

NEBRASKA REAL ESTATE COMMISSION

Important Information and Instructions Regarding the Use of a Paper Renewal Form To Renew an ACTIVE OR INACTIVE Real Estate Salesperson's License

2026-2027 SALESPERSON LICENSE RENEWAL FEE-\$180.00

**PLEASE READ CAREFULLY
ALL LICENSES EXPIRE DECEMBER 31, 2025**

Applications for renewal, together with the proper fee of \$180.00, must be received in the office of the Nebraska Real Estate Commission on or before December 1, 2025.

These instructions are specific to the return of the enclosed form. If you choose to utilize the electronic filing options available on our website at then you must follow the instructions specific to those options also found on the website. **Please also remember that you CANNOT fill out online renewals for anyone but yourself.** If multiple licensees use the same computer to renew their license online, they must logout of their licensee portal and login using their individual licensee portal accessed by entering their username and password. It is recommended that you retain a copy of the submission confirmation page for your records. RENEWAL DEADLINES REMAIN THE SAME FOR ANY METHOD UTILIZED.

RENEWAL APPLICATIONS AND FEES WILL BE RETURNED IF BOTH SIDES OF THE APPLICATION ARE NOT COMPLETED, AND/OR THE APPLICATION IS NOT SIGNED BY THE APPLICANT. IF YOU ARE UNSURE AS TO HOW TO COMPLETE YOUR RENEWAL, WE WILL BE HAPPY TO ANSWER ANY QUESTIONS YOU MAY HAVE. YOU MAY CONTACT OUR OFFICE AT (402)471-2004.

1. **Business/Residence Addresses:** Your renewal application has been prepared based upon the information in our database. If corrections are needed, please draw a single line through the incorrect information, and type or print the correct information.
2. **Fee:** Make certain to provide the proper renewal fee of \$180.00 or to provide the American Express, Discover, VISA or MasterCard information. If using checks or money orders, make them payable to the Nebraska Real Estate Commission. The Commission cannot be responsible for currency sent through the mail. Note: **Any** payment returned by a financial institution or any stop payment through a credit card company (chargeback) will be subject to a \$30.00 processing fee. Further, the License Act provides that the issuance of an insufficient funds check may be grounds for denial or revocation of a license. **Please do not include other fees such as transfer fees examination fees, etc., as part of the renewal fee payment, THESE ARE SEPARATE PROCESSES AND ARE BETTER SENT UNDER SEPARATE COVER.**
3. **Continuing Education:** If your renewal indicates "need continuing education" at the top left side, that means we have not yet received proof of completion of 18 hours of approved continuing education. Proof of completion of continuing education requirements will be submitted by the education provider as required by law within 10 days. However, if you have taken out of state courses or appraisal courses, you will need to submit proof of completion with your renewal. As you are aware, inactive salespersons may waive completion of continuing education until such time as their license is activated. Because inactives do not have a broker, training is not required.
 - a. If you are a resident of and licensed in another jurisdiction, you may meet the Nebraska continuing education requirement by affirming that you have met the continuing education requirement in your resident jurisdiction.
 - b. Team Members, Team Leaders and designated brokers who supervise teams must take a 1000R course within 180 days of becoming part of a team. The team training course must be repeated every 4 years.
 - c. If you provide property management services or supervise a licensee or licensees who provide property management services, then 3 Continuing Education hours shall be required in each two- year period in a property management course. Courses that meet this requirement are indicated by the letters "PM" following the course content number.
4. **No renewals will be accepted unless they are filled out completely and signed by the licensee.** There should be no questions left unanswered. Make sure your check or credit card information is enclosed, filled out properly, legible, and in the correct amount. **If you are unsure as to how to complete your renewal, we will be happy to answer any questions you may have. DO NOT SUBMIT INACCURATE OR INCOMPLETE RENEWALS FOR ANY REASON, THESE MAY JEOPARDIZE THE TIMELY RENEWAL OF YOUR LICENSE AND COULD RESULT IN THE ASSESSMENT OF LATE FEES.**

5. **Errors and Omissions Insurance:** Enclosed are: a) an Errors and Omissions Insurance fact sheet; b) the Certificate of Equivalent Coverage form to be used only if obtaining insurance other than the Nebraska Commission-offered plan; c.) informational material from the Errors and Omissions Insurance Program Administrator, our insurance carrier, on the Nebraska Commission-offered plan; and d) an insurance enrollment form for the Commission-offered plan. **NOTE: Effective 1/1/2025, errors and omissions insurance policy terms must be two-year policies.**

If you are enrolling in, or renewing with, the Nebraska Commission-offered plan, utilize the enclosed insurance enrollment form, and **check blank 1** in the Errors & Omissions section on your renewal application. **Do not send insurance enrollment form or fees to the Commission. These must be sent to the address indicated on the insurance enrollment form.** WE CANNOT RENEW YOUR LICENSE WITHOUT CONFIRMATION OF INSURANCE. ENROLLMENT FORMS AND PREMIUMS SHOULD BE SENT TO THE ERRORS AND OMISSIONS INSURANCE PROGRAM ADMINISTRATOR OR ONLINE ENROLLMENT SHOULD OCCUR **PRIOR TO** THE TIME THE LICENSE RENEWAL FORM IS SENT TO THE COMMISSION. PLEASE REFER TO THE PROGRAM ADMINISTRATOR'S WEBSITE FOR THEIR DEADLINE TO RECEIVE ENROLLMENT MATERIALS IN ORDER TO VERIFY COVERAGE TO THE COMMISSION PRIOR TO THE LICENSE RENEWAL DEADLINE.

If you are insured by equivalent Errors and Omissions insurance and have already sent us a Certificate of Equivalent Coverage form verifying coverage expiring on January 2, 2026, or later, you do not need to submit another Certificate of Equivalent Coverage form with your renewal.

If you are insured by equivalent Errors and Omissions insurance with coverage expiring before the end of the year or on January 2, 2026, and you are intending to renew on active status but you have not yet filed a Certificate of Equivalent Coverage form verifying coverage extending past January 1, 2026, you must submit the completed form **prior** to submitting your renewal application, or your renewal will be returned.

If you are a resident of another jurisdiction and have equivalent Errors and Omissions insurance coverage through your resident jurisdiction's group plan with coverage expiring on or before January 1, 2026, and you have not yet filed a Certificate of Equivalent Coverage Form verifying coverage extending past January 1, 2026, and you are intending to renew on active status, you must submit or arrange to have submitted **prior to** the time the license renewal form is sent to the Commission, the completed and signed Certificate of Equivalent Coverage form included in this packet which verifies renewed coverage, or your renewal will be returned.

Finally, if you are renewing your license on inactive status and you do not intend to carry Errors and Omissions insurance in 2026, you will need to **check blank 5** indicating that you are requesting your license be renewed on inactive status.

6. **Citizenship Attestation**

Nebraska Statutes 4-108 through 4-114 require the Nebraska Real Estate Commission to verify the lawful presence in the United States of any person who has applied for a professional license and should be enforced without regard to race, religion, gender, ethnicity, or national origin. Verification of lawful presence in the United States requires that the applicant attest, in a format provided, that he or she is a United States citizen; or he or she is a qualified alien under the federal immigration and Nationality Act. A qualified alien applicant shall have his or her employment authorization document verified through the Systematic Alien Verification for Entitlements Program operated by the United States Department of Homeland Security or an equivalent program designated by the United States Department of Homeland Security. The verification is required when you apply for a real estate license and with each two-year license renewal. If you are not a U.S. citizen, please make sure that you provide the correct immigration status and alien number as this number is used to verify employment eligibility. You must also be able to provide a copy of your USCIS documentation upon request.

7. **Renewal Deadline:** Although licenses do not expire until December 31, 2025, renewal applications, all necessary documents (as identified throughout these instructions), and the correct renewal fee must be received in the Nebraska Real Estate Commission office by no later than 12:00 p.m. (CST) on December 1, 2025. Renewals received past this deadline will have to pay additional late fees (which are \$25.00 per month or any portion of a month beginning December 2, 2025). The option to renew late expires June 30, 2026. **Do not attempt to avoid late renewal penalties by sending incomplete renewal forms and/or inadequate documents. Your license will not be renewed until all materials have been submitted in full. Please coordinate your documents so that they may arrive either prior to or simultaneously with your renewal. Follow-up documents often delay processing of your renewal.**

8. **License Receipt:** When the renewal has been processed, the Commission will email a receipt for the license fee. This receipt will contain the licensee's I.D. number so that it may be referenced whenever that number is needed i.e. continuing education registration, E&O insurance enrollment, etc. It will be credit card sized for ease of storing in your wallet or purse. This email will include information pertinent to the renewed license.