

SCREC RENEWAL FAQ

RA 4/17

IMPORTANT RENEWAL INFORMATION - 2017 RENEWALS BEGIN MAY 1st

South Carolina Real Estate Licensees (except non-renewal provisional sales) with a June 30, 2017 expiration date may begin renewing their licenses on May 1st, 2017.

We encourage all licensees to please renew online. Individuals who are required to report disciplinary action, criminal convictions or pending criminal charges since last renewal will need to submit additional documentation and will be provided an email address during the renewal process for submission.

If you do not have a current email address on file with the Commission to reset your password or receive your USER ID, please email Contact.REC@llr.sc.gov with your name, license number and the last 5 digits of your SSN and request an email address update. We strongly encourage you to use your permanent personal email address rather than a work email address so that you don't have to update your email each time you change companies.

USER ID information will be included in the header of your renewal notice. Password information will NOT be provided. You will need to have an up to date email address to reset your password or to recover your USER ID online.

If you do not know your password, click on the "Recover/Reset My Password" link at the bottom of the Renew Online webpage. If you do not know your USER ID, there is also a **USER ID request link**.

This is a time of extremely high volume for our staff. In order to efficiently serve our licensees and avoid disruption during this period, any walk-in applicants will not be able to have their renewals processed while they wait. Pocket cards also must be mailed to the office location of the supervising Broker or Property Manager in Charge. We also encourage you to **READ CAREFULLY**. All routine questions regarding renewal can be found in this Renewal FAQ which will be linked at the top of the SCREC web page.

In order to renew as active, Salesperson and Broker licensees who are not exempt from completing South Carolina Continuing Education (CE) must have completed eight (8) hours of CE. Four (4) of these hours must include the core course, and the additional four hours may be comprised of electives. **(CE Increase to 10 hours will begin with 2018 expiring licensees.)**

A regularly updated calendar of upcoming CE courses is available at the following link: <http://llronline.com/POL/REC/recpdf/Doc151.pdf>

Remember that licenses which expire on June 30, 2017 and are not renewed before January 1, 2018 will be canceled by statute. After the June 30th expiration date, an additional \$25 late fee will be assessed for each month it is late through December. As a South Carolina Real Estate Licensee, it is your responsibility to keep up with your expiration date and to renew. Licensees are required to renew whether or not they receive notice.

I DO NOT KNOW MY EXPIRATION DATE: If you are not sure of your license expiration date, please utilize our licensee lookup to confirm your date. [Licensee LookUp](#)

Renewal Information:

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- **Online renewal is strongly encouraged** and the quickest way to have your renewal processed and for us to update any changes in contact information or license status.
- **Please renew before the deadline. The license expires on June 30th. The license is canceled and one must re-qualify after December 31st. Late fees will be accrued at a rate of \$25 per month after expiration and will not be waived.**
- **Please do not wait until the last minute to attempt to renew.** You cannot get assistance after hours should there be a technical issue.
- **Please do not mail checks with your renewal notice or without completing a proper renewal application. ALSO please do not mail renewal application without payment.** One cannot be processed without the other.
- **Please read questions very carefully when completing the online renewal application** and answer appropriately. An inadvertent “yes” answer could have you kicked out of the application and require that you contact our office to have your online application reset.
- **Please complete your own renewal.** You as the licensee have to affirm and represent to SCREC accurate information regarding your CE, disciplinary or criminal history. Do not rely on others as you can be disciplined for misrepresentation or canceled for failure to complete your renewal.
- **Please confirm your renewal by going to licensee lookup more than 24 hours after completing online renewal.** Many licensees begin the process and do not submit payment up expiring because the process was not completed, you can confirm your renewal through the licensee lookup link on our webpage.

Do I have to renew this year?

If you have an expiration date of 6/30 of this year, you are due for biennial renewal. Your renewal will be good for two years.

When can I renew my license?

Renewals begin on May 1st. Renewal notices will be mailed out on May 1st with online renewal login information however it is the responsibility of the licensee to renew whether or not they receive notice.

How do I renew my license?

You can login through online services and pay via credit card or electronic check. The renewal link will be posted on the SC Real Estate Commission’s main webpage.

How much are the biennial renewal fees?

- Broker-in-Charge/Property Manager-in-Charge: \$75 per office supervised
- Broker/Property Manager: \$55
- Salesperson: \$45
- Inactive Salesperson, Broker or Property Manager: \$120
- Timeshare Salesperson: \$50

What are the penalties for late renewal?

Licenses expire on June 30th and an expired licensee is considered unlicensed to practice real estate in South Carolina. **Late renewal fee:** Accrues at a rate of \$25 per month, beginning July 1st through December 31st. After December 31st, the license is statutorily canceled and must reapply/requalify.

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Do I need to take SC Continuing Education (CE)?

- If you are a SC Resident Broker or Salesperson licensee wishing to be in “Active” status you will need to complete continuing education in SC. (unless you have been granted a full age/experience exemption under prior law)
- If you are licensed as a Property Manager or Timeshare Salesperson Registrant you do not have to complete CE.
- If you are a licensee and resident in another jurisdiction, you will need to satisfy the CE requirements of your resident jurisdiction.
- If this is your first renewal since taking the sales post-licensing course prior to 2017, you do not need any additional CE this cycle.
- If you are remaining “Inactive” or want to renew in “Inactive” status, you do not need to complete CE until you decide to reactivate.

I have to take SC Continuing Education, How many hours of CE do I need?

Eight (8) hours to renew as Active. Four (4) hours must be the mandatory core course, the additional four (4) hours are electives (may take distance education/online courses). A CE Course Calendar is posted under our “Applications and Forms” menu link (<http://llr.sc.gov/POL/REC/index.asp?file=pub.htm>) as Document # 151.

I was active but didn't complete required SC Continuing Education, can I still renew?

Yes, answer the CE question that you did not complete CE and wish to place your license on inactive status. Your license will be renewed and placed on Inactive until you complete CE and choose to reactivate.

If you are a Broker in Charge (BIC) or Property Manager in Charge (PMIC), you will need to send a paper renewal form and notify us in writing that you wish to inactivate and close your supervised office(s). All licensees under your supervision would also have to be placed on inactive status.

Downloadable/Printable renewal forms will be located on our “Applications and Forms” page (<http://llr.sc.gov/POL/REC/index.asp?file=pub.htm>). We ask that you only send a paper renewal form if necessary due to BIC or PMIC inactivation.

Can I walk in to your office and get my renewal expedited?

Unfortunately we cannot accommodate walk-in or expedited renewal processing. This is an extremely high volume period for our staff and we have to process applications in the order they are received to avoid disruptions and human error. We highly encourage online renewals as most of the process is automated and allows for faster processing.

I got locked out/kicked out of online renewals, what do I do?

If you are unable to log in due to repeated failed password attempts, please close all browser windows and try coming back to the website or clearing browser cookies after 20 minutes. It is a temporary lockout to prevent password hacking attempts.

If you are Broker in Charge or Property Manager in Charge who was kicked out of the online application due to answering “NO” to questions regarding Completion of CE, you will need to send in a paper renewal form and written request to inactivate/close your office(s). Paper applications can be found linked under our “Applications and Forms” link on the SCREC webpage.

All information, applications and forms can be found on our web page at:

<http://llronline.com/POL/REC>