



Ohio Administrative Code

Rule 1301:5-7-02 Continuing education requirements.

Effective: February 10, 2019

(A) All real estate licensees, except as provided in paragraph (D) of this rule, are required to certify completion of thirty hours of continuing education courses every three years. If a licensee is licensed as a broker, broker on deposit, or acts as a management level licensee, a three hour course on the duties of a principal broker and other issues involved in operating a real estate brokerage must be included within the required thirty hours of continuing education courses.

The superintendent may have an audit conducted of any licensee to determine whether the licensee is in compliance with this rule. All licensees must maintain proof of compliance for six years and shall make such records available for audit.

(B) Licensees must certify completing the thirty hours of continuing education on or before the licensee's date of birth three years after the licensee's date of initial licensure and every three years thereafter.

(C) Where a licensee fails to meet the continuing education requirements of section 4735.141 of the Revised Code because the license was inactive due to military service, the licensee must submit proof of completing the thirty hours of continuing education, on or before the date required by section 4735.13 of the Revised Code. The continuing education submitted shall satisfy the continuing education requirements for the first renewal filed following the date of honorable discharge or separation under honorable conditions from the armed forces.

(D) Each licensee, who is seventy years of age or older shall submit proof of completing the hours of continuing education listed in paragraph (E) of this rule on or before the licensee's date of birth and every three years thereafter. Each licensee with an inactive license, or broker license on deposit, who is seventy years of age or older, is exempt from the continuing education requirements specified in paragraph (E) of this rule.

Regardless of age, if a licensee is licensed as a broker, broker on deposit, or acts as a management



level licensee, the licensee shall submit proof of completing a three hour course on the duties of a principal broker and other issues involved in operating a real estate brokerage on or before the licensee's date of birth and every three years thereafter.

(E) For every three-year reporting period, licensees shall complete pursuant to the statutory continuing education requirement in division (A) of section 4735.141 of the Revised Code:

(1) Three classroom hours minimum in a course devoted exclusively to instruction in current municipal, state and federal civil rights laws; civil rights case law; desegregation issues; methods for eliminating the effects of prior discrimination; and strategies for affirmatively furthering fair housing.

(2) Three classroom hours minimum in a course on current state and federal legislation affecting the real estate industry, which may include, but not be limited to, relevant state real estate licensing laws and regulations, court decisions and related reports. Certified attendance of an entire monthly meeting of the Ohio real estate commission may satisfy this requirement.

(3) Three classroom hours minimum in a course on the canons of ethics for the real estate industry as adopted by the Ohio real estate commission and section 4735.18 of the Revised Code.

(F) The licensee shall submit to the superintendent of real estate and professional licensing proof of completion on a form prescribed by the superintendent.

(G) For the purposes of this rule, the term hour of continuing education shall consist of sixty minutes.

(H) A maximum of ten continuing education hours, obtained in excess of the required thirty credits for a three year reporting period, may be transferred to help meet the requirements of the subsequent reporting period. No licensee shall receive credit for more than eight classroom hours of continuing education instruction taken in any one calendar day.

(I) Except as provided in this paragraph, courses completed prior to being certified by the division of real estate and professional licensing do not qualify for continuing education credit. Licensees



may receive credit for a course that has not been previously certified by the commission, only when:

- (1) The course is not required pursuant to paragraph (E) of this rule;
- (2) The course is taken outside the state of Ohio;
- (3) The course meets the requirements as set forth in rule 1301:5-7-03 of the Administrative Code.
- (4) The licensee submits the course for credit within the same continuing education reporting period of which the course was taken;
- (5) For each course, the licensee submits an out-of-state education compliance form, the course syllabus, course attendance certificate and a one hundred dollar course approval application fee.