General Continuing Education (CE) Requirements

What are the specific Real Estate CE requirements for the District of Columbia?
Each licensee shall be required to complete 15 credit hours of approved continuing education every two years; 9 hours are in mandatory courses and 6 are in general elective courses.

When is the education due?
Brokers and Property Manager Licensees must complete this education by February 28 of odd-numbered years and Salespersons by August 31 of odd-numbered years.

How is the completion of a course reported to the DC Real Estate Commission?
Each approved school must electronically report the roster of attendees to Pearson VUE within 10 days of the course offering. Afterwards, licensees can visit the Pearson VUE website (www.pearsonvue.com) to check their transcript to see what CE courses have been banked. In addition, each licensee should receive a certificate of attendance for the approved course(s) they take.

Courses and Credit

What types of courses must I take?
For the 2011-2013 and 2013-2015 license periods the courses are:
- DC Fair Housing and Predatory Lending (3hrs)
- DC Legislative Update (3hrs)
- Financing Issues / Update (3hrs)
- General Electives (6 hours)

Can I carry over course credit?
Excess credit hours accumulated during any licensing cycle is not carried forward to the next licensing cycle.

Can I duplicate courses?
If a course is duplicated during a compliance period, credit from that course will only be awarded once towards your CE requirement. IE. Duplicated required courses cannot be treated as general elective credit.

Can I receive credits towards my CE requirement if I am the course instructor?
Yes. Instructors of approved continuing education courses may receive the same credit hours as a person enrolled in the course; however, due to the duplication rule, credit will only be awarded once during a Licensing period.
Compliance Status and Transcripts

How can I receive written notification of my continuing education compliance status?
At any time during the compliance cycle you may access Pearson VUEs website and request a transcript. The transcript will identify courses that have been reported by the providers. If your credit is not shown, you must call the providers to verify that it has been submitted. Providers must report credits to Pearson VUE no later than 10 days after a course is completed. It is suggested that you wait at least 15 days before checking on a course.

To view and print your transcript:
- Click on “Continuing Education Tracking Services”
- Select “District of Columbia Real Estate.”
- Under CE Licensing Services, select “Licensee Course Transcript”.
- On the next screen, enter your license or social security number and your last name.

Is there a toll-free number I can use to obtain verbal information regarding my continuing education status?
Yes. You can contact Pearson VUE Customer Care at (888) 204-6192.

CE Enforcement/Non-Compliance

What happens if I do not complete my CE requirements by the deadline for my license?
If you are unable to meet the CE requirements by the prescribed time, you may allow your license to lapse and apply for reinstatement within five years of the lapse date; or you may just allow your license to lapse and not reinstate it.

If I just got my license and am experiencing my first license renewal in DC, must I take CE’s to renew my license?
Salesperson Licensees who experience their FIRST license renewal during the 2011 – 2013 cycle are not required to take CE courses to renew their license, however, they must renew in order to continue to working in DC.

How can I tell if this is my first renewal?
Look at your pocket card or wall license to find the first issue date. If the first issue date on your Salesperson license is between September 1, 2011 and August 31, 2013, and you have not received or renewed your license in any other previous cycle, then this is your first renewal.