



Online Termination and Transfer of Broker Supervision

Step-by-Step User Guide

Choose the option that applies to you for detailed instructions:

- Supervising Broker
- Salesperson/Associate Broker with Current Supervisor
- Salesperson/Associate Broker without Current Supervisor

Supervising Brokers

Brokers who want to discontinue supervision of a currently supervised licensee or want to accept/reject a request from a salesperson/associate broker to become their supervisor can complete the process in their MyLREC Portal.

Please note that brokers cannot initiate supervision of a new licensee. This must be done by the licensee in their MyLREC Portal using the process outlined in this guide.

After logging in, supervising brokers should select the “Supervised Licenses” tab from the sidebar options.

MYLREC PORTAL

Welcome, LREC TEST

This portal was designed to give you the power to manage your account remotely, without having to contact the LREC. It is the fast, convenient, and secure way to find and edit your information. Use the sidebar on this page to manage your account.

Account Overview

Contact Name: LREC TEST

Credential Number: BROK.995683726-CORP

License Type: Broker Corporation

License Status: Active

First Issued Date: 11/02/2011

Effective Date: 09/27/2021

Expiration Date: 12/31/2021

MyLREC Portal

Brokers will see each individual licensee that they supervise listed. In order to begin the termination process, brokers should choose “Terminate Supervision” from the Manage column for the individual they no longer wish to supervise.

Supervision Listing

Notes

- Table is sortable by clicking on column titles
- Table is searchable using the "Search" box
- Sort by License Printed to find licenses that need printing
- Use the 🖨 icon to print a license
- Use page numbers at bottom of page to move thru the listing or use Search
- [Click here to show page in print format.](#)

Show 50 entries

Search:

Name	License	Effective Date	Expiration Date	Status	License Printed	Education	Print	Manage
LREC TEST	SALE.995683717-ACT	05/12/2021	12/31/2021	Active		View Transcript	🖨	Terminate Supervision
Test For Gremillion	SALE.995680218-ACT	01/01/2021	12/31/2021	Active		View Transcript	🖨	Terminate Supervision
Test Test	SALE.995684067-ACT	02/08/2021	12/31/2021	Active		View Transcript	🖨	Terminate Supervision

Showing 1 to 3 of 3 entries

Previous 1 Next

After clicking “Terminate Supervision,” brokers will be directed to a form to fill out to complete the termination of the selected licensee.

Brokers should ensure that the correct licensee is listed on the form before completing the termination. Terminations are effective immediately. Both the requesting broker and the terminated licensee will receive emails confirming that the supervision relationship has been terminated.

Termination of Supervision

I am terminating LREC TEST SALE.995683717-ACT effective 11/04/2021

Reason for termination of supervision

I attest that I currently supervise the above listed individual and that I wish to terminate my supervision of their license for the reason given above.

Signature of Applicant

[Submit](#)

When a broker receives a request from a salesperson/associate broker to become their supervisor, the broker can accept or reject the request in their MyLREC Portal.

After logging in, supervising brokers should select the “Supervised Licenses” tab from the sidebar options.

MYLREC PORTAL

UPDATE CONTACT INFORMATION

PRINT LICENSE

SUPERVISED LICENSES

LICENSE MAINTENANCE FORMS

FEE HISTORY

OUTSTANDING FEES

INSURANCE / BONDS

RENEW LICENSE

MyLREC Portal

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Account Overview

Contact Name: LREC TEST

Credential Number: BROK.995683726-CORP

License Type: Broker Corporation

License Status: Active

First Issued Date: 11/02/2011

Effective Date: 09/27/2021

Expiration Date: 12/31/2021

Brokers will see any requests at the top of the “Manage” column. Clicking “Process Request” will take the broker to a form where they can accept or reject the request. If the salesperson/associate broker seeking supervision indicated that the broker will pay for their E&O Insurance, the broker will need to provide policy information on this form.

Supervision Listing

Notes

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- Table is searchable using the "Search" box
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- Use the icon to print a license
- Use page numbers at bottom of page to move thru the listing or use Search
- [Click here to show page in print format.](#)

Show 50 entries Search:

Name	License	Effective Date	Expiration Date	Status	License Printed	Education	Print	Manage
LREC TEST	SALE.995683717-ACT	05/12/2021	12/31/2021	Active			View Transcript	Supervision Pending Process Request
Test For Gremillion	SALE.995680218-ACT	01/01/2021	12/31/2021	Active			View Transcript	Terminate Supervision
Test Test	SALE.995684067-ACT	02/08/2021	12/31/2021	Active			View Transcript	Terminate Supervision

Showing 1 to 3 of 3 entries Previous 1 Next

Salesperson/Associate Broker with Current Supervisor

Salespersons/associate brokers who want to discontinue their relationship with their current supervising broker and/or transfer to a new supervising broker can complete the process in their MyLREC Portal.

After logging in, the salesperson/associate broker should select either the “License Maintenance Forms” or the “Supervisor” tab from the sidebar options.

The screenshot shows the MyLREC Portal interface. On the left is a sidebar with the following menu items: MYLREC PORTAL, UPDATE CONTACT INFORMATION, PRINT LICENSE, EDUCATION TRANSCRIPT, LICENSE MAINTENANCE FORMS (highlighted with yellow arrows), FEE HISTORY, REGULATORY COMPLIANCE CASES, OUTSTANDING FEES, INSURANCE / BONDS, SUPERVISOR (highlighted with yellow arrows), EXAMS, and RENEW LICENSE. The main content area displays a welcome message for 'LREC TEST' and an account overview section with the following details:

- Account Overview**
- Contact Name:** LREC TEST
- Credential Number:** SALE.995683717-ACT
- License Type:** Salesperson Active
- License Status:** Active
- First Issued Date:** 05/12/2021
- Effective Date:** 05/12/2021
- Expiration Date:** 12/31/2021

The salesperson/associate broker will see options for two forms in their sidebar.

The screenshot shows the 'Supervisor' form in the MyLREC Portal. The sidebar on the left has the following options: SUPERVISOR, TERMINATION OF SUPERVISION, and TERMINATE AND TRANSFER SUPERVISION. Below the sidebar is a button labeled 'Return to MyLREC Portal'. The main content area displays the following information:

Supervisor

Name LREC TEST

Credential - Status BROK.995683726-CORP - Active

If the salesperson/associate broker knows who their new supervising broker will be, they should choose the “Terminate and Transfer Supervision” form.

This form allows a salesperson/associate broker to terminate their current supervision, indicate who they will be supervised by going forward, pay the transfer fee, and indicate what Errors & Omissions Coverage they will use.

It is the responsibility of the salesperson/associate broker to input the correct name and license number for their new supervising broker. The salesperson/associate broker can contact the broker who will be supervising them to get the correct information if they are unsure of what to use. Inputting incorrect information will result in a delay in the transfer process.

Termination of Supervision

Current Supervisor's Name

Current Supervisor's License Number

Reason for termination of supervision:

I attest that the above listed individual/entity is my current supervising broker and that I wish to terminate their supervision of my license for the reason given above.

Signature of Applicant

Transfer to New Supervising Broker or Broker Company

Please provide the License # of the Individual Broker or Broker Company that you are transferring to:
If you are not sure if you will be supervised by an individual broker or a company, contact the potential broker who has agreed to supervise you and verify their name and license number.

New Supervisor Lookup [Enter New Supervisor License #\(digits only\)](#)

[Search for new supervising broker's license number if unknown.](#)

New Supervisor's Name

New Supervisor's License Number

Errors & Omissions Insurance Coverage

Errors & Omission insurance coverage is mandatory and may not transfer with your license. Who will provide your Errors & Omissions coverage:

Our records indicate that you purchased the LREC Group E&O Policy for 2021. This coverage lasts until December 31 and satisfies the insurance requirements of the LREC. If you would like to purchase additional insurance, you may do so through a third-party vendor. Additional insurance information can be submitted to the LREC by selecting the option below.

I am currently covered by or elect to use third-party coverage (a \$7.00 processing fee will be added to your fee).

I attest that the above information is correct to the best of my knowledge.

Signature of Applicant

The termination of the current supervision relationship will occur immediately upon submission of the form. Both the requesting salesperson/associate broker and the previous supervising broker will receive emails confirming that the supervision relationship has been terminated.

An email will also be sent to both the requesting salesperson/associate broker and the broker they have indicated will become their supervisor. The requested broker will have to complete the approval process in their MyLREC Portal. Please note that transfers cannot be processed on the same day as terminations. While the termination will take place immediately, the transfer will not take place until the following calendar day, even if the broker immediately approves the request.

The salesperson/associate broker's license status will be changed to "Inoperable" until their transfer has been finalized. The salesperson/associate broker is responsible for checking their status before practicing real estate. The status can be found on their MyLREC Portal and will change from "Inoperable" to "Active" once the transfer is completed.

MYLREC PORTAL	Welcome, LREC TEST
UPDATE CONTACT INFORMATION	This portal was designed to give you the power to manage your account remotely, without having to contact the LREC. It is the fast, convenient, and secure way to find and edit your information. Use the sidebar on this page to manage your account.
PRINT LICENSE	Account Overview
EDUCATION TRANSCRIPT	Contact Name: LREC TEST
LICENSE MAINTENANCE FORMS	Credential Number: SALE.995683717-ACT
FEE HISTORY	License Type: Salesperson Active
REGULATORY COMPLIANCE CASES	License Status: Inoperable
	First Issued Date: 05/12/2021
	Effective Date: 05/12/2021
	Expiration Date: 12/31/2021
	Post Education: REQUIRED
	Post Education Due: 11/08/2021
	License Issues: Missing Supervision License Print Blocked

The salesperson/associate broker can also check the status of their supervision by selecting the “Supervisor” tab in their MyLREC Portal. Here, they will either see the requested broker listed as their current supervisor or the message “Supervision is pending acceptance by the broker.”

SUPERVISOR	Supervisor
Return to MyLREC Portal	Name LREC TEST Credential - Status BROK.995683726-CORP - Active Supervision is pending acceptance by broker.

Salespersons/associate brokers who want to discontinue their relationship with their current supervising broker but have not found a new supervisor can complete the termination process in their MyLREC Portal.

These salespersons should select the “Termination of Supervision” form.

SUPERVISOR	Supervisor
TERMINATION OF SUPERVISION	Name LREC TEST Credential - Status BROK.995683726-CORP - Active
TERMINATE AND TRANSFER SUPERVISION	
Return to MyLREC Portal	

Upon completing the form, the termination is effective immediately. Both the requesting salesperson and the previous supervising broker will receive emails confirming that the supervision relationship has been terminated.

Termination of Supervision
Current Supervisor's Name <input type="text" value="LREC TEST"/>
Current Supervisor's License Number <input type="text" value="BROK.995683726-CORP"/>
Reason for termination of supervision: <input type="text" value=""/>
<input type="checkbox"/> I attest that the above listed individual/entity is my current supervising broker and that I wish to terminate their supervision of my license for the reason given above.
Signature of Applicant <input type="text" value=""/>
<input type="button" value="Submit"/>

The salesperson/associate broker's license status will be changed to "Inoperable" and they cannot practice real estate until they have a new supervising broker.

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PRINT LICENSE	Account Overview
EDUCATION TRANSCRIPT	Contact Name: LREC TEST
LICENSE MAINTENANCE FORMS	Credential Number: SALE.995683717-ACT
FEE HISTORY	License Type: Salesperson Active
REGULATORY COMPLIANCE CASES	License Status: Inoperable
	First Issued Date: 05/12/2021
	Effective Date: 05/12/2021
	Expiration Date: 12/31/2021
	Post Education: REQUIRED
	Post Education Due: 11/08/2021
	License Issues: Missing Supervision License Print Blocked

Salesperson/Associate Broker without Current Supervisor

Salespersons/associate brokers who do not currently have a supervising broker can select a new supervisor in their MyLREC Portal.

After logging in, the salesperson/associate broker should select either the "License Maintenance Forms" or the "Supervisor" tab from the sidebar options.

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EDUCATION TRANSCRIPT	Contact Name: LREC TEST
LICENSE MAINTENANCE FORMS	Credential Number: SALE.995683717-ACT
FEE HISTORY	License Type: Salesperson Active
REGULATORY COMPLIANCE CASES	License Status: Active
OUTSTANDING FEES	First Issued Date: 05/12/2021
INSURANCE / BONDS	Effective Date: 05/12/2021
SUPERVISOR	Expiration Date: 12/31/2021
EXAMS	
RENEW LICENSE	

The salesperson/associate broker should select the “Select New Supervising Broker” form from the sidebar options.

This form allows the salesperson/associate broker to indicate who they will be supervised by going forward, pay the transfer fee (if applicable), and select what Errors & Omissions Coverage they will use.

The screenshot shows a sidebar on the left with two buttons: a dark blue button labeled 'SUPERVISOR' and a light blue button labeled 'SELECT NEW SUPERVISING BROKER'. Below these is a tan button labeled 'Return to MyLREC Portal'. The main content area is titled 'Supervisor' and contains a text input field with the message 'No Supervisor exists for this license'.

It is the responsibility of the salesperson/associate broker to input the correct name and license number for their new supervising broker. The salesperson/associate broker can contact the broker who will be supervising them to get the correct information if they are unsure of what to use. Inputting incorrect information will result in a processing delay.

The screenshot shows a form titled 'New Supervising Broker or Broker Company'. It includes the following sections and fields:

- New Supervising Broker or Broker Company**
- Please provide the license number of the broker or broker company that you are transferring to:**
If you are not sure if you will be supervised by an individual broker or a company, contact the potential broker who has agreed to supervise you and verify their name and license number.
- New Supervisor Lookup** [input field] *Enter New Supervisor License Number(digits only)*
- [Search for the new supervising broker's license number if unknown.](#)
- Lookup New Supervisor** [button]
- New Supervisor's Name** [input field]
- New Supervisor's License Number** [input field]
- Errors & Omissions Insurance Coverage**
- Errors & Omission insurance coverage is mandatory and may not transfer with your license. Who will provide your Errors & Omissions coverage:**
- Our records indicate that you purchased the LREC Group E&O Policy for 2021. This coverage lasts until December 31 and satisfies the insurance requirements of the LREC. If you would like to purchase additional insurance, you may do so through a third-party vendor. Additional insurance information can be submitted to the LREC by selecting the option below.**
- I am currently covered by or elect to use third-party coverage (a \$7.00 processing fee will be added to your fee).**
- I attest that the above information is correct to the best of my knowledge.**
- Signature of Applicant** [input field]
- Submit** [button]

Upon completion of the form, an email will be sent to both the requesting salesperson/associate broker and the broker they have indicated will become their supervisor. The requested broker will have to complete the approval process in their MyLREC Portal.

The salesperson/associate broker's license status will remain "Inoperable" until their supervision has been finalized. The salesperson/associate broker is responsible for checking their status before practicing real estate. The status can be found on their MyLREC Portal and will change from "Inoperable" to "Active" once the transfer is completed.

It is the responsibility of the salesperson/associate broker to input the correct name and license number for their new supervising broker. The salesperson/associate broker can contact the broker who will be supervising them to get the correct information if they are unsure of what to use. Inputting incorrect information will result in a delay in the transfer process.

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EDUCATION TRANSCRIPT	Contact Name: LREC TEST
LICENSE MAINTENANCE FORMS	Credential Number: SALE.995683717-ACT
FEE HISTORY	License Type: Salesperson Active
REGULATORY COMPLIANCE CASES	License Status: Inoperable
	First Issued Date: 05/12/2021
	Effective Date: 05/12/2021
	Expiration Date: 12/31/2021
	Post Education: REQUIRED
	Post Education Due: 11/08/2021
	License Issues: Missing Supervision License Print Blocked

The salesperson/associate broker can also check the status of their supervision by selecting the "Supervisor" tab in their MyLREC Portal. Here, they will either see the requested broker listed as their current supervisor or the message "Supervision is pending acceptance by the broker."

SUPERVISOR	Supervisor
Return to MyLREC Portal	Name LREC TEST
	Credential - Status BROK.995683726-CORP - Active
	Supervision is pending acceptance by broker.