



Nebraska Real Estate Commission

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SALESPERSON LICENSE RENEWAL INFORMATION FOR ACTIVE OR INACTIVE STATUSES

2027-2028 SALESPERSON LICENSE RENEWAL FEE-\$180.00

LICENSES EXPIRE DECEMBER 31, 2026

Your completed renewal application, all required documentation, and the **\$180 renewal fee** must be received by the Nebraska Real Estate Commission **no later than 12:00 p.m. (CST) on November 30, 2026.**

NOTE: Although licenses expire December 31, 2026, renewals received after the December 1 deadline are subject to late fees.

BEFORE YOU SUBMIT YOUR RENEWAL

To avoid delays or having your renewal returned/rejected, please make sure:

- All required questions are answered.
- The correct \$180 renewal fee is submitted.
- All required continuing education has been completed.
- Required Errors and Omissions (E&O) insurance documentation is on file, if applicable.
- All other required documents have been submitted.

For those submitting the renewal via **paper form** you also must make sure that:

- Both sides of the paper application are completed.
- The application is signed by the licensee.

Incomplete or inaccurate renewal applications may be returned/rejected and could result in late fees or a delay in renewing your license.

If you have questions about completing your renewal, contact the Commission at **402-471-2004.**

1. WHO MUST RENEW

All licensees, inactive and active, originally licensed in 2026, and those licensed in 1986 and in even-numbered years thereafter, must renew their license for 2027-2028 prior to November 30, to avoid late fees.

2. HOW TO RENEW

All renewals should be submitted electronically through your licensee portal located on the Commission's website located at: <https://nrec.nebraska.gov/sites/default/files/doc/Commission/LOGIN%20SCREEN.pdf>. If there is a reason you are unable to submit the form online, you must call our office for assistance. If we are unable to assist you, we will provide a paper renewal for you to complete. **RENEWAL DEADLINES AND REQUIREMENTS REMAIN THE SAME FOR ANY METHOD UTILIZED.**

- **Renewing Online**

- Each licensee must complete **their own online renewal through their individual licensee portal**. You may not complete an online renewal for another licensee.
- We recommend saving or printing the submission confirmation page for your records

- **Renewing by Paper**

- Complete both sides of the renewal application, answer all required questions, sign the application, and include the correct payment and any required supporting documentation.
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3. ANSWER ALL QUESTIONS FULLY AND ACCUARATELY

- Answer **all questions completely, accurately, and truthfully**. Do not leave any required question unanswered. When a question requires additional information or an explanation, provide **all requested details**.
- Providing false, misleading, or incomplete information, or failing to disclose required information, may affect your license and may result in action by the Commission.
- **If you are unsure whether information should be reported please contact our office or provide the information and an explanation.**

4. RESIDENCE ADDRESSES

Your renewal application reflects the address information currently in the Commission's records. Please make sure all information is correct, if not, please correct in your portal or on the paper form.

5. CONTINUING EDUCATION

You must complete the required **18 hours of approved continuing education** before you can renew on active status.

NREC education providers are required to submit course completion information to the Commission within 10 days. If your record does not show complete, you must wait the 10 days or contact the education provider.

If you completed qualifying courses outside Nebraska or completed appraisal courses that apply toward your requirement, you must submit the appropriate proof of completion.

- **New Licensees**

Licensees who were **first issued a Nebraska real estate license in 2026** are not required to complete continuing education for this renewal period. Continuing education requirements will begin with the licensee's **next renewal period**.

- **Inactive Licensees**

Inactive salespersons may defer continuing education until they activate their license. Because inactive licensees do not have a broker, training requirements do not apply while the license remains inactive.

- **Licensees Residing in Another Jurisdiction**

If you reside in and are licensed in another jurisdiction, you may satisfy Nebraska's continuing education requirement by affirming that you have met the continuing education requirements of your resident jurisdiction.

- **Team Training**

Team members, team leaders, and designated brokers who supervise teams must complete an approved **1000R course within 180 days** of becoming part of or supervising a team. The team training course must be repeated every four years.

- **Property Management**

Licensees who provide property management services, or who supervise licensees providing those services, must complete **three hours of continuing education in property management during each two-year period**. Courses meeting this requirement are identified by **"PM"** following the course content number.

6. ERRORS AND OMISSIONS INSURANCE

Active licensees must have qualifying Errors and Omissions insurance coverage reported to the Commission before the Commission can renew the license.

Please note: The two-year policy term became effective January 1, 2025.

a. **If You Are Enrolling in the Commission-Offered Plan**

Complete the insurance enrollment process as instructed by the E&O Insurance Program Administrator. Those renewing this year must elect the policy covering 1/1/2027 through 12/31/2028.

- **Do not send the E&O enrollment form or insurance premium to the Nebraska Real Estate Commission.** Submit them directly to the E&O Insurance Program Administrator using the instructions provided.
- **Complete your E&O enrollment early** enough for the Program Administrator to verify your coverage with the Commission before the renewal deadline.

The Commission cannot renew an active license until required E&O insurance coverage has been verified.

b. If You Have Equivalent E&O Coverage

- **Coverage must extend past January 2, 2027** - If the Commission already has a Certificate of Equivalent Coverage verifying qualifying coverage for the required two year period, you do not need to submit another certificate with your renewal.
- If your current equivalent coverage expires before the required coverage period and you intend to renew on active status, you must submit a new Certificate of Equivalent Coverage verifying your renewed coverage **before submitting your license renewal**.

c. Nonresident Licensees

If you are covered through another jurisdiction's qualifying group E&O plan, make sure the Commission has documentation verifying coverage for the required renewal period. If updated documentation is required, submit the completed Certificate of Equivalent Coverage before submitting your renewal.

d. Renewing on Inactive Status

If you are renewing on inactive status and do not intend to maintain E&O insurance, please indicate so on the renewal application to request renewal on inactive status.

7. CITIZENSHIP AND LAWFUL PRESENCE ATTESTATION

Nebraska law requires the Commission to verify lawful presence in the United States for applicants for professional licenses. This verification is required when initially applying for a real estate license and at each two-year license renewal. As part of your renewal, you must attest that you are either:

- A United States citizen; or
- A qualified alien under the federal Immigration and Nationality Act.

If you are not a U.S. citizen, provide your correct immigration status and identifying number as requested on the application. This information is used to verify eligibility through the appropriate federal verification system.

You must be able to provide supporting U.S. Citizenship and Immigration Services (USCIS) documentation upon request. This requirement is administered without regard to race, religion, gender, ethnicity, or national origin.

8. RENEWAL FEE AND PAYMENT

The Salesperson Renewal Fee is **\$180**.

- Payment may be made online using a credit card- American Express, Discover, Visa, or MasterCard.
- Payments for paper renewals can submit using:
 - Check or money order payable to the **Nebraska Real Estate Commission**; or
 - American Express, Discover, Visa, or MasterCard.
 - Do not send cash through the mail.
- A payment returned by a financial institution or a credit card chargeback is subject to a **\$30 processing fee**. Issuing an insufficient-funds check may also constitute grounds for denial or revocation of a license under the Nebraska Real Estate License Act.
- Do not combine unrelated fees, such as transfer or examination fees, with your renewal payment. These are separate transactions and should be submitted separately.

9. RENEWAL DEADLINE AND LATE FEES

- Your completed renewal application, required supporting documentation, and correct renewal fee must be **received by the Commission no later than 12:00 p.m. (CST) on November 30, 2026**.
- Renewals received after the deadline are subject to a **\$25 late fee for each month or portion of a month**, beginning December 1, 2026.
- The final date to renew late is **June 30, 2027**.

- Submitting an incomplete application does not preserve the November 30th filing date or avoid late fees. Your license cannot be renewed until all required information, documentation, fees, and insurance verification, if applicable, have been received.
- To avoid processing delays, submit required supporting documents before or at the same time as your renewal application whenever possible.

10. AFTER YOUR RENEWAL IS PROCESSED

- After your renewal is processed, the Commission will email you a receipt for the license fee along with information regarding your renewed license.
- The receipt will include your **licensee ID number**, which may be needed for continuing education registration, E&O insurance enrollment, and other licensing matters.
- Please retain this information for your records.