

SCREC RENEWAL FAQ

RA 4/15

Important Renewal Information:

- **Online renewal is strongly encouraged** and the quickest way to have your renewal processed and for us to update any changes in contact information or license status. Login information is mailed on your renewal notice. If you cannot find your login information, click the “alternate login” link on the renewal login page.
- **Please renew before the deadline. The license expires on June 30th. The license is canceled and one must re-qualify after December 31st. Late fees will be accrued at a rate of \$25 per month after expiration and will not be waived.**
- **Please do not wait until the last minute to attempt to renew.** You cannot get assistance after hours should there be a technical issue.
- **Please do not mail checks with your renewal notice or without completing a proper renewal application. ALSO please do not mail renewal application without payment.** One cannot be processed without the other.
- **Please read questions very carefully when completing the online renewal application** and answer appropriately. An inadvertent “yes” answer could have you kicked out of the application and require that you contact our office to have your online application reset.
- **Please complete your own renewal.** You as the licensee have to affirm and represent to SCREC accurate information regarding your CE, disciplinary or criminal history. Do not rely on others as you can be disciplined for misrepresentation or canceled for failure to complete your renewal.
- **Please confirm your renewal by going to licensee lookup at no less than 24 hours after completing renewal.** Many licensees begin the process and do not submit payment up expiring because the process was not completed, you can confirm your renewal through the licensee lookup link on our webpage.

Do I have to renew this year?

If you have an expiration date of 6/30 of this year, you are due for biennial renewal. Your renewal will be good for two years.

When can I renew my license?

Renewals begin on May 1st. Renewal notices will be mailed out on May 1st with online renewal login information however it is the responsibility of the licensee to renew whether or not they receive notice.

How do I renew my license:

You can login through online services and pay via credit card or electronic check. The renewal link will be posted on the SC Real Estate Commission’s main webpage.

How much are the biennial renewal fees?

- Broker-in-Charge/Property Manager-in-Charge: \$75 per office supervised
- Broker/Property Manager: \$55
- Salesperson: \$45
- Inactive Salesperson, Broker or Property Manager: \$120
- Timeshare Salesperson: \$50

What are the penalties for late renewal?

Licenses expire on June 30th and an expired licensee is considered unlicensed to practice real estate in South Carolina. **Late renewal fee:** Accrues at a rate of \$25 per month, beginning July 1st through December 31st. After December 31st, the license is statutorily canceled and must reapply/requalify.

Do I need to take SC Continuing Education (CE)?

- If you are a SC Resident licensee wishing to be in “Active” status you will need to complete continuing education in SC.
- If you are a licensee and resident in another jurisdiction, you will need to satisfy the CE requirements of your resident jurisdiction.
- If this is your first renewal since taking the sales post-licensing course, you do not need any additional CE this cycle.
- If you are remaining “Inactive” or want to renew in “Inactive” status, you do not need to complete CE until you decide to reactivate.

I have to take SC Continuing Education, How many hours of CE do I need?

Eight (8) hours to renew as Active. Four (4) hours must be the mandatory core course, the additional four (4) hours are electives (may take distance education/online courses). A CE Course Calendar is posted under our “Applications and Forms” menu link as Document # 151. A directory of courses and providers is Document # 140.

I was active but didn't complete required SC Continuing Education, can I still renew?

Yes, answer the CE question that you did not complete CE and wish to place your license on inactive status. Your license will be renewed and placed on Inactive until you complete CE and choose to reactivate.

Can I walk in to your office and get my renewal expedited?

Unfortunately we cannot accommodate walk-in or expedited renewal processing. This is an extremely high volume period for our staff and we have to process applications in the order they are received to avoid disruptions and human error. We highly encourage online renewals as most of the process is automated and allows for faster processing.

I got locked out/kicked out of online renewals, what do I do?

If you are unable to log in due to repeated failed password attempts, please close all browser windows and try coming back to the website or clearing browser cookies. It is a temporary lockout to prevent password hacking attempts.

If you are locked out due to answering “YES” to questions regarding a criminal conviction or a disciplinary action against a professional license since last renewal, you will need to send in a paper renewal form with copies of conviction documentation or the disciplinary order and a written explanation. Paper applications can be found linked under our “Applications and Forms” link on the SCREC webpage.

All information, applications and forms can be found at:

<http://llronline.com/POL/REC>