

Referral Agents

The On-line Renewal Questionnaire

The questionnaire pertains to an individual. **Every individual licensee will be required** to complete and submit **their own** online questionnaire. This includes all Employing Brokers, Brokers of Record, Brokersalespersons, Salespersons, and Referral Agents. No paper questionnaires will be accepted. The answers you indicate on the questionnaire should be specific to you alone and pertain to you as an individual.

Please remember: the submission of your renewal questionnaire **DOES NOT** renew your real estate license. Your license must be submitted for renewal by the Broker of Record of the firm which you're employed. The Broker of Record will not have the capability of submitting your license for renewal until you've successfully submitted your renewal questionnaire.

[Click here for detailed instructions](#) concerning the on-line Renewal Questionnaire **OR** click on the link below to go directly to your Renewal Questionnaire login:

My Renewal Questionnaire

**** PLEASE NOTE: the Renewal Questionnaire is NOT CURRENTLY AVAILABLE ****
It is expected to be available on or about April 1st, 2015

Please Note: Currently there is no continuing education requirement for the renewal of a Referral Agent license.



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Contact Information:

NJDOBI License Services, Real Estate
PO Box 474
Trenton, NJ 08625-0474
Phone: 609-292-7272

Licensing Questions:

E-mail: relic@dobi.state.nj.us

Continuing Education Questions:

E-mail: realestate@dobi.state.nj.us

Salespersons, Brokersalespersons

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The questionnaire pertains to an individual. **Every individual licensee will be required** to complete and submit **their own** online questionnaire. This includes all Employing Brokers, Brokers of Record, Brokersalespersons, Salespersons, and Referral Agents. No paper questionnaires will be accepted. The answers you indicate on the questionnaire should be specific to you alone and pertain to you as an individual.

Please remember: the submission of your renewal questionnaire **DOES NOT** renew your real estate license. Your license must be submitted for renewal by the Broker of Record of the firm which you're employed. The Broker of Record will not have the capability of submitting your license for renewal until you've successfully submitted your renewal questionnaire AND completed your required continuing education.

[Click here for detailed instructions](#) concerning the on-line Renewal Questionnaire OR click on the link below to go directly to your Renewal Questionnaire login:

My Renewal Questionnaire

**** PLEASE NOTE: the Renewal Questionnaire is NOT CURRENTLY AVAILABLE ****
It is expected to be available on or about April 1st, 2015

Continuing Education Requirements

In order to qualify for license renewal on July 1, 2015, you must complete the Continuing Education requirement for the 2015 renewal period.

[Click here for detailed instructions](#) concerning Continuing Education Requirements



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Brokers of Record

The On-line Renewal Questionnaire

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Each of your licensees (individuals) will also be required to complete and submit their own online questionnaire. This includes all Brokers of Record, Brokersalespersons, Salespersons, and Referral Agents.

Please remember: the submission of your renewal questionnaire **DOES NOT** renew your real estate license.

Continuing Education Requirements (does not apply to Referral Agents)

In order to qualify for license renewal on July 1, 2015, you must complete the Continuing Education requirement for the 2015 renewal period. **Each of your licensees** must also complete the Continuing Education requirement. Click [here](#) for details.

Overview of the Renewal Process

As the Broker of Record, there are two steps to the process of renewing your company, any Branch Offices, your Broker license, and your licensees:

1. First submit your own 2015 Online Renewal Questionnaire
2. Once your questionnaire is completed, you will have access to the Online License Renewal process

Submit Your Online Questionnaire:

Go to the [NJDOBI Real Estate Commission Online Licensing Services Entry](#) page.

If you're already registered for Online Services: click the "**login**" button on that page and login to your myNewJersey account. Proceed to step 2.

If you're NOT already registered for Online Services: click the "**register**" button on that page to register for a myNewJersey account and be authorized for Online Services. You cannot continue without a myNewJersey account authorized to use Real Estate Online Licensing Services.

Once logged in you should be viewing your online *Licensing Services Main Menu* ([view sample main menu](#)). If you are instead viewing your myNewJersey Portal page, simply, click on the "**Real Estate Licensing Services**" link in the left column to access your online *Licensing Services Main Menu*.

Once on your *Licensing Services Main Menu*, click the "**Complete Renewal Questionnaire**" link item to display your Renewal Questionnaire ([view sample questionnaire](#)).

Brokers of Record (cont.)

Complete and Submit your Renewal Questionnaire. When your Questionnaire has been submitted successfully, a "Confirmation Page" will be displayed stating that your questionnaire was submitted ([view sample confirmation page](#)). This page will contain your confirmation number. Please print this page for your records. An email will also be sent to you with this same confirmation information.

Question Supporting Documentation: Depending upon your answers to certain questions, you may be required to send in supporting documentation to the Real Estate Commission. If so, the necessary instructions will be displayed on your confirmation page and in the confirmation e-mail. **If you fail to send any required supporting documentation**, the Real Estate Commission may take legal action or initiate an enforcement action against your license.

Note: Once submitted, you may log-in at any future time to view and/or print your questionnaire, however, no changes can be made.

Return to your online *Licensing Services Main Menu*.

note: You will not be able to access the license renewal online application until the Real Estate Commission has initiated the 2015 renewal period, and you've completed and submitted your 2015 Renewal Questionnaire.

If you are a **Broker of Record for multiple companies**, you only need to submit your Questionnaire once. The questionnaire is now a separate process from the renewal and is specific to the person, not the company.

The Online License Renewal:

1. From your online *Licensing Services Main Menu*, click the "**Real Estate Renewal**" link item. You will be transferred into the License Renewal process which will first display the "**Renewal Information Summary**" page ([view sample Renewal Info Summary page](#)). This is a summary page and is informational only. It shows the current renewal fees, overall totals and counts of licenses needing renewal, and totals and counts of previously renewed licenses.

note: a list of any previously submitted batches (if any) will also be displayed on the Summary page including the date submitted, number of licenses renewed per batch, and amount paid per batch. Clicking on any batch in this list will display a detailed, printable report (adobe acrobat PDF) of all information concerning that batch of renewal submissions, including all licensee names submitted, totals, date and confirmation number for that batch.

2. Once you've reviewed the summary information, click the "**Continue**" button on the *Renewal Information Summary* page to proceed to the **Renewal List** for your company ([view sample Renewal List](#)). Your Renewal List will contain all licenses related to your company needing renewal. From the list you may select and submit for renewal any or all of the licenses currently eligible for renewal submission (**it is not required that you submit ALL of your licensees for renewal at one time; you can submit them in batches**). Shown below are the specifications the NJREC uses to determine each licensee's ELIGIBILITY FOR RENEWAL SUBMISSION.

note: If you mouse-over the renewal "FEE" column on your list, a small pop-up will appear breaking down the fee charged for that particular licensee. This fee may include Guaranty Fund fees and any Late Fees along with the licensing fee for that licensee ([view sample Fee Breakdown](#)).

Brokers of Record (cont)

To be eligible for renewal submission, a licensee must meet the following criteria:

- - Must currently hold an active real estate license *
- - Must have completed their [Continuing Education](#) for the up-coming licensing period. **
- - Must have submitted their [online 2015 Renewal Questionnaire](#). This questionnaire is only available online. **

Selecting "View Licensee Renewal Qualifications" from your online *Licensing Services Main Menu* will display a list of all active licensees for your company and whether or not they have completed their continuing education requirement and renewal questionnaire ([view sample Licensee Renewal Qualifications page](#)).

* Licensees without an active real estate license will not appear on your Renewal List.

** Licensees who have not fulfilled their Continuing Education requirement (*does not apply to Referral Agents*) OR have not submitted their online Renewal Questionnaire will appear on your Renewal List, however, their names will be shaded "gray" and you will NOT be able to select or submit them for renewal at that time. Once the individual fulfills both of these requirements, you will be able to select them for renewal.



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Continuing Education Questions:

E-mail: realestate@dobi.state.nj.us

The Renewal Questionnaire

A new, online questionnaire is being implemented with the 2015 renewal. **During the 2015 renewal period ALL licensed individuals will be required to complete and submit their own online questionnaire.** This includes Employing Brokers, Brokers of Record, Brokersalespersons, Salespersons, and Referral Agents. No paper questionnaires will be accepted.

The renewal of your real estate license is dependent upon you successfully submitting your own online questionnaire to the Real Estate Commission (REC). Until this is completed, your Broker of Record WILL NOT HAVE THE CAPABILITY of renewing your real estate license.

Be Prepared Before You Start - What's involved in the Renewal Questionnaire Process?

1. Read these instructions, then click on the **My Renewal Questionnaire** link at the bottom of this page to begin the Renewal Questionnaire process.
2. **To login:** (Brokers of Record can also access the questionnaire directly from their myNewJersey portal account)
 - Enter your **real estate license reference number** in the field provided and click SEARCH ([view sample login part 1](#)).

Note: If you do not know your reference number, enter your last name (first name optional) and click the SEARCH button. This will display all matching persons ([view sample name search](#)). Select yourself on this list (click radio button to the left of your name), then click the NEXT button located under the list of names.

 - Once you click NEXT, you will be prompted to enter the **last 4 digits of your Social Security Number** and your full **Date of Birth** in MM/DD/YYYY format ([view sample login part 2](#)).

(If you cannot login using this data, contact [REC Licensing Services](#) to verify the data we have stored in our licensing system for accuracy)

3. Once logged in, if you have never logged in before, you will be immediately prompted to enter a valid email address needed by the department to send confirmational emails ([view sample email Collection](#)). Once your email address has been entered and you click the SAVE button, you will be transferred to your online *Real Estate Licensing Services Main Menu* ([view sample main menu](#)).
4. Next click on the "Complete Renewal Questionnaire" hyperlink which will bring you to the Questionnaire ([view sample questionnaire](#)) Please note the questions on the sample questionnaire may differ from the questions on the actual questionnaire.
5. Complete your Questionnaire by selecting the appropriate YES or NO checkbox for each question on the form then clicking the "Continue" button at the bottom of the form.
6. Click the "I Certify" checkbox at the bottom of the form indicating that you have answered all questions truthfully([view sample questionnaire certification](#)).
7. Click the Questionnaire's SUBMIT button.

The Renewal Questionnaire (cont)

8. Once your questionnaire has been submitted:
 - a) you should see a printable confirmation page with a confirmation number and a list of the questions and your responses ([view sample questionnaire confirmation](#))
 - b) you will receive an email of the confirmation page

Note: Once submitted, you may log-in at any future time to view and/or print your questionnaire, however, no changes can be made.

Question Supporting Documentation: Depending upon your answers to certain questions, you may be required to send in supporting documentation to the Real Estate Commission. If so, the necessary instructions will be displayed on your confirmation page and in the confirmation e-mail. **If you fail to send any required supporting documentation**, the Real Estate Commission may take legal action or initiate an enforcement action against your license.

Click on the link below to go directly to your Renewal Questionnaire login:

[My Renewal Questionnaire](#)

**** PLEASE NOTE: the Renewal Questionnaire is NOT CURRENTLY AVAILABLE ****
It's expected availability is on or about April 1st, 2013

Special Notes For Brokers of Record

1. Brokers of Record may use either the below link to submit their questionnaire OR submit their questionnaire directly from their existing MyNJ Portal Account .
2. Brokers of Record will not be able to submit ANY licenses for renewal until they have completed their own individual Renewal Questionnaire .
3. A Broker of Record for multiple companies will only need to submit his/her Questionnaire once. The questionnaire is now a separate process from the renewal and is specific to the person, not the company.
4. If any Brokersalesperson, Salesperson or Referral Agent has not yet answered their Questionnaire, that person will be listed, but not "selectable" by their Broker for license renewal. This will make it very apparent to the broker which of their licensees have not yet completed their questionnaires.
5. Question Supporting Documentation (instructions): Supporting documentation may be required based upon how an individual answered certain questions on his/her Renewal Questionnaire. If required, instructions on what is required will be displayed and emailed to that individual upon their completing the online qualifying questionnaire.

Example: If you answered "YES" to question #1 on the online Qualifying Questions Form you must ...

Continuing Education (CE)

CE Requirements

In order to qualify for license renewal, every individual licensed as a broker of record, broker-salesperson or salesperson must satisfy at least ONE of the below CE requirements:

- **Completion of 12 credit hours of CE** (N.J.A.C. 11:5-12.4 (2012)). *At least six of the twelve credits must be obtained in courses within the “core topics”. The six shall include at least 2 credit hours on ethics. The remainder can be [electives](#).*
- **Successful completion of one or more broker pre-licensure education courses** (within the license term) as set forth in N.J.A.C. 11:5-2.1.
- **Salespersons initially licensed in the SECOND year of the NJ real estate license term** shall not be required to fulfill any continuing education to renew their license upon the conclusion of that license term. (i.e., a licensee who obtains their license after July 1, 2013 will not be required to complete CE requirements to renew for the term beginning July 1, 2015).

Please note:

- Salespersons initially licensed in the FIRST year of the NJ real estate license term WILL BE REQUIRED to complete CE requirements in order to renew their license for the next term (i.e., a licensee who obtains their license before July 1, 2013 will be required to complete CE requirements to renew their license for the term beginning July 1, 2015).
- The "Late" CE Fee (after April 30th, 2015): **The NJREC has the statutory authority to impose** a \$200.00 fee on licensees who fail to complete their CE requirements by April 30th.

Core Topics

Real estate salespersons, broker-salespersons and brokers are required to complete 12 hours of CE per license term in order to renew their license for the next license term. See N.J.A.C. 11:5-12.3(a). At least six of the 12 hours must be in the following core topics, of which each topic except ethics must have an ethics component relating to the topic. The core topics are as follows. See N.J.A.C. 11:5-12.4(a)1-8 and 11:5-12.4(c):

1. Agency
2. Disclosure
3. Legal Issues (i.e. listing agreements, contracts, leases, attorney review)
4. Ethics (2 Ethics credits mandatory)
5. Fair Housing and New Jersey Law Against Discrimination
6. New Jersey Real Estate Broker and Salesperson Statutes and Regulations
7. State and Federal Environmental Laws/Regulations Pertaining to Real Estate
8. Legal Requirements regarding Escrow Monies and Financial Recordkeeping

Continuing Education (CE)

Elective Topics

The following are approved as topics for elective courses. See N.J.A.C. 11:5-12.13(a)1-9.

1. Commercial Real Estate
2. Property Management
3. Seasonal Rentals
4. Real Estate Sales Full Disclosure Act and Real Estate Timeshare Act
5. Financing
6. Land Use
7. Real Estate Valuation
8. Foreclosure and Short-Sale Transactions
9. Specific Aspects of Residential Real Estate Transactions

CE Waivers

Waivers from CE requirements may be granted either in whole or in part for:

- **Incapacitating illness**
- **Active military duty**
- **Emergency**
- **Other substantial/unavoidable hardship** (*not including financial hardship, business conflicts or personal obligations*)

Licensees granted a waiver from CE requirements (with the exception of those for active duty military service), will have to make up the waived core course(s) missed in the next license term in addition to all of the credits required for that license term as a condition of license renewal for the license term following when the waiver was issued. (For example, if six core credits were waived, a licensee will have to complete a total of 18 in the next license term.) See N.J.A.C. 11:5-12.5(f).

Any waived elective courses will not have to be completed by a real estate licensee. See N.J.A.C. 11:5-12.5(g).

Application for Real Estate Continuing Education Waiver - [Fillable MS Word](#) or [PDF](#)

Continuing Education (cont)

Check Your Own Continuing Education Status



Licensees - Logon to [PSI Continuing Education Online](#) to:

- See your CE Record
- Print your transcript
- Find a Provider
 - FAQs and more...

Problems logging in? Please contact [PSI Support](#).

For all Continuing Education related questions, contact:
New Jersey Real Estate Commission
Education Bureau
609-292-7272
e-mail: realestate@dobi.state.nj.us

Frequently Asked Questions

Click here if you'd like to view FAQ's specific to [Continuing Education](#)

Does the Broker of Record need to wait until ALL licensees submit their questionnaire before submitting the company, branch offices, or licensees who've already completed their questionnaire for license renewal?

No, a Broker of Record can submit the company, branch offices and any licensees who've already completed their questionnaire at any time. A Broker of Record can return to the NJDOBI online renewal process and submit remaining licenses for renewal as many times as necessary. Any licenses not submitted for renewal by the Broker will remain on the Broker's renewal list for submission at a later time. As licensees complete their questionnaire, they will become eligible for renewal on the Broker of Record's renewal list.

Can my Broker of Record (or anyone else) submit my renewal questions for me?

No, I am responsible and will be held accountable for completing and submitting my own online Questionnaire.
(please note: the questions on the actual questionnaire may differ from those on the sample pages)

I am a Broker of Record running 3 companies. Do I need to fill out my Renewal Questionnaire 3 times (once for each company)?

No. A Broker of Record for multiple companies will only need to submit his/her Renewal Questionnaire one time. Once you complete your Questionnaire, you will be able to access the online renewal for each of your companies. This includes the company, branch offices and employee licenses per company (the renewal of each company must be submitted separately).

NOTE: The questionnaire is now a separate process from the renewal and is specific to the person, not the company.

I was just hired in June 2015. Does my license still need to be renewed by my Broker of Record?

YES. Even though you were just hired, if the Effective Date of your real estate license is before July 1st, 2015, your license needs to be renewed. **Please note:** You will be required to complete your on-line 2015 Renewal Questionnaire before your Broker will be able to submit your license for renewal.

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