



**COMMONWEALTH of VIRGINIA**  
**Department of Professional and Occupational Regulation**

Ralph S. Northam  
Governor

Brian Ball  
Secretary of  
Commerce and Trade

August 14, 2018

Dear Education Provider,

As a result of legislation passed during the 2018 Virginia General Assembly session, a number of important changes to the education requirements will go into effect on **January 1, 2019**. Please review the following information carefully, as the legislative changes will affect both current courses and licensee requirements.

1. Brokers are currently required to take eight hours of courses relating to broker supervision and management of real estate agents and management of real estate brokerage firms (“broker management”) in order to meet the continuing education (“CE”) requirements for renewal. The legislature has specified that at least two of the eight hours for broker management shall include an overview of the broker supervision requirements set by Virginia law and regulations.

Education providers who believe they have a previously approved broker management course that meets the new requirements may resubmit the course for approval by the Board with the two hours of Virginia-specific broker supervision requirements clearly marked on the timed course outline (no additional fee or course material should be resubmitted). In order to be approved by January 1, 2019, the Board must receive the marked timed course outline by **October 17, 2018**, in order to review the course before the November Board meeting. Current eight-hour broker management courses that are not resubmitted will be converted to a six-hour broker management course (with the remaining two hours converted to real estate related credit) on January 1, 2019.

Brokers who complete the eight hours of broker management courses before January 1, 2019, will be deemed to have met the CE broker management requirement and will not have to take the additional two-hour course. Brokers who complete the broker management CE courses on or after January 1, 2019, will be required to take a two-hour course on Virginia-specific broker supervision requirements.

2. Salespersons are currently required to complete thirty hours of post-license education (“PLE”) within one year of obtaining their license. The new legislation requires that PLE be completed within one year from the last day of the month in which the license was issued.

Furthermore, the curricula for PLE will be required to include two hours of real estate-related finance. In order to be approved by January 1, 2019, the Board must receive any new PLE course applications by **October 17, 2018**, in order to review the course before the November Board meeting.

Salespersons who complete the thirty-hour PLE curricula before January 1, 2019, will be deemed to have met the PLE requirement and will not have to take the additional two-hour course. Salespersons who complete the thirty-hour PLE curricula on or after January 1, 2019, will be required to take a two-hour course on real estate-related finance.

If you have any questions regarding these changes, please contact staff by email at [reschool@dpor.virginia.gov](mailto:reschool@dpor.virginia.gov) or by phone at (804) 367-2406.

Sincerely,

Real Estate Board