

# CALIFORNIA DRE LICENSE RENEWAL

STEP BY STEP GUIDE  
DECEMBER 1, 2011

PROVIDED BY:

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  - **Great training for your entire career**
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# RENEWING YOUR LICENSE

## STEP 1: DRE.CA.GOV, CLICK LICENSEES

CA .GOV Department of Real Estate Real Estate MATTERS!

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Mortgage Loan Bulletin WINTER 2009

加利福尼亞房地產部縱覽

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Office of Governor **Jerry Brown**  
Visit his Website

Business, Transportation & Housing Agency

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### Licensees

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[START](#)

- Exam Services
- License Services
- Tutorials
- New Services

- Offers the fastest, easiest way to update your exam/license information.
- Acceptable methods of payment include VISA, MasterCard, American Express credit card or debit card bearing a VISA or MasterCard logo.
- **NOTE:** You must have an existing examination record on file with the DRE to use eLicensing.

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



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### eLicensing Sign In

\* If you have never used eLicensing, you must [register](#) and create a user name and password before you may sign in.

#### Sign In

User Name:

Password:

Your password is cAsE sEnSiTive

[Forgot your User Name or Password?](#)

#### Register

Not registered yet?

The California Department of Real Estate (DRE) offers expedited processing of license and examination transactions through the easy to use, paperless, interactive eLicensing online system.

[Register now](#) for eLicensing!

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Password:

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#### Sign In

User Name:

Password:

Your password is cAsE sEnSiTive

SIGN IN

[Forgot your User Name or Password?](#)

#### Register

Not registered yet?

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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 does not extend to claims which the creditor does not know 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



# RENEWING YOUR LICENSE

## STEP 5: INPUT YOUR INFORMATION

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**User Setup**

To register to use DRE's eLicensing online system, you must enter your social security number and birth date.

Social Security Number:  -  - \*

Birth Date (mm/dd/yyyy):  /  / \*

\* Indicates Required Fields.

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**User Setup -**

Registration now requires that you create your Username and Password. Your username and password can be alphabetical, numerical, or any combination of the two, and should be at least 5 characters and no more than 20 characters in length.

IT IS IMPORTANT THAT YOU CHOOSE A USERNAME AND PASSWORD THAT YOU WILL REMEMBER IN ORDER TO ACCESS DRE'S ONLINE SYSTEM IN THE FUTURE.

Username: \*

Password: \*

Retype Password: \*

Email Address:

Retype Email Address:

\* Indicates Required Fields.

The entry of an email address is not necessary for the system to process any of your online transactions. However, it is used by the online system to keep you informed of various events associated with your transaction request. In the case of a fee based online transaction, the email address can also be used by the payment authorization company to provide you with an electronic receipt of payment approval.



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Username:  \*

Password:  \*

Retype Password:  \*

Email Address:

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**User Setup**

To register to use DRE's eLicensing online system, you must enter your social security number and birth date.

Social Security Number: 123 - 45 - 6789 \*

Birth Date (mm/dd/yyyy): 07 / 04 / 1776 \*

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Username: RLTR-ID-TEN-T \*

Password: \*

Retype Password: \*

Email Address:

Retype Email Address:

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Username: RLTR-ID-TEN-T \*

Password: LREBIL-NOROM \*

Retype Password:  \*

Email Address:

Retype Email Address:

\* Indicates Required Fields.

The entry of an email address is not necessary for the system to process any of your online transactions. However, it is used by the online system to keep you informed of various events associated with your transaction request. In the case of a fee based online transaction, the email address can also be used by the payment authorization company to provide you with an electronic receipt of payment approval.



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Username: RLTR-ID-TEN-T \*

Password: LREBIL-NOROM \*

Retype Password: LREBIL-NOROM \*

Email Address: BRND.ED.EM@IQLW.COM

Retype Email Address:

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# RENEWING YOUR LICENSE

## STEP 6: CLICK RENEWAL & CONTINUE

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Your Menu Options -

Please make your selection from one of the options below:

License Options:

- [Broker License Renewal](#)
- [Change Your Mailing Address Only](#)
- [Review Your License Application \(requires Adobe Acrobat 5.0\)](#)

\* 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:

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

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License Renewal -

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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# RENEWING YOUR LICENSE

## STEP 7: ANSWER THE QUESTIONS

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**YES NO**

- Within the six-year period prior to filing this application, have you been convicted of a misdemeanor or felony? **Convictions expunged under penal code section 1203.4 must be disclosed. However, you may omit minor traffic citations which do not constitute a misdemeanor or felony.**
- Are there criminal charges pending against you at this time?
- Within the six-year period prior to filing this application, have you had a denied, suspended, restricted or revoked business or professional license (including real estate), in California or any other state?
- Are there any license disciplinary actions pending against a business or professional license you hold at this time?
- Do you reside in California?
- On renewal date, will you be engaged in real estate activities for which a California Real Estate License is required with a main office address?  
**If No, your license will be renewed with a status of 'Licensed NBA'.**

*Kids Korner*



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## STEP 8: MAILING ADDRESS CHANGE?

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*Kids Korner*

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Broker License Renewal - [ ]

269 Mantal Desurder Boulevard  
Dumicret, Ca. 90065

Do you want to change your mailing address?  YES  NO

**NOTE:** Mailing addresses are public information and as such are posted on the Internet and available from DRE via telephone and written requests. Licensees should carefully consider this when identifying a mailing address.



# RENEWING YOUR LICENSE

## STEP 9: ENTER PHONE NUMBERS

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### Phone Numbers

Residence Phone: (  )  -   
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### Phone Numbers

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# RENEWING YOUR LICENSE

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

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**Add Continuing Education Course Information**

Certificate Number:

Completion Date(mm/dd/yyyy):  /  /

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# RENEWING YOUR LICENSE

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

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### Add Continuing Education Course Information

Certificate Number:  8 DIGITS FROM CERT

Completion Date(mm/dd/yyyy):  /  /

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

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### Add Continuing Education Course Information

Certificate Number: 8 DIGITS FROM CERT

Completion Date(mm/dd/yyyy): 07 / 23 / 2011

SAVE CANCEL

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# RENEWING YOUR LICENSE

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

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**Add Continuing Education Course Information**

Certificate Number: 8 DIGITS FROM CERT

Completion Date(mm/dd/yyyy): 07 / 23 / 2011

SAVE CANCEL

THIS IS WHERE YOU ENTER THE 8-DIGIT NUMBERS THAT ARE ON YOUR CERTIFICATES OF COMPLETION YOU GOT FROM THE CAREER COMPASS. YOU CANNOT ENTER THESE DIGITS UNLESS YOU HAVE ATTENDED THE SEMINAR AND PASSED THE TESTS. INPUTTING THESE NUMBERS WITHOUT PASSING THE TESTS AND TAKING THE COURSES WILL REVOKE YOUR LICENSE!

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# RENEWING YOUR LICENSE

## 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
<a href="#">delete</a>		FAIR HOUSING	06/21/2011	3
<a href="#">delete</a>		TRUST FUND HANDLING	06/21/2011	3
<a href="#">delete</a>		Quadrupling Your Business	06/16/2011	5
<a href="#">delete</a>		Planning & Tracking Your Business	06/16/2011	3
<a href="#">delete</a>		Designing Your Agency	06/16/2011	3
<a href="#">delete</a>		Building Superior Client Relationships	06/17/2011	14
<a href="#">delete</a>		California Law Review	06/18/2011	5
<a href="#">delete</a>		AGENCY	06/21/2011	3
<a href="#">delete</a>		ETHICS	06/21/2011	3
<a href="#">delete</a>		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.



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## STEP 12: HOORAY, ENTERED CORRECTLY

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### Continuing Education Validation

Your continuing education has been successfully validated. Please hit the "CONTINUE" button to proceed with your license renewal.

CONTINUE



# **RENEWING YOUR LICENSE**

## **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**



# RENEWING YOUR LICENSE

## STEP 14: VALIDATE COURSE #'S

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**Broker License Renewal -**

Congratulations, you have completed entering information into your Broker license renewal application.

Click [here](#) to review your Broker license application before being transferred to our payment processing portion.

Click the "CONTINUE" button to pay for your Broker license renewal.

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# RENEWING YOUR LICENSE

## STEP 15: PAY UP!

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**Broker License Renewal -**

**Payment Information**

Invoice #: 1239876

Description: Your Name  
License ID number  
broker/salesperson

Total Amount: \$ the fee you paid

Card Number:   
Cards Accepted - American Express - MasterCard - Visa

Exp. Date:  /

Email Address (optional):   
A confirmation of a successful payment will be sent to the email address entered above.

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## STEP 15: PAY UP!

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My CA

Broker License Renewal -

### Payment Information

Invoice #: 1239876

Description: Your Name  
License ID number  
broker/salesperson

Total Amount: \$ the fee you paid

Card Number: 1234 5678 IBESO BROKE

Cards Accepted - American Express - MasterCard - Visa

Exp. Date: 01 / 2009

Email Address (optional): LOVECOMPASS@COMPASSROCKS.COM

A confirmation of a successful payment will be sent to the email address entered above.

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SUCCESS TRAINING

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STEP BY STEP GUIDE  
DECEMBER 1, 2011

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