visa, MasterCard, American Express, or a debit card with a Visa or MasterCard logo. Please have the card information readily available. DRE does not process payments nor keep any credit card information on file. All fee payments are conducted through a payment processing center using secured transactions.

All changes requested during your online renewal process will be made effective on the date the online renewal transaction is completed.

Your broker renewal is considered complete once the Continuing Education requirements are satisfied, all required data is entered, and the fee payment is authorized.

License renewal applicants that have been previously granted an exemption from continuing education and have remained licensed in good standing may use the eLicensing system to submit their renewal. If you are initially applying for the continuing education exemption you must submit the renewal application and exemption request through the mail or in person to one of the DRE offices.

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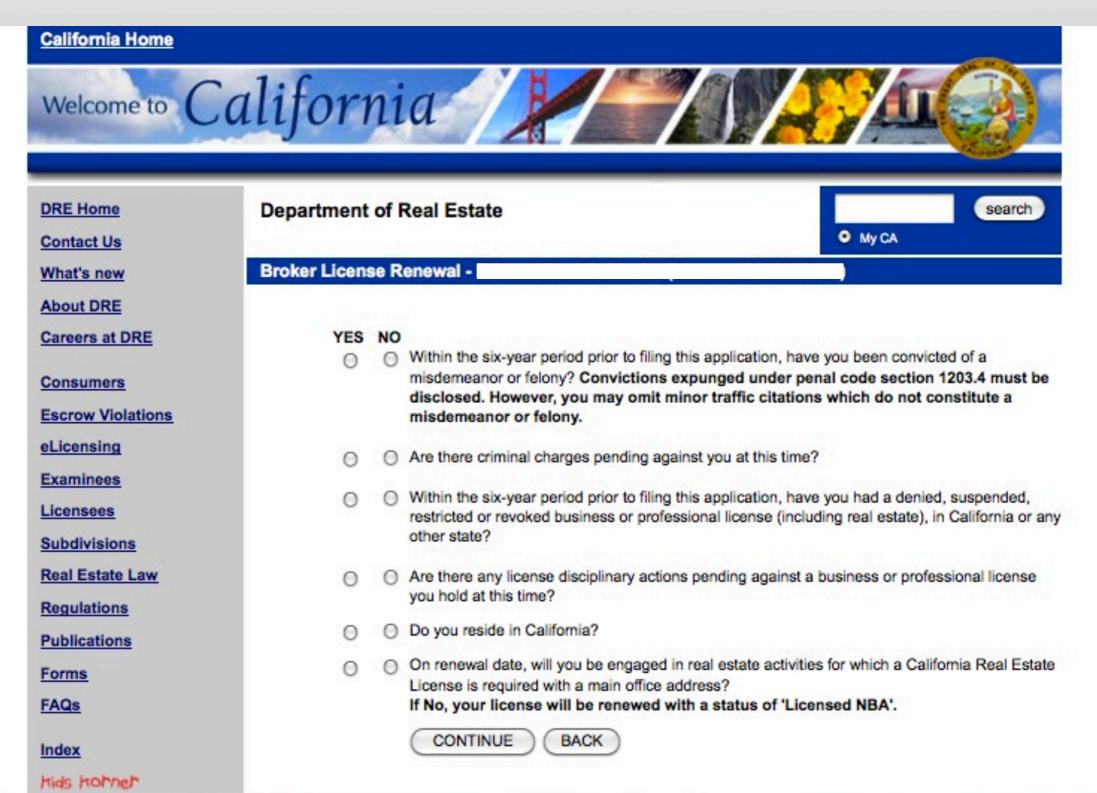
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Tuesday, January 24, 2012



STEP 7: ANSWER THE QUESTIONS





STEP 8: MAILING ADDRESS CHANGE?



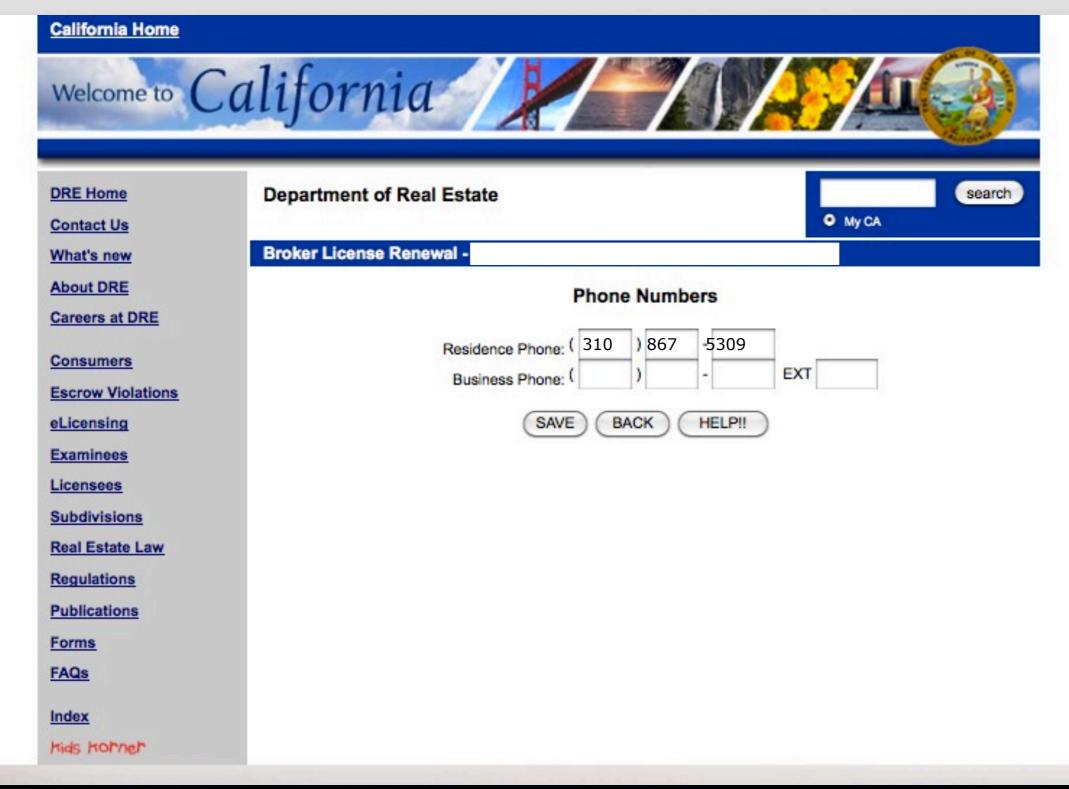


STEP 9: ENTER PHONE NUMBERS

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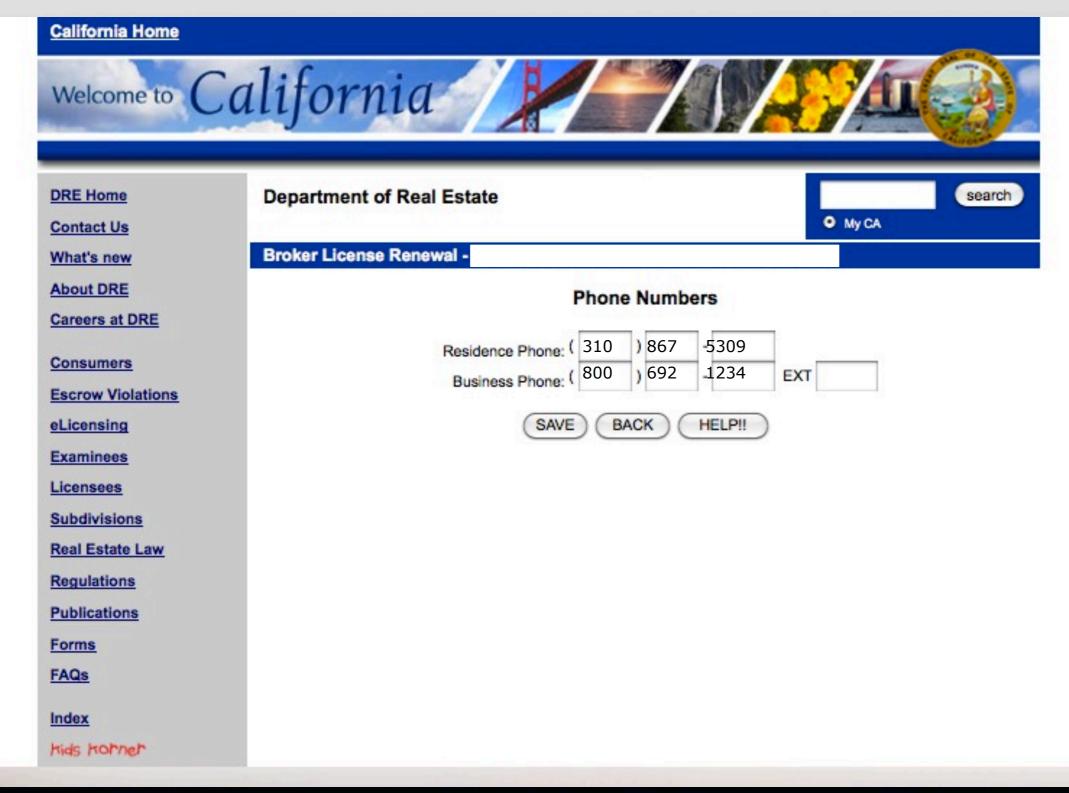


STEP 9: ENTER PHONE NUMBERS





STEP 9: ENTER PHONE NUMBERS



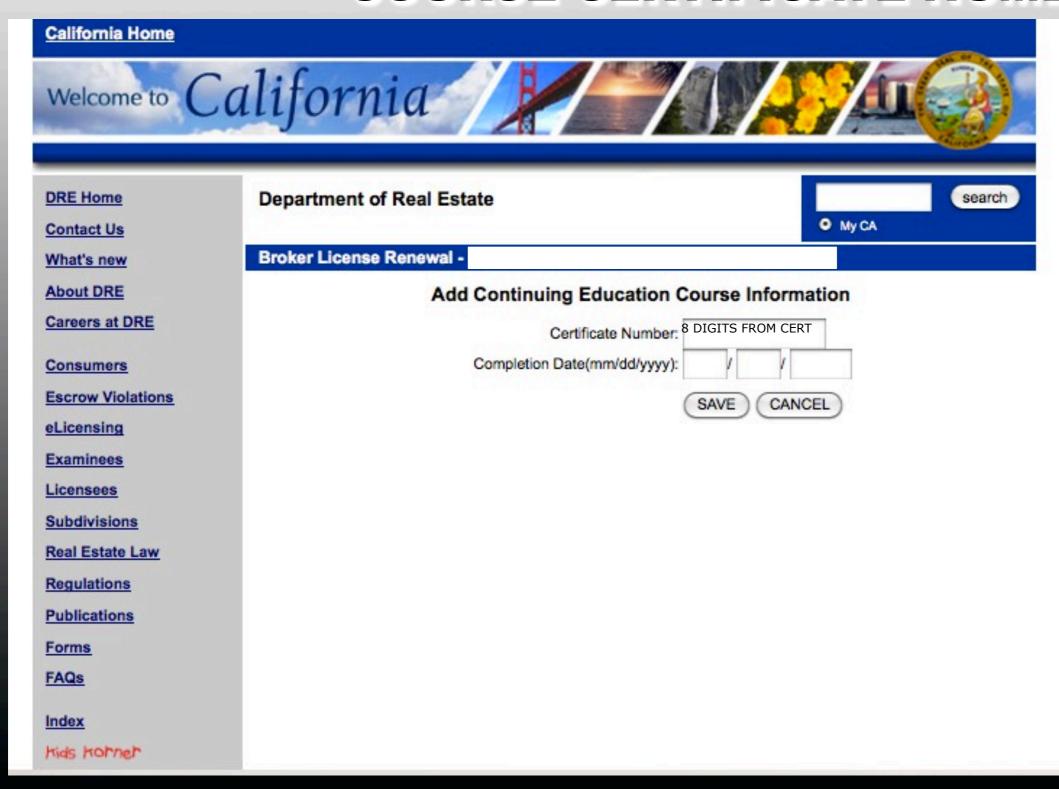


STEP 10: START ENTERING YOUR COURSE COURSE CERTIFICATE NUMBERS

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RE Home	Department of Real Estate				
hat's new	Broker License Renewal -				
oout DRE	Add Continuing Education Course Information				
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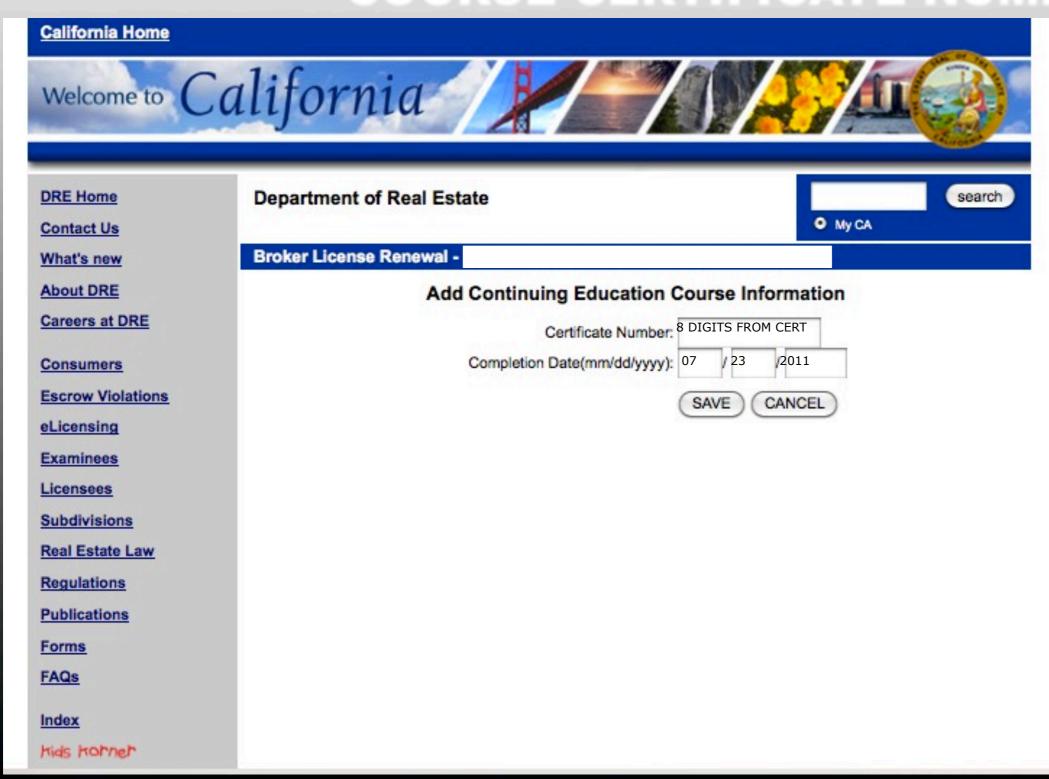


STEP 10: START ENTERING YOUR COURSE // COURSE CERTIFICATE NUMBERS





STEP 10: START ENTERING YOUR COURSE COURSE CERTIFICATE NUMBERS





STEP 10: START ENTERING YOUR COURSE COURSE CERTIFICATE NUMBERS

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Consumers	Completion Date(mm/dd/yyyy): 07 / 23 /2011					
Escrow Violations	SAVE CANCEL					
eLicensing						
Examinees						
Licensees	THIS IS WHERE YOU ENTER THE 8-DIGIT NUMBERS THAT					
Subdivisions	ARE ON YOUR CERTIFICATES OF COMPLETION YOU GOT					
Real Estate Law	FROM THE CAREER COMPASS. YOU CANNOT ENTER THESE					
Regulations	DIGITS UNLESS YOU HAVE ATTENDED THE SEMINAR AND					
Publications	PASSED THE TESTS. INPUTTING THESE NUMBERS WITHOUT					
Forms	PASSING THE TESTS AND TAKING THE COURSES WILL REVOKE					
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STEP 11: EXAMPLE OF ALL 45 HOURS

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Broker License Renewal - Edward Paul Schlesier (License #: 01032592)

Continuing Education Requirement

	Cert. Number	Course Title	Date Completed	Hours
delete		FAIR HOUSING	06/21/2011	3
delete		TRUST FUND HANDLING	06/21/2011	3
delete		Quadrupling Your Business	06/16/2011	5
delete		Planning & Tracking Your Business	06/16/2011	3
delete		Designing Your Agency	06/16/2011	3
delete		Building Superior Client Relationships	06/17/2011	14
delete		California Law Review	06/18/2011	5
delete		AGENCY	06/21/2011	3
delete		ETHICS	06/21/2011	3
delete		Risk Management	06/21/2011	3

To add continuing education courses to your license renewal application click the 'ADD COURSE' button and type in the course certificate number and the completion date of the course.

When finished entering all of your completed continuing education courses click the "VALIDATE" button to see if your continuing education requirements have been satisfied.

ADD COURSE

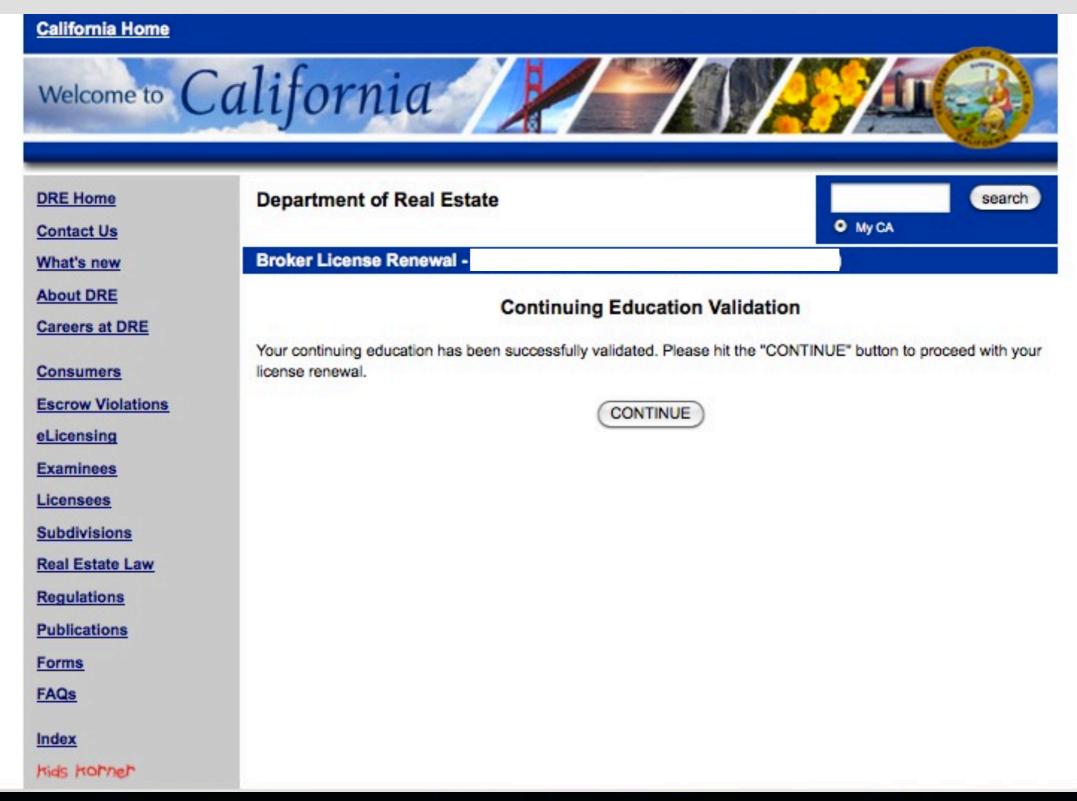
VALIDATE

BACK

HELP!!



STEP 12: HOORAY, ENTERED CORRECTLY





STEP 13: ADDITIONAL INFORMATION

AT THIS POINT...

BROKERS:

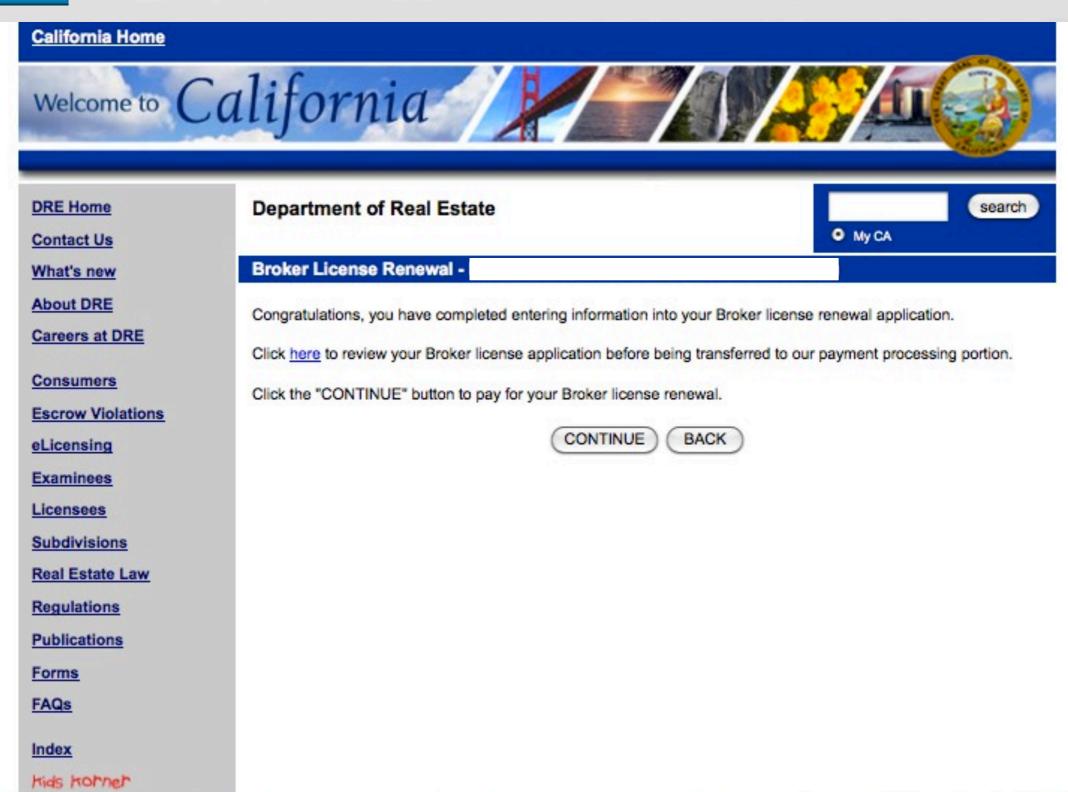
YOU MAY BE ASKED SOME ADDITIONAL QUESTIONS REGARDING YOUR ACTIVITIES. ANSWER THEM AND HIT CONTINUE.

SALESPERSON:

YOU MAY BE ASKED FOR YOUR BROKER'S I.D. AND PASSWORD TO VALIDATE YOU HAVE YOUR LICENSE WITH THEM. ENTER IT, HIT CONTINUE



STEP 14: VALIDATE COURSE #'S





STEP 15: PAY UP!





STEP 15: PAY UP!



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 - Great training for your entire career
- TICKETS NEVER EXPIRE, NEVER LOSER VALUE, GUARANTEED FOR LIFE
- LESS THAN HALF OF OTHER NON-C.E. AND NON-LIFETIME SEMINARS
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