

## EDUCATION GUIDELINES FOR REALTORS®

Within one (1) year of the date your license is issued you must complete a 20-hour Post Licensure Class and send the class Certificate of Completion to the Ohio Division of Real Estate and Professional Licensing in Columbus, Ohio. There is a special reporting form to accompany your certificate which you can get off the Division's website or at the association office. **PLEASE NOTE: the 20-hour Post Licensure class cannot be used for continuing education credit.**

Every Real Estate license must complete 30 hours of approved continuing education every three years. As a new licensee your first continuing education will be due three (3) years after your first birthday following licensure and every three (3) years thereafter.

Therefore, you can now begin taking your CEU credits before you complete your 20-hour Post Licensure class and it will count towards your required 30 hours.

Of the 30 hours, 3 hours must be devoted to **CORE LAW**, 3 hours must be devoted to **CIVIL RIGHTS** and 3 hours must be devoted to **ETHICS - BOTH CODE & CANNON**. These classes are referred to as the "Big Three."

**Licensees can now take all 30 hours of education online – Distant Learning.**

The Ohio Association of REALTORS offers numerous different courses online Check their website at [www.ohiorealtors.org](http://www.ohiorealtors.org).

Licensees can also receive credit for duplicate classroom hours of continuing education completed during their 3-year reporting period.

**And, Licensees can "carry over" a maximum of 10 hours of continuing education into their next reporting period. But you will not receive credit for more than eight classroom hours of continuing education instruction that you took in any one calendar day.**

Additionally, the hours you "carry over" must come from complete classes. You may not, for instant, transfer one hour of a three-hour course if you have 31 hours of continuing education for your last reporting period.

**\*\*Remember that for every reporting period you must complete three hours each in the so called "Big Three" classes. If you have taken a "Big Three" class that puts your over the 3-hour requirement, you can carry over the hours, but it will only count as an elective course. No matter how many times you complete a "Big Three" course during a given reporting period, you will always have to take it again during your next reporting period.**

It is the responsibility of each licensee to accumulate their continuing education certificates and send them with the completed R-109 form to the Division of Real Estate by their due date. **You should always keep a copy of your certificates and then send the original by certified mail.**

And, you should always take more than the required 30 hours of continuing education in case the Division does not accept some of your classroom hours/certificate towards your credit.