

# CONTINUING EDUCATION EXTENSION/EXEMPTION REQUEST

RE 213 (Rev. 4/23)

## GENERAL INFORMATION

Use this form to request either a continuing education extension or a continuing education exemption. All requests must be accompanied by a properly completed renewal application and fee, and received by the Department no more than 90 days prior to the license expiration date.

### Mailing Information

Department of Real Estate  
P.O. Box 137003  
Sacramento, CA 95813-7003

### Extension

- ✓ Please read extension information on page 2.
- ✓ Complete extension request below and submit it with explanation/documentation, renewal application, Continuing Education Course Verification (RE 251), and appropriate renewal fee.

### Exemption

- ✓ Please read exemption information on page 2.

## LICENSEE INFORMATION

NAME REQUIRED (LAST, FIRST & MIDDLE)

LICENSE TYPE

SALESPERSON     BROKER     OFFICER

LICENSE IDENTIFICATION NUMBER REQUIRED

MAILING ADDRESS REQUIRED (STREET, CITY, STATE, ZIP CODE)

CONTACT NUMBER REQUIRED

## EXTENSION REQUEST

EXPLANATION - INCLUDE WRITTEN DOCUMENTATION / SUBSTANTIATION (ATTACH ADDITIONAL SHEETS IF NECESSARY.)

### Extension Certification

*I hereby certify that the above information and any attached documentation is true and correct.*

SIGNATURE OF LICENSEE



DATE

## EXEMPTION REQUEST

DATE OF BIRTH

FIRST LICENSED AS:

SALES     BROKER

DATE FIRST LICENSED

### Exemption Certification

*I hereby certify that I have been a real estate licensee in good standing for 30 continuous years in this state and that I am 70 years of age or older.*

SIGNATURE OF LICENSEE



DATE

## DRE USE ONLY

CHECK APPROPRIATE BOX

EXTENSION GRANTED     EXTENSION DENIED     EXEMPTION GRANTED     EXEMPTION DENIED

EMPLOYEE



DATE

## EXTENSION INFORMATION

### What is a continuing education extension?

If granted, the licensee has an additional 90 days, from the license expiration date, to furnish evidence showing compliance with the Commissioner's requirements for continuing education. If the continuing education is submitted after the extension, the right to renew may be lost or the right to renew late may apply.

### Who qualifies for a continuing education extension?

- ✓ Any licensee who has submitted evidence of completing attendance of 45 hours of continuing education and the Department of Real Estate finds that some portion of the submission is or will not be acceptable.

“If an applicant for a license has submitted, in good faith, evidence of completion of continuing education which he had reason to believe would qualify him for license renewal, but the Commissioner finds that the evidence submitted does not qualify under standards adopted pursuant to this article, the Commissioner may, nonetheless, extend the license for 90 days in order to allow the applicant to submit additional evidence of compliance, which satisfies the requirement of this article.”  
[Business and Professions Code §10171.2]

- ✓ The following situations may also qualify the licensee for an extension:
  - Health reasons preventing attendance;
  - Active duty in the military service with assignment to a permanent duty stationed outside of the state during the last 18 months of a license period;
  - Other compelling cause beyond the control of the applicant while engaged in the real estate business.

### What explanation or documentation is needed?

Extension requests under any of the above conditions should be in writing and contain a full explanation of the reasons that necessitate an extension including the number of hours already completed, if any, and why courses/offerings were not attended during the preceding four years. Such reasons as not being aware of the continuing education requirement, or not previously having time to attend will not be considered sufficient evidence to warrant an extension. **All requests must be accompanied by a properly completed renewal application and fee, and received by the Department PRIOR to the license expiration date.**

**Health:** Consideration for health reasons must also include written

verification (*on physician's letterhead*) from a physician noting the illness or condition that precluded attendance, the date that the illness or condition occurred, reasons that a correspondence offering or on-site offering could not be attended, and an estimate of the time when recovery may be achieved. Regardless of the medical reason, the maximum extension is 90 days from the license expiration date. **Do not include any images or medical summaries.**

**Military:** Extension requests for military service out of the state for more than 18 months must be accompanied by appropriate documentation and/or substantiation from the commanding officer.

Requests for extension should be as complete and factual as possible, an incomplete request may require additional correspondence which may delay the final decision. Each request will be considered on an individual basis.

## CE EXEMPTION INFORMATION

Renewal applicants who desire to qualify for the continuing education exemption under Section 10170.8 of the Business and Professions Code must submit this form or a written request with their renewal application and fee. All items must be filed prior to the licensee's expiration date for an on-time consideration.

### B&P Code §10170.8 — Exemption Conditions

“The provisions of this article shall not apply to any real estate licensee who submits proof satisfactory to the commissioner that he or she has been a real estate licensee in good standing for 30 continuous years in this state and is 70 years of age or older.

A licensee in good standing is one who holds an active license which has not been suspended, revoked, or restricted as a result of disciplinary action.”

### Important Information

- If the license expired beyond the grace period and re-examination occurred, the 30 year period begins from the most recent license issued.
- Written requests in lieu of this form should contain the information listed in the form.
- Attach a copy of **ONE** of the following: driver's license/ID, or birth certificate or any other legal documents to verify your age.
- **Date first licensed** — Sacramento Licensing cannot provide this information over the telephone. Such requests should be submitted in writing. Please allow three to four weeks for a response.

## PRIVACY NOTICE

### PRIVACY INFORMATION:

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Department of Real Estate    Assistant Commissioner  
1651 Exposition Blvd.    Licensing & Administration  
Sacramento, CA 95815    Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. These code

sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Department of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Department to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a

license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Business Oversight, Department of Insurance, Department of Consumer Affairs, California Bar Association).