RENEWING YOUR LICENSE USING ELICENSING
By Chuck Milbourne
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Below is a series of screen prints showing the steps I took using eLicensing to renew my broker’s license in July 2014. (NOTE: eLicensing is available from CalBRE’s home page at www.dre.ca.gov.)

If you are licensed as a salesperson, the screens which eLicensing displays may be a little different. The most significant difference is that an active salesperson must have his renewal application “validated” by his employing broker. For your broker, this is a quick and simple process accomplished through eLicensing. Essentially, the broker (or his office administrator) logs into eLicensing, selects the salesperson license renewal validation option, and with a few clicks acknowledges that you are his employee. Only after he has validated your renewal application will your new license be active. Only after it has been validated may you then print out your new license certificate.

Here is a list of the below screen shots (click to go directly to the linked screen):

SCREEN 1: REGISTER STEP 1/2: ENTER SSN AND DOB
SCREEN 2: REGISTER STEP 2/2: CREATE USERNAME/PASSWORD
SCREEN 3: SELECT “LICENSE RENEWAL” FROM ELICENSING’S MAIN MENU
SCREEN 4: READ RENEWAL INSTRUCTIONS
SCREEN 5: COMPLETE QUESTIONNAIRE CONCERNING YOUR CHARACTER
SCREEN 6: UPDATE MAILING ADDRESS
SCREEN 7: UPDATE PHONE NUMBERS
SCREEN 8: ENTER CERTIFICATE NUMBER, PART 1/3
SCREEN 9: ENTER CERTIFICATE NUMBER, PART 2/3
SCREEN 10: ENTER CERTIFICATE NUMBER, PART 3/3
SCREEN 11: VALIDATE COMPLETION OF ALL 45-HOURS
SCREEN 12: CONTINUE RENEWAL
SCREEN 13: COMPLETE THE BROKER QUESTIONNAIRE CONCERNING YOUR RE ACTIVITY
SCREEN 14: RECEIVE CONFIRMATION OF SUCCESSFUL RENEWAL
SCREEN 15: MAKE CREDIT CARD PAYMENT
SCREEN 16: READ PAYMENT CONFIRMATION SCREEN
SCREEN 17: BYPASS DYSFUNCTIONAL SCREEN
SCREEN 18: DISPLAY AND PRINT NEW LICENSE
SCREEN 18: DISPLAY YOUR BRE RECORD TO CONFIRM YOUR RENEWAL
Screen 1: Register Step 1/2: Enter SSN and DOB

Screen 2: Register Step 2/2: Create Username/Password
Screen 3: Select “License Renewal” from eLicensing’s Main Menu

Screen 4: Read Renewal Instructions
Screen 5: Complete Questionnaire Concerning Your Character

It’s important that you answer these questions truthfully. Should you falsely deny having received a past conviction or disciplinary action you risk losing your license.

CalBRE appears to be diligent in matching criminal conviction databases to its own licensee database. When it finds a match – a licensee with a conviction – it reviews the licensee’s renewal application. Should it find that the applicant failed to report his conviction or disciplinary action, CalBRE will begin an investigation which often ends with license revocation.

Also if you answer “no” to the question “Do you reside in California?” you will be unable to proceed your renewal using eLicensing and you will have to renew by mail.

If you answer “no” to the last question (about your active participation in real estate brokerage), then you will be placed on “inactive status.” This means that should you subsequently wish to become active again (i.e, to broker real estate) you will have to apply for active status (see CalBRE form RE 204 if you are broker; RE 214 if you are a salesperson).
Screen 6: Update Mailing Address
If you change your address to an out-of-state address then you will not be able to proceed with eLicensing – you’ll have to renew by mail.

Screen 7: Update Phone Numbers
Screen 8: Enter Certificate Number, Part 1/3
At this point you will need to add all certificate numbers with corresponding completion dates – six or seven depending on which of the two of our 45-hour packages you may have taken. Begin by clicking [Add Course] – see next screen for result.

Screen 9: Enter Certificate Number, Part 2/3
Add the course details for your first course. Be sure to enter a hyphen between the fourth and fifth digit of each 8-digit certificate numbers. Click [Save] to enter your first certificate number.
Screen 10: Enter Certificate Number, Part 3/3
If eLicensing validates the certificate, it displays the result. Note that it has supplied the official name for the course together and the hours accredited to the course.

Repeat this process for all certificate numbers.

Screen 11: Validate Completion of All 45-Hours
Here’s the confirmation screen after all 45+ hours have been entered. After you have entered all 45 hours click [Validate].
Screen 12: Continue Renewal

Bureau of Real Estate

Broker License Renewal - Charles R Milbourne Jr (License #: 01765249)

Continuing Education Validation

Your continuing education has been successfully validated. Please hit the "CONTINUE" button to proceed with your license renewal.

CONTINUE
Screen 13: Complete the Broker Questionnaire Concerning your RE Activity
This screen is only provided to brokers.
Screen 14: Receive Confirmation of Successful Renewal
You’re almost done. You may review your application details but more likely you will want to click the [Continue] button to proceed to payment.

Screen 15: Make Credit Card Payment
Pay for your license renewal.

After payment, eLicensing prompts you to take a survey – it is optional. The screens used to administer the survey are not shown here.
Screen 16: Read Payment Confirmation Screen

When I tried clicking the two links, nothing happened.

Screen 17: Bypass Dysfunctional Screen

When I tried clicking the two links, nothing happened.
Screen 18: Display and Print New License

After the survey, you may display your new license.
Screen 18: Display Your BRE Record to Confirm your Renewal

If you would like additional reassurance that the BRE has renewed your license, then you may display your BRE record to make the confirmation. There are at least two ways to display your BRE record: (1) From eLicensing’s Main Menu (Screen 3 above), select the link reading “Display Public License Information” or (2) from CalBRE’s home page (www.dre.ca.gov) select the link reading “Verify a Real Estate License.”