



Managing Broker Renewal FAQ - After the 2019 Renewal Deadline

Q. I renewed my license through the online portal and the IDFPR website is not showing that I renewed. How do I know if it was processed?

A. The online License Lookup is updated daily. Any changes should appear the next business day after your renewal application has been processed. If you renew online and then immediately check the status, it will not appear updated until the application is processed which is typically within one to two business days and may vary depending on volume.

Q. Can I still practice real estate as a Managing Broker after April 30, 2019 if I have not completed the required education and/or completed the renewal application and paid the fee to the Illinois Department of Financial and Professional Regulation?

A. No. Contact the Illinois Department of Financial & Professional Regulation to learn your options: IDFPR 1-800-560-6420 or FPR.realestate@illinois.gov.

Q. What is the fee for renewing late?

A. The late renewal fee includes a \$50 late fee increasing your renewal fee from \$200 to \$250.

Q. If I have completed my education, paid the fee and submitted the renewal form on or before April 30th but have not received the email to print my license, may I practice now?

A. Yes. Make sure you keep records of your completed education, online renewal confirmation and payment for proof purposes in the case of an audit. Primary source verification and evidence that you are licensed can be obtained free of charge by visiting the [IDFPR online License Lookup database](#). You may print out a screen shot of your license number showing that it is active. If the IDFPR does not have a current email address for you, please notify them immediately. [Click here to change your email address](#).

Q. What should I look for in my email for license renewal confirmation?

A. The email notification will come from IDFPR Notification (FPR.notice@illinois.gov).

Q. I'm currently a managing broker, but I want to revert to a broker license. Can I do that during the managing broker renewal cycle?

A. Yes. A managing broker may transfer to a broker license only if the managing broker license is currently in active status. For more information, see [IDFPR's transfer application](#).

Q. What if I haven't completed my education in time to meet the renewal date of April 30, 2019 for the managing broker license?

A. Do not renew! If you renew without completing the required education you could face a penalty of up to \$75 per 3-hour course, or \$25 per credit hour that you were deficient (e.g., deficient 3 hours, \$75 penalty). Audits are completed by IDFPR a few months following the renewal. Should you show a deficiency in the audit, you will need to contact IDFPR immediately.

Q. If I renewed early, can I start taking my CE immediately for the next cycle?

A. No. You must wait until after the renewal deadline has passed and complete your education after May 1, 2019 or it will not count toward your next renewal cycle requirement.

Q. What do I do if I receive a Deficiency Notice from IDFPR?

A. If you receive a deficiency notice email from Illinois Department of Financial and Professional Regulation (IDFPR) **do not ignore it! You must respond to a deficiency notice within 60 days to avoid disciplinary action including substantial fines.** Take one of these actions to remedy the deficiency:

- Provide evidence of compliance by submitting copies of the certificates of course completion for the each of the courses identified in the notice to the Department.
- Immediately complete the courses identified in the notice to satisfy the deficiency and submit the certificates of completion along with a late fee of \$25 per credit hour. Your submission will not be reviewed or considered until payment is received by check or money order.

Completing your continuing education requirements in a timely fashion during each renewal cycle will help your license remain in good standing. Be sure to update your email address regularly with IDFPR to ensure you receive all notifications. Contact an Illinois REALTORS® Licensing & Training Education Specialist if you have questions.