CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION REAL ESTATE BROKERS AND SALESPERSONS CONTINUING EDUCATION CERTIFICATE UPLOAD

<u>Summary</u>

- All Continuing Education, required and elective courses, can be reported through the departments existing e-License System (the same system used for renewals).
- This process can be completed at any time by Real Estate Brokers or Salespersons.
- When the broker is a business the broker reports the continuing education reported by the broker designee.
- There is no charge for this service.
- Reported results will be the first source of CE Audit data.
- An ability to review prior entries is provided.

How to Submit one or more classes

- 1. Log into e-License (<u>https://elicense.ct.gov/</u>)
- 2. Select License Maintenance from the list of Activities
- 3. Select "Start" for the desired license
- 4. From the menu of license maintenance activities select "Continuing Education Classes"
- 5. On the next page you may view courses previously entered and enter additional classes

Cont	inuing Ec	ducation Documen	tation					
Field	l <mark>s marke</mark> Previousl	d with an asteris	k * are	required. rent period.	F	Previously entered co this year	ourses fo	r
	Categor	у		Provider	Course Name			Date Completed
	CT Real Estate Law for Brokers and Salespersons			Real Estate School	CT REAL ESTATE LAW FOR BROKERS 10/ AND SALESPERSONS			10/10/2020
33.	Complete	the form an uploa	d your (continuing educ	cation certificate o	r proof of CE		
	Action	Course Category	Scho Provi	bl/Course Course Date Pro der Name Completed Co			Proof o Comple	of etion
*				No F	Records Found			
	Ado	d		_	Select "Add" to e	nter a new course		

a. The add "button brings you to a pop-up page that asks you select the course category, enter class information and upload proof of completion (normally the certificate):

Add DCP - Upload Continuing Education	8
Course Category * -select one -	A drop down of the for classes that must be completed
School/Course Provider	
Course Name	All items must be completed and the proof of completion (normally the certificate) must be uploaded in order to continue.
Date Completed * (MM/DD/YYYY) Today	
Proof of Completion	
No document(s) uploaded for this question. Select a document to upload: Choose File No file chosen	
OK Cancel	

b. Once you select "OK" on the pop-up page you will be returned to the prior page with your new course displayed. You can select "Add" to add new courses.

Category			Provide	ŧ٢	Course Na	Date Completed		
	CT Real Salesper	Estate Law for Brokers and sons	Real Est School	tate	CT REAL ESTATE LAW FOR BROKERS AND SALESPERSONS			0 10/10/2020
9. C	Complete	the form an upload your co	ontinuing	educat	tion certifica	ite or proof of CE		
9. C	Complete Action	the form an upload your co Course Category	ontinuing	educat Schoo Provio	tion certifica bl/Course der	te or proof of CE Course Name	Date Completed	Proof of Completion

c. The final page is a review page. This page both confirms the data you entered and permits you to select "Previous" to correct any prior errors. NOTE: YOUR COURSE IS NOT SUBMITTED UNTIL YOU SELECT THE "FINISH" BUTTON AT THE BOTTOM OF THE PAGE.

Review							Print Review	
Fees								
					_	Tota	I Fees: \$0.00	
Maintenance	Menu							
1. Select on	e:							
Continuin	g Education Classes							
Continuing E	ducation Documentation							
32. Previous	ly recorded CE for the curr	ent period.						
Catego	ry	Provider	Course Name				Date Completed	
CT Rea and Sal	CT Real Estate Law for Brokers and Salespersons		Real Estate CT REAL ESTATE LAW FOR BROKERS School AND SALESPERSONS					
33. Complete the form an upload your continuing education certificate or proof of CE								
Course	Category	School/Cour Provider	se	Course Name	Date Completed	Proo Com	of of pletion	
Underst Racial E	anding and Preventing Sias in RE	Sample Scho Name	ol	Sample Course Name	11/17/2020	Sta	andards.pdf	
Previous Finish Close and Save								

Viewing Previously Reported Continuing Education

- 1. Log into e-License (https://elicense.ct.gov/)
- 2. Select "Reports" from the list of functions under "License Lookup & Download".
- 3. Choose the desired report:
 - a. "<u>Current Real Estate CE Requirements</u>" will list all required courses and whether you have reported them as complete.
 - i. Select the report name (it is a hyperlink)
 - ii. On the next page select "Search"
 - b. The final page lists all requirements and the courses you have reported to fill those requirements:

Search						Export to Excel Print View
Credential	year	Requirement	Provider	Course Name	Date Completed	Uploaded Certificate
REB.0012337	2020	CT Real Estate Law for Brokers and Salespersons	Real Estate School	CT REAL ESTATE LAW FOR BROKERS AND SALESPERSONS	10/10/2020	Continuing Education Certificate- Standards.pdf
REB.0012337	2020	Understanding and Preventing Racial Bias in RE	Sample School Name	Sample Course Name	11/17/2020	Continuing Education Certificate- Standards.pdf
REB.0012337	2020	ELECTIVE 1				
REB.0012337	2020	ELECTIVE 2				

- c. Real Estate Reported Continuing Education: A historical listing of all courses you have reported online
 - i. Select the report name (it is a hyperlink)
 - ii. On the next page select "Search"
 - iii. The final is a historical listing of all courses you have reported:

A list of Continui	ng Educatio	n Reported via the License Maintenar	nce Application			
Search						Export to Excel Print View
Credential	Course Period	Category	Provider	Course Name	Date Completed	Uploaded Certificate
REB.0012337	2020- 2022	CT Real Estate Law for Brokers and Salespersons	Real Estate School	CT REAL ESTATE LAW FOR BROKERS AND SALESPERSONS	10/10/2020	Continuing Education Certificate-Standards.pdf
REB.0012337	2020- 2022	Understanding and Preventing Racial Bias in RE	Sample School Name	Sample Course Name	11/17/2020	Continuing Education Certificate-Standards.pdf