



TO: New Licensee Issued Through 2021
FROM: Greg Lemon, Director
RE: Notice of 2022-2023 Education Requirement

Your license receipt card was forwarded to you via email when your license was issued, which verified your payment and contains your license number so that it may be referenced whenever that number is needed. The receipt is credit card sized for ease of storing in your wallet or purse. Should you lose your receipt card, it may be reprinted from the licensee portal located on the Commission's website at: <https://nrec.nebraska.gov>

Subsequent License Renewal Periods

All salespersons and brokers licenses issued in 2021 expire December 31, 2021. These licenses will need to be renewed for the two calendar-year period of 2022-2023 by November 30, 2022, and every two years, thereafter. Education periods run simultaneously with the two-year license periods.

IMPORTANT: Continuing Education and Commission-approved Training

Licensees originally licensed in 2021 will have an education period that runs from January 1, 2022, through November 30, 2023, (deadline for renewing the license without late fee) and every subsequent 2 years. Education requirements will be due every time you renew your two-year license.

The total education requirement for all active licensees is a total **of 18 hours every two years**. Of that 18 hours, at least 12 hours must be in approved continuing education activities with **6** of these hours in designated subject matter, **(courses that meet this requirement are indicated by the letter "R" following the course content number)**. The remaining 6 hours **may** be in training approved by the Commission **OR you may meet the training requirement by taking these 6 hours in recognized continuing education activities.** *[Please note: while continuing education activities will meet the commission-approved training requirement the reverse is NOT true; commission-approved training will NOT meet the continuing education requirement.]*

"R" courses may be duplicated in subsequent CE periods but non-"R" continuing education may not be duplicated within 4 years. There is no prohibition on duplicating training activities approved by the Commission.

Please remember: Your first education period begins January 1, 2022 through November 30, 2023, education and training taken before this period i.e. in 2021 will NOT count toward the 18 hour requirement necessary to renew your license for 2023!

Team Training

If you are a team member, team leader, or designated broker who supervises a team, then 3 of the 12 Continuing Education hours shall be required in each four year period in a team training course (1000R). The initial team training course must be acquired within 180 days of July 1, 2017, or within 180 days of first becoming a team member or supervising a team. For this course requirement, the definition of team means two or more persons licensed by the commission who (a) work under the supervision of the same broker, (b) work together on real estate transactions to provide real estate brokerage services, (c) represent themselves to the public as being part of a team, and (d) are designated by a team name. Courses that meet this requirement are indicated by the number 1000R.

Property Management

If you provide property management services or supervise a licensee or licensees who provide property management services, then 3 of the 12 Continuing Education hours shall be required in each two year period in a property management course. This course shall be approved and designated by the Commission as meeting this requirement for all licensees who provide property management services during such two year period, or who supervise a licensee or licensees who provide property management services during such two year period. (Courses that meet this requirement are indicated by the letters "PM" following the course content number.) Property Management shall mean and include: Acting under a written contract as a third party for a landlord or owner of property in the collection and or holding of rent, deposits, or other monies from tenants for the benefit of the property owner.

Inactive Licensees

Inactive salesperson or broker licensees have the option of completing the above noted continuing education requirement during the period noted or waiving the requirement and still renewing their licenses. However, if waived, inactive licensees will need to make up 12 hours of continuing education and meet all other provisions as provided by law pertaining to the activation of a license before their license can be activated. Commission-approved training is not required of inactive licensees and does not accrue as a deficiency, therefore, it does not need to be made up prior to activating a license.

Nonresidents

Non-resident licensees, currently licensed in their jurisdiction of residence only need to meet the continuing education requirement in the jurisdiction of residence. Proof of continuing education will NOT need to be submitted, rather a written affirmation will be acknowledged with the License Renewal Application and compliance will be evidenced by continuing licensure and residence in said jurisdiction.

Should you have any questions regarding this information, please feel free to contact our office.