



Important Update: Salesperson First Renewal Requirements

Dear Licensee,

We are writing to inform you of updates to the Salesperson First Renewal Requirements, as mandated by **Senate Bill 480-FN (2024)** and classified in **Rea 403.01** Continuing Education Requirements. These changes, effective October 1, 2024, ensure compliance with New Hampshire real estate regulations and clarify continuing education standards.

Who Does Post-Licensing Affect?

Effective February 1, 2024, the post-licensing period starts when a license is issued for the first time and terminates upon the licensee's first renewal. Anyone licensed on or after February 1, 2024, will need to meet the first set of post-licensing requirements as outlined below.

Key Requirements

- **Core Course and Electives:**

- All active and inactive renewal applicants must complete a **minimum 3-hour core course** accredited by the Commission (Rea 403.01(a)).
- Active license renewal applicants and inactive licensees reactivating their licenses must complete **12 hours of elective courses**, also accredited by the Commission (Rea 403.01(b)).

- **First Renewal Applicants:**

- Salespersons renewing for the first time or reactivating an inactive license for the first time must complete **12 hours of post-licensing courses** as designated by the Commission (Rea 403.01(c) & (d)). These courses fulfill the elective requirement and must cover four approved topics (*Rea 302.03*):
 - Purchase and Sales Agreements
 - Ethical Behavior
 - Disclosure Forms
 - Agency

- **Note:** Additional accredited courses from approved optional topics may be used only after the completion of the required topics to meet the 12-hour renewal requirement.
- **Future Transcript Requirements (effective February 1, 2024):**
 - Courses must be between **2 and 3 hours** in length, with electives taken either in-class or by internet live-class (Rea 302.03 (b) (3)). Core courses may still be completed anytime.
- **Standard Renewals:**
 - Renewal applicants not applying for their first renewal may count an additional **3-hour core course** toward elective requirements (Rea 403.01(e)).
 - All courses must have unique course numbers and be completed within the current 2-year license period or during the late renewal period, if applicable (Rea 403.01(g) & (h)).

Next Steps

CE Broker, our new Continuing Education Tracking System, transcript now reflects all accredited courses, including those designated as "General." *Please note that CE Broker is currently not mandatory for your profession. You will receive updates when this change occurs.*

For further details on these requirements, refer to **Senate Bill 480-FN** and **Rea 403.01**. Thank you for your attention to these updates, please visit our **FAQ page** for questions you may have.

Thank you,

Office of Professional Licensure and Certification

