

## **RENEWING YOUR LICENSE—MADE EASY—WHAT YOU NEED**

**\* \* \* For those whose license lapses on December 31, 2011 \* \* \***

**On the Renewal form, please provide the Commission with your legal name AND the name that you would like to appear on your license—keeping in mind that you will be required to “do business” and advertise using the name that appears on your license.**

New license issued in 2011—you will begin a 3-year cycle:

Renewal form  
Renewal Fee

3-year Renewal:

Renewal form  
Proof of continuing education compliance  
Proof of errors & omissions insurance  
Renewal Fee

3-year Renewal—but changing your status to inactive:

Inactive Status Request form  
Return your license and pocket card  
Renewal form  
Renewal Fee

3-year Renewal—already on inactive status

Renewal form  
Renewal Fee

3-year Renewal—re-activating license from inactive status

Active Status Request form  
Renewal form  
Proof of continuing education compliance  
Proof of errors & omissions insurance  
Renewal Fee

Firms/branches—New license issued in 2011—you will begin a 3-year cycle:

Renewal form and attachments  
Renewal Fee

Firms/branches—3-year Renewal

Renewal form and attachments  
Renewal Fee

**INACTIVE LICENSES ARE REQUIRED TO RENEW TO AVOID BEING CANCELLED**

**INCOMPLETE PACKETS WILL BE RETURNED TO SENDER**

**DO NOT RETURN YOUR LICENSE IN YOUR RENEWAL PACKET UNLESS YOU ARE ALSO REQUESTING TO GO INACTIVE**