

**BOARD APPROVED
 CONTINUING EDUCATION (CE) COURSE WORKSHEET**

This worksheet needs to include **ALL** of your completed CE courses from the previous licensure period, including any extra CE courses completed.
 Extra CE courses will be reviewed and may be approved as "carryover" credit hours for your current licensure period.
 If you **do not** wish to receive approval for "carryover credit hours", you **do not** need to complete this worksheet.

Real Estate Licensees who have completed all of their required CE credit hours (16 for a Salesperson and 24 for a Broker) in the previous licensure term and have completed extra credit hours in the last six months of that same licensure period may qualify to "**carryover**" extra CE credit hours and apply them to **their current licensure period**.

"Carryover" credit hours will **not** be approved if 1) you did **not** renew your license by the expiration date, 2) if your CE requirements were **not** fully met in any category (mandatory or real estate related) when your license expired, and 3) the the extra courses completed are **not** Board Approved courses.

- **Courses completed before June 1, 2015 will not be approved for "carryover" credit hours.**
- Refer to the Board's website for detailed information in regards to continuing education (CE) requirements - www.dpor.virginia.gov/Continuing_Education/.

Licensee Name: _____ Virginia License Number:

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License Expiration Date: _____ I am a licensed: Salesperson Broker

List **all** the Board approved courses completed from your previous licensure period and **attach certificates** for each:
 (This includes all approved CE courses for which you have **already received credits** during your previous licensure period. The board staff will determine if any "carryover" credit hours can be approved.)

Date Course Completed (Oldest to Newest)	Course Number	Course Name	No. of Credit Hours Received	OFFICE USE ONLY							Certificate Attached
				E	FH	L	A	C	RR	BM	
	0214 000001	Fundamentals of Real Estate	2								<input type="checkbox"/>
											<input type="checkbox"/>
											<input type="checkbox"/>
											<input type="checkbox"/>
											<input type="checkbox"/>
											<input type="checkbox"/>
											<input type="checkbox"/>

ONLY SUBMIT BOARD APPROVED CE COURSES

(Oldest to Newest)	0214 000001	Fundamentals of Real Estate	2	E	FH	L	A	C	RR	BM	
											<input type="checkbox"/>
											<input type="checkbox"/>
											<input type="checkbox"/>
											<input type="checkbox"/>
											<input type="checkbox"/>

Total Credit Hours* :

* If your total credit hours are not greater than 16 hrs. (salesperson), or 24 hrs. (Broker), you do NOT have any "carryover" credit hours to approve.

OFFICE USE ONLY	CO Start Date	3		2		1		1		1		8		8	
		M	CO	M	CO	M	CO	M	CO	M	CO	M	CO	M	CO
		Ethics		FH		Legal		RE Agency		RE Contr.		RE Related		RE Broker Mngt.	

I certify, to the best of my knowledge, all information provided on this form is true and accurate. I have attached copies of the course completion certificates for consideration and approval for each course listed above. I am aware that if I did not renew my license on time, I will not be approved for "carryover" credit hours. I am also aware that if I did not complete more than 16 hours (Salesperson) or 24 hours (Broker) for CE credit hours in my previous licensure term, I will not receive approval for "carryover" credit hours for this current licensure period.

Signature _____ Date _____

OFFICE USE ONLY	DATE	Initials/Signature	FILE #/LICENSE #	APPROVAL DATE
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