

ATTENTION: Transition Applicants



Step 1

Take a proficiency exam or transition course through a pre-license provider.



Step 2

After you have received your passing score, complete a transition application (online or paper application) and submit fee to IDFPR.

Online transition application is available on IDFPR's website:

<https://www.idfpr.com/applications/onlinelicensing/>

Access the link to IDFPR's paper transition application:

<http://www.idfpr.com/DPR/RE/Forms/TransForms.asp>

If you took a 30- or 45-hour transition course instead of the proficiency exam, you will be required to **mail the transition application/fee and include a copy of your transcript.**

IMPORTANT: Applications may take four to six weeks to process. Licensees who have not had their transition application processed by April 30, 2012 will not be able to perform licensed real estate activities. After February 1, 2012, salesperson to broker candidates will have to transition and renew with one application and one fee.



Step 3

Complete your continuing education if required.

Salespersons transitioning to brokers who successfully complete a proficiency exam are required to take 18 hours of CE. If you successfully complete a 30-hour broker transition course, you will not be required to complete any additional CE for your renewal.

Brokers transitioning to managing brokers who successfully complete a proficiency exam are required to take 18 hours of CE plus the 12-hour Broker Management course. If you successfully complete the 45-hour managing broker transition course, you will not have to complete the 12-hour Broker Management course but will be required to complete 18 hours of CE.



Step 4

Renew: follow the matrix for your continuing education requirements.

Transition and CE Requirements

A Sole Proprietor who is not a Managing Broker must transition to Managing Broker by 4/30/2012

Licensed as a Salesperson on or before 4/30/2011	Broker licensed on or before 4/30/2011 who will remain a Broker licensee (non-managing)	Broker licensed on or before 4/30/2011 who will transition to Managing Broker
<p>NO RENEWAL UNTIL 4/30/2012</p> <p>30-hour transition course and successful passage of the exam</p> <p>No additional CE required</p> <p>OR</p> <p>Pass the proficiency exam** and 18 hours of continuing education: 9 core* and 9 elective credits</p>	<p>12 hours of regular continuing education: 6 core and 6 elective credits</p> <p>No Broker Management course required</p>	<p>45-hour transition course and successful passage of the exam and 18 hours of continuing education: 9 core* and 9 elective credits</p> <p>No Broker Management course required</p> <p>OR</p> <p>Pass the proficiency exam** and 18 hours of continuing education: 9 core* and 9 elective credits AND 12-hour Broker Management course</p>

- The transition period runs from May 1, 2011 through April 30, 2012.
- CE renewal for all brokers is April 30, 2012.
- CE renewal for all managing brokers is April 30, 2013.
- *The minimum 9 hours of core credit should include one Core A and two Core Bs.
- **The deadline for completing a proficiency exam is March 15, 2012.
- All transition applications must be postmarked no later than April 30, 2012.