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BULLETIN NO. 11-19

TO: ALL NEW JERSEY REAL ESTATE LICENSEES, SCHOOL DIRECTORS, LICENSED INSTRUCTORS AND OTHER INTERESTED PARTIES

FROM: THOMAS B. CONSIDINE, COMMISSIONER

RE: STATUS OF LICENSING SYSTEM UPGRADES AND OF EFFORTS TO IMPLEMENT CONTINUING EDUCATION REQUIREMENT

The purpose of this Bulletin is to provide real estate licensees, directors of licensed pre-licensure schools, licensed instructors, and other interested parties with updated information on the progress of upgrades to the electronic real estate licensing system and on efforts to implement the new continuing education requirement for real estate licensees.

[Bulletin No. 11-09](#), issued on June 29, 2011, indicated that the estimated date for the completion of enhancements to the real estate computerized licensing system was September 30, 2011. However, technical issues including the effects of recent storms and floods have resulted in delays and extended the anticipated completion date for the enhanced system. Every effort is being made to resolve these issues and have the upgraded system available for use by licensees by late November, 2011.

As was noted in Bulletin 11-09, previously unlicensed persons applying for initial licensure as a referral agent who have passed the salesperson license examination prior to July 1, 2011 must submit a referral agent certification with their application and licensing fee. Forms of the certifications to be submitted by the referral agent license applicants and their sponsoring brokers are available on the Real Estate Commission's ("the Commission's") website at http://www.state.nj.us/dobi/division_rec/index.htm. Applicants who pass the license examination after July 1, 2011 can indicate on the pass notice/license application that they are applying for a referral agent license and the applicant and sponsoring broker can complete the certifications on that form, which was revised July 1, 2011 to include such certifications.

Current Salesperson and Broker-salesperson Licensees

Licensees who have renewed for the 2011-2013 license term who wish to change their license type from broker-salesperson or salesperson to referral agent will be able to do so on-line after the Department's computer system upgrade is complete. However, only the brokers with whom such individuals are licensed at that time will be able to access the enhanced on-line system to apply for such changes. For a period of 30 days from the date that a Bulletin is issued advising that the upgraded computer system is operational, brokers will be able to apply on-line to change the licensed type of salespersons and broker-salespersons licensed with their firm as of that time to that of referral agent without paying any fee to do so. A \$25.00 transfer fee will be required if an individual is transferring to another broker and also changing their license type to referral agent during the 30 day period. After that 30 day period, a fee of \$50 will be imposed on all applications for a change of license type to referral agent, with an additional \$25 charged if the individual is also applying to transfer to another broker.

Unrenewed Licensees

Individuals seeking to reinstate an unrenewed license as a broker-salesperson or salesperson must make application and pay the applicable fees (\$250 for broker-salespersons; \$150 for salespersons). Persons seeking to reinstate an unrenewed broker of record or employing broker license should contact the Real Estate Section of the Licensing Services Bureau. Applications for the reinstatement of unrenewed licenses cannot be processed on-line. Individuals seeking to reinstate an unrenewed license and to also change their license type from an employing broker, broker of record, broker-salesperson, or salesperson to a referral agent must submit an application (available on the Commission's website at www.state.nj.us/dobi) and pay the applicable reinstatement fee and an additional \$50.00 change of license type fee. If changing from an employing broker or broker-of-record license, applicants must also submit an Office Closing Affidavit as required by N.J.A.C. 11:5-3.9(c). Again, such applications cannot be processed on-line.

CONTINUING EDUCATION

As of the date of this bulletin a substantial number of providers and instructors, including all licensed prelicensure schools and prelicensure course instructors, have been approved by the Commission as, respectively, continuing education providers and instructors. In addition, some continuing education courses have been approved. Information on new provider, instructor and course approvals is continuously updated as additional approvals are conferred. Contact information on approved providers is available on the website of the Commission's continuing education data-tracking vendor, PSI, at <http://njrece.psiexams.com/> This site can also be accessed via a link on the Commission's continuing education webpage at http://www.state.nj.us/dobi/division_rec/licensing/continuingeducation/applications.htm For information on where and when particular courses may be offered, licensees will need to check the websites of, or otherwise contact approved providers.

Licensees are reminded that, pursuant to N.J.S.A. 45:15-16.2a, et seq. to be eligible to renew their license for the 2013-15 license term they will need to have acquired a total of 12 credit-hours of continuing education, including at least six in Core topics, of which at least two must be in ethics. The required credits must be obtained no later than June 30, 2013. However, to avoid an additional \$200 processing fee the required credits must be obtained by April 30, 2013. See N.J.S.A. 45:15-16.2, et seq. and N.J.A.C. 11:5-12.3(b). More detailed information on the requirement is available on the continuing education page of the Commission's website at the address indicated above.

Licensees and other interested parties will be advised of progress on the upgrades to the licensing system in future bulletins.

All brokers are urged to promptly disseminate this Bulletin to all persons licensed with their firms.



Thomas B. Considine,
Commissioner

September 28, 2011
Date

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