



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

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### ***VIRGINIA REAL ESTATE BOARD (THE BOARD) POST LICENSE EDUCATION REQUIREMENTS FOR NEW SALESPERSONS***

Section 54.1-2105.01 of the *Code of Virginia* requires that all of the Board's New Salesperson licensees complete a Board-approved 30-hour post license education curriculum.

New salespersons initially licensed on or after July 1, 2008, must complete this 30-hour post license education curriculum within one year of obtaining this salesperson license. Failure to complete this 30-hour post license education requirement within one year of initial licensure will result in your license being placed on inactive status. You cannot practice real estate in Virginia with an inactive license. You can activate your license by: 1) Completing the 30-hour post license education requirement; and 2) Completing and submitting an "Activate/Transfer Application" form with the \$60 fee to the Board. You can renew or reinstate an inactive new salesperson license for up to one year after your license expiration date by completing the 30-hour post license education requirement and meeting all other renewal or reinstatement requirements.

#### **Post License Education Rules**

1. There are three Board-approved 30-hour Post License Education Curricula (Practice Tracks): 1) Residential Real Estate; 2) Commercial Real Estate; and 3) Property Management.
2. A New Salesperson must complete one of these Practice Tracks.
3. There are Mandatory Topics and Elective Topics within each Practice Track.
4. A New Salesperson selects one of these Practice Tracks by completing an approved Mandatory Topic course within that Practice Track.
5. All Mandatory Topic courses within the selected Practice Track must be completed.
6. Elective Topic course hours completed from any Practice Track will be credited toward the 30-hour requirement.
7. Surplus Mandatory Topic course hours will be credited as Electives toward the 30 hours.
8. New Salespersons must complete the 30-hour Post License Education requirement. They do not need to complete the 16-hour Continuing Education requirement for other Salespersons.
9. Post License Education and Continuing Education are two completely different types of Board-approved education. Post License Education courses will not be accepted as Continuing Education courses and vice-versa.
10. Post License Education hours will not appear on the DPOR "License Look-up" website (<http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm>) until a New Salesperson completes a Mandatory Topic course and the course is reported to the Board by an approved education provider.
11. A licensee must notify the Board's Education Administrator in writing to change Practice Tracks after a Mandatory Topic course has been reported to the Board.

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<http://www.dpor.virginia.gov>

## ***POST LICENSE EDUCATION PRACTICE TRACK DESCRIPTIONS***

### **1. Residential Real Estate Practice Track**

#### **Mandatory Topics (15 hours)**

1. Agency Law (3 hours)
2. Fair Housing (3 hours)
3. Real Estate Law (3 hours)
4. Offer to Purchase (3 hours)
5. Ethics and Standards of Conduct/Current Industry Issues and Trends (3 hours)

#### **Elective Topics (15 hours - approved courses are a minimum of 1 hour and a maximum of 21 hours)**

Finance  
Property Valuation/Listing Process  
Selling Process  
Technology  
Business Planning  
Land Use Issues  
Other Real Estate Related Courses

### **2. Commercial Real Estate Practice Track**

#### **Mandatory Topics (9 hours)**

1. Contract Writing; Handling Customer Deposits; Agency (3 hours)
2. Listing Property; Leasing Property; Current Industry Issues and Trends (3 hours)
3. Property Owners' and Condominium Association Law; Landlord Tenant Law; Real Estate Board Regulations and Statutes; Americans with Disabilities Act (3 hours)

#### **Elective Topics (21 hours - approved courses are a minimum of 1 hour and a maximum of 21 hours)**

Leasing  
Land  
Sales  
Finance  
Market Research  
Property Management  
Consulting Services  
Development  
Franchising  
Government Relations/Government Programs  
Hospitality/Entertainment  
Other Real Estate Related Courses

### **3. Property Management Practice Track**

#### **Mandatory Topics (20 hours)**

1. Virginia Residential Landlord/Tenant Act and Fair Housing (4 hours)
2. Board Regulations and Statutes; Escrow Management and Accounting; Ethics (4 hours)
3. Appraisals; Structures and Construction Process; Uniform Statewide Building Code (4 hours)
4. Contract Writing and Agency (4 hours)
5. Risk Management (4 hours)

#### **Elective Topics (10 hours - approved courses are a minimum of 1 hour and a maximum of 21 hours)**

Contractor/Maintenance Employee Relationship  
Current Industry Issues and Trends  
Rental Marketing  
Tenant/Landlord Relationships  
Understanding Property Owners' and Condominium Associations  
Other Real Estate Related Courses

The Real Estate Board's list of approved Post License Education Courses is in the "Education and Exams" section on the Board's web page at: [http://www.dpor.virginia.gov/dporweb/reb\\_main.cfm](http://www.dpor.virginia.gov/dporweb/reb_main.cfm)

#### **IMPORTANT NOTE**

The Virginia Real Estate Salesperson License is valid for two years - this includes New Salespersons. Although New Salespersons licensed on or after July 1, 2008, must complete their Post License Education within one year of initial licensure, they will not receive any credit from the Board for any **Continuing Education** courses they complete before their first two-year licensure term ends. Some New Salesperson licensees may be inclined to think that since they completed their 30-hour post license education requirement, they can then immediately get started on completing the 16-hour continuing education hours that will be required of them during their second two-year licensure term. This is not so. New Salespersons must wait until their first two-year licensure term ends, then they can begin to take Continuing Education courses for license renewal credit. This is addressed by 18 VAC 135-20-101 of the Real Estate Board's Regulations (Qualifications for Renewal; Continuing Education Requirements), which states: "All active salespersons... shall be required to complete a total of 16 instruction hours DURING EACH LICENSING TERM." The licensee must complete the Continuing Education hours DURING the LICENSING TERM, not BEFORE the LICENSING TERM begins.