

# Post License Education (PLE) Frequently Asked Questions



## How can I register for a class at RAR?

Visit the calendar at [RARealtors.com](http://RARealtors.com) or in your [Member Hub](#).

Our calendar of classes and events can be found on the front page of our website and under the **Real Estate School** Tab. Click on a class within the calendar to read more information about the course. To register for the class, click **Register**.

The process for registration:

1. Log in using your email or through your CVR MLS dashboard
2. Select your registration option
3. Review your contact and payment information
4. Click **Pay Now** or **Submit**

## I'm signed up for a class; does it carry CE or PLE credit? How many hours?

All credit information for our classes can be found on our online course calendar.

## Do I need PLE credit or CE credits? What's the difference?

- a. Post Licensure Education (PLE) – If you are in your first year of active licensure, you will need 30 hours of PLE credit and have until the final day of the month of your licensure anniversary to complete these hours.
- b. Continuing Education (CE) – After your license has renewed at least one time (after two years), you will need 16 hours of CE credit during the two-year licensure cycle.

## What PLE credits do I need?

- 6 hrs. Contract Writing
- 2 hrs. Current Industry Issues & Trends
- 3 hrs. Escrow Requirements
- 3 hrs. Ethics & Standards of Conduct (*earned in RAR New Member Orientation*)
- 2 hrs. Fair Housing (*offered for free on a quarterly basis at RAR*)
- 6 hrs. Real Estate Law & Board Regulations
- 2 hrs. Finance
- 3 hrs. Risk Management
- 3 hrs. Virginia Agency Law

## Can I take ANY 30 hours as long as they are considered PLE credit?

No. You must complete the minimum requirements set by the Virginia Real Estate Board in the nine (9) specific categories. By attending New Member Orientation, you will receive 3 hours of PLE credit (3 hours of Ethics).

## After I complete the 30 PLE hours, do I need to complete the 16 CE hours to renew my license the first time?

No. You are not required to take any CE hours until after your license renewal date, but you may choose to do so.

### **What if I complete CE credits instead of PLE credit?**

CE classes will not meet the requirements needed during the first year of licensure for PLE credits and will not replace or apply to your education needs. You must complete all 30 hours in the Post License Education curriculum within the first year.

### **When can I begin taking CE credits?**

New salespersons may carry over credit for Continuing Education courses taken in the last six months of the second year of their initial two-year license term, provided all 30 hours of post-license education have already been completed within the first 12 months of the licensure period. You will need to submit documentation to DPOR. Learn more at [dpor.virginia.gov](http://dpor.virginia.gov)

### **How can I check on the status of my credits?**

- a. You can check your credits at [dpor.virginia.gov/LicenseLookup](http://dpor.virginia.gov/LicenseLookup) and search by licensee name or license number to view your license information. To view education, click on the Continuing Education tab.
- b. Visit [RARealtors.com](http://RARealtors.com) on the Realtor School tab, under License Requirements, click on "Check Your DPOR Credit" to link to the DPOR website.

### **If I just completed a class at RAR today, how soon will DPOR receive my credits?**

Credits are processed within 48 hours of class, but most often credit is processed on the same day of the class. All student information is electronically submitted to DPOR. DPOR takes 2-3 business days to post credit to an agent's license. Your record in your Member Hub does not integrate with the DPOR website. You must visit the DPOR website.

### **DPOR's website does not show credit for a class I have taken. Who do I need to talk to?**

If you took that class at RAR, you can contact us at [membership@RARealtors.com](mailto:membership@RARealtors.com) to confirm the credit was processed. If you took a class elsewhere, you must contact the course provider.

### **What record keeping do I need to do when it comes to my education credits?**

It is your responsibility to update & maintain your class records. After attending classes at RAR, you will receive a certificate via email. Please keep these for your records.

### **May I take online classes as well?**

Yes! Visit [RARealtors.com/eLearning](http://RARealtors.com/eLearning) to earn credits with The CE Shop, the online education provider for RAR. Take advantage of the promo code listed on the page and be sure to click **PLE Credits**. Online classes are self-paced and can be accessed 24 hours a day. Students can register and pay online. The CE Shop will process their course completion and send their information to DPOR when the course is completed.

### **I am taking an online class with The CE Shop and need help. What do I do?**

If you have technical difficulties, please call The CE Shop's support line, 1-888-827-0777 or you can e-mail them at [support@TheCEShop.com](mailto:support@TheCEShop.com).

## DPOR Example of PLE License

<b>Name</b>	<b>FANTASTIC, SUSIE S.</b>
<b>License Number</b>	<b>0225000000</b>
<b>License Description</b>	<b>Real Estate Individual</b>
<b>Status</b>	<b>Active</b>
<b>Rank</b>	<b>Salesperson License</b>
<b>Address</b>	<b>RICHMOND, VA 23230</b>
<b>Initial Certification Date</b>	<b>September 2, 2021</b>
<b>Expiration Date</b>	<b>September 30, 2023</b>

Start Date	End Date	Requirement	Hours Required	Hours Earned	Hours Deficit
2021-09-02	2023-09-30	Contract Writing (SPLE)	6	0	6
2021-09-02	2023-09-30	Current Industry Issues & Trends (SPLE)	2	0	2
2021-09-02	2023-09-30	Escrow Requirements (SPLE)	3	0	3
2021-09-02	2023-09-30	Ethics & Standards of Conduct (SPLE)	3	3	0
2021-09-02	2023-09-30	Fair Housing (SPLE)	2	0	2
2021-09-02	2023-09-30	Real Estate Law & Board Regs (SPLE)	6	0	6
2021-09-02	2023-09-30	Risk Management (SPLE)	3	0	3
2021-09-02	2023-09-30	Virginia Agency Law (SPLE)	3	0	3
2021-09-02	2023-09-30	Finance (SPLE)	2	0	2

## Understanding PLE

- In this example, Susie S. Fantastic would need to complete all 30 hours of education NO LATER THAN September 30, 2022 (by the end of the month of one year of initial license certification date)
- She would not be required to complete any other education during her second year (October 1, 2022 to September 30, 2023)
- She can choose to take additional Continuing Education (CE) credits but these credits will only roll over to her new license (which will begin October 1, 2023) if they are **taken in the last six months of the second year** (April 1, 2023 to September 30, 2023) of her initial two-year license term, provided all 30 hours of post-license education have already been completed within the first 12 months of the licensure period
- Approximately, 45 days prior to her license renewal on September 30, 2023, she should receive a bill for her license renewal fee from DPOR (*this is a mailed paper statement so you MUST keep your mailing address current with DPOR*)
- After renewing, she could continue to take Continuing Education Credit hours and would have until September 30, 2025 to complete the required hours (16 hours CE required)
- Once you have completed the required hours in one category, you will not see the overage of the credit hours in the Hours Earned column