

## **Frequently Asked Questions**

## **Online License Certificates**

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## Online License Certificates must be printed through <u>DRE's eLicensing System</u>

Q	I recently passed my real estate exam, applied for my license, and was notified that my license certificate is now available online for printing. How do I print this?
A	You can print your official license certificate online through <u>DRE's eLicensing System</u> . Once you log onto your free eLicensing account, you'll see a list of menu options, including one to print your license certificate.
Q	If I renew my license using eLicensing, when will I receive notification that my online license certificate is available for printing?
Α	You will be able to print your online license certificate on the <u>eLicensing System</u> after your responsible broker confirms your affiliation.
Q	If I do not use eLicensing to renew my license, when will I receive notification that my online license certificate is available for printing?
A	DRE will contact you via email, at your email address of record on file when your license renewal has been completed. At that point you can go to your <u>elicensing account</u> and print your online license certificate. To avoid delay, you are encouraged to renew your license through elicensing so that your online license certificate will be available for printing immediately.
Q	I currently hold a restricted license. Am I able to print my restricted license certificate using eLicensing?
Α	Yes, you can print a restricted license through the <u>eLicensing System</u> .
Q	I am a broker of record and currently retain many salesperson licensees. Am I required to keep the license certificates of these salespersons at my main business office location?
Α	Yes, responsible brokers are still required to maintain license certificates at their main office location.
Q	Are responsible brokers able to print out the online license certificates of their licensed affiliates?
Α	No, responsible brokers cannot print out the online license certificate. Each individual salesperson should print out their own certificate and give it to their responsible broker.