



LOUISIANA REAL ESTATE COMMISSION

BOUNDARY LINES

www.LREC.gov

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Chairman's Corner



The 2024 license renewal season is quickly approaching and the LREC team is ready to help guide all licensees through the renewal process!

Act 193 of the 2021 Regular Legislative Session made several changes to the annual license renewal period including the introduction of timely and delinquent renewal periods. The new law (*effective as of April 1, 2022*) encourages all licensees to complete the renewal process as soon as possible, and also aims to remove the stress of last-minute renewals during the busy holiday season.

Renewals are considered on-time if they are completed August 1 through September 30. Renewals will also be accepted October 1 through December 31, but you may be charged a delinquent renewal fee during that time.

Please note: All licensees, active or inactive, must renew their license by the December 31 deadline.

How to Renew My License

Licenses can be renewed in one of two ways... online or by paper renewal. More details on the renewal process can be found on the [LREC Renewal FAQ page](#) and on page 4 of this issue of Boundary Lines.

Sincerely,

Jeff Free, Chairman



Commission Meeting Schedule

July 13
August 17
September 21
October 19
November 16

All Commission meetings will take place at the LREC office in Baton Rouge. Please check the LREC website for times.

Licensing,
Education,
& More



Changes to Licensing Background Check Process Now Live!

In accordance with Act 553 of the 2022 Regular Session of the Louisiana Legislature, the Louisiana Real Estate Commission and the Louisiana Real Estate License Law (La. R.S. 37:1430 *et seq*) require that all initial license applicants and applicants seeking reinstatement (not renewals) shall complete a fingerprint-based criminal history review conducted by the Louisiana State Police Bureau of Criminal Identification and Information prior to becoming licensed.

Once completed, the following items should be submitted to Louisiana State Police.

Please note: No documents or fees pertaining to background checks should be submitted to LREC.



BACKGROUND CHECK AUTHORIZATION FORM
(Form available on LREC website)



RAPSHEET DISCLOSURE
(Form available on LREC website)



FINGERPRINTING FEE OR FINGERPRINTING CARD
(If fingerprints not being processed by State Police)



BACKGROUND CHECK FEE

WHO SHOULD COMPLETE THE FINGERPRINT-BASED CRIMINAL HISTORY REVIEW?

All initial license applicants, current licensees upgrading to a broker license, and applicants requesting reinstatement will need to complete the fingerprint-based criminal history review process.

****Current licensees, active or inactive, WILL NOT need to complete this process to maintain their license.****

Additionally, initial license applicants who have already performed a background check through ClearBox will not need to complete this process unless their background check expires prior to them obtaining a license.

For more details on the new process, visit LREC online to view a list of FAQs and a comprehensive pre-licensing checklist for potential licensees: www.lrec.gov/criminal-history-review-FAQs.



Don't Forget to Complete Your Continuing Education Requirements!

REMINDER: All licensees renewing in the active status must complete 12 hours of approved continuing education coursework, including any LREC mandatory course topic(s), on or before December 31 each year. Failure to complete the required continuing education by the December 31 deadline will be considered a violation of LREC law and rules and subject to a fine citation. Continuing education courses are available through [LREC-certified continuing education vendors](#).

Mandatory Course Topics

***BE AWARE:** There is a **BROKER-specific** mandatory course requirement for 2023.

2023 Mandatory Course - Four one-hour subject areas: Contract Forms Review; FEMA Flood Insurance; Advertising; and Misrepresentation (this course must be taken by **BOTH** active salespersons and brokers)

2023 Commercial Mandatory Alternate - Successful Strategies for Tenant Representation: this course may be taken by both active salespersons and brokers as a substitution for the 2023 Mandatory Course. There is **NO** substitution for the 2023 BROKER Mandatory requirement.

[CLICK HERE TO VIEW PAST MANDATORY COURSES](#)



LREC 2023 BROKER MANDATORY COURSE

FOUR ONE-HOUR SUBJECT AREAS:

- Agency Relationships; Personnel Hiring, Training, & Staffing; Use of Technology; Legal & Administrative - Rules Compliance

(In addition to the 2023 Mandatory Course, this course must be taken by all individual brokers and associate brokers renewing in the active status. There is NO substitution for the 2023 BROKER Mandatory requirement).



FOR INITIAL LICENSEES ONLY... (SALESPERSON & BROKER UPGRADE)

1. Post-license Education is a specific 45-hour requirement that must be completed within 180 days from your initial/upgraded license date.
2. Continuing Education is an annual 12-hour requirement that includes hours in mandatory course topic(s) specified by the Commission.
3. In the year complete, post-licensing education hours may be used to satisfy a portion of the 12-hour annual continuing education requirement. Post-licensing education hours SHALL NOT satisfy any mandatory course topic(s) specified by the Commission.

Failure to complete education requirements timely is a violation of the LREC law and rules. Questions regarding post-licensing education and/or continuing education may be directed to the LREC Education Division at education@lrec.gov.

2024 Renewal Season

Frequently Asked Questions

What happens if I do not renew my license on or before September 30?

Failure to renew your license during the timely renewal period (August 1 – September 30) will result in a delinquent fee when renewing between October 1 – December 31.

What happens if I do not renew my license on or before December 31?

Failure to renew your license by December 31 will result in expiration of your license.

What happens if my license expires?

Licensees or registrants who fail to delinquent renew a license or registration by December 31 forfeit their renewal rights, and the former licensees or registrants shall be required to apply as an initial applicant and meet all requirements of an initial applicant.

Do I have to complete my required continuing education before I renew my license?

No. All licensees renewing in the active status shall complete the 12-hour continuing education requirement, including mandatory course hours, on or before December 31. You may renew your license prior to completing the education requirement. However, failure to complete your required education by December 31 will be considered a violation of LREC law and rules, and you will be subject to the annual continuing education audit and a possible fine.

Am I required to purchase Errors & Omissions Insurance when I renew my license?

Yes. Licensees are required to prove that they have purchased Errors and Omissions coverage. This can be done either by selecting the LREC group insurance policy or submitting an Independent E&O Coverage form and a copy of your policy declaration page during renewal.

What fees will I be required to pay when I renew my license?

Licensees who choose the LREC Group E&O Policy will pay:

Sales Renewal + E&O = \$219

Associate Broker/Broker + E&O = \$254

Licensees who choose to purchase E&O through a third party and provide proof during renewal will be charged the renewal fee + \$7 processing fee:

Sales Renewal + processing fee = \$77

Associate Broker/Broker + processing fee = \$112

Licensees who fail to renew by September 30 will also be subject to delinquent fees.

I just got licensed. Do I need to renew my license?

Yes. All licenses must be renewed by December 31 to avoid expiration.

If your license was issued January 1 to August 31 you must renew prior to September 30 to avoid delinquent renewal fees.

If your license was issued on or after September 1, you must renew no later than December 31, but you will not be subject to any delinquent fees.

How Can I Renew My License?

There are two ways to renew - online or by paper submission.

To expedite the processing of your renewal and the issuance of your license, certificate, or registration, we recommend that you take advantage of the online renewal process. Online renewals are easy to complete and you can pay via credit card or ACH through our secure processing system.

Your secure online renewal can be found by following these steps:

- Log on the MyLREC portal at www.portal.lrec.gov
- Select "Renew License" from the sidebar
 - If you have more than one individual license, you will need to click "view" next to the license you are renewing on the portal homepage before you will see the sidebar with the option to renew. NOTE: Individual broker license and broker company license are two separate licenses and each require renewal. Links to renew will be found in the MyLREC Portal for each license. You must log in to both MyLREC Portals to complete the separate license renewals.

To renew by paper submission:

Follow the steps above for logging into your Portal. Once logged in, select "Renew License" from the sidebar. You will be given options to either renew online or print a paper renewal. Select "Print Paper Renewal" to access your personalized paper renewal form.



Have Questions? Visit www.lrec.gov/renewal-faqs or email us at info@lrec.gov.



License Renewal Period

- **On-Time Renewals:**
August 1 - September 30
- **First Delinquent Period:**
October 1 - November 15
(subject to \$50 delinquent fee)
- **Second Delinquent Period:**
November 16 - December 31
(subject to \$200 delinquent fee)

Continuing Education Requirement:

The CE requirement of 12 hours for license renewal must be completed by December 31.

You may renew your license prior to completing your education.

Failure to complete CE by December 31 will be considered a violation of LREC law and rules and you will be subject to a fine.

Louisiana Carbon Monoxide - Fire and Life Safety Requirements

Effective January 1, 2023, Act 458 of the 2022 Regular Session of the Louisiana Legislature (“Act”) changes the fire and life safety requirements of one or two-family residential homes, relating to the presence of carbon monoxide (CO) detectors. In addition, the Louisiana Uniform Construction Code Council amended the International Residential Building Code (“IRC”) with those changes also becoming effective on Jan. 1, 2023.

ACT 458 REQUIREMENT

Every one or two-family house/dwelling sold and/or leased after January 1, 2023 shall have at least one operable, lifelong, sealed battery carbon monoxide (CO) detector.

- The detector packaging should feature phrases including “lifelong” OR “ten-year” AND “sealed battery” OR “sealed-in lithium battery.”
- The device can be in combination with a smoke detector.
- One or two-family house/dwelling is defined as a building containing not more than two dwelling units in which one or each dwelling unit is occupied by members of a single family with not more than three outsiders, if any, accommodated in rented rooms.

Learn more by visiting www.irec.gov/laws-and-rules/additional-laws-and-rules.



If a house...	1 CO Alarm, No Specific Location	Multiple CO Alarms, Specific Locations
Has no gas service available	●	
Has gas service available, but its inactive	●	
Is an existing home built before 1/1/2023 without a generator	●	
Is an existing home built before 1/1/23 with a permanently mounted, whole home standby generator (at time of installation)		●

Compliance Desk



The Regulatory Compliance Division issued 171 citations from February 20, 2023 to June 26, 2023. The list below outlines the specific violations cited:

<u>RULE</u>	<u>VIOLATION</u>	<u>NO.</u>
LAC 46:LXVII.907(A)	Continuing Education Hours Required for Renewal	3
LAC 46:LXVII.907(B)	Failure to complete required 45 PL hours within 180 days of the initial license date	151
LAC 46:LXVII.2501(B)	Broker failure to supervise and/or approve advertising of their sponsored licensee	7
LAC 46:LXVII.2501(F)	Failure to identify listing broker in advertisement	3
LAC 46:LXVII.2505(A)	Using misleading or inaccurate advertising	2
LAC 46:LXVII.2515	Improper Internet Advertising	5

Request Roster Now Available Online

Interested companies, salespersons, and brokers can now use the LREC “Request Roster” online system to view a list of licensees. Roster lists can be sorted by several categories including license type, license status, and parish. Learn more by visiting www.lrec.gov/public-records.

LOUISIANA REAL ESTATE COMMISSION

LOGIN

Request Roster

Select license types to get roster for:

License Category
Appraisal

License Type

Select one or more of the following license types
[Select All Types](#)

- Appraisal Management Company
- Appraisal Management Company FR
- Appraiser Non-Certified
- Appraiser Trainee
- Certified General Appraiser License
- Certified Residential Appraiser License
- Licensed Residential Appraiser
- Temporary Appraiser

Louisiana Real Estate Appraisal Board - 2023 USPAP Courses

The **Louisiana Real Estate Appraisal Board (LREAB)** USPAP courses for 2023 are quickly approaching. Act now to reserve your space and earn eight (8) hours of appraiser continuing education.

If you've already taken the USPAP course during this renewal cycle, LREAB is allowing you to take the course again in 2023 to earn an additional eight (8) hours of continuing education credits towards your required continuing education coursework.

LREAB has four courses scheduled across Louisiana, two in the spring and two more in the fall. Course registration costs \$175 and includes the USPAP book, student manual, and reference manual.

2023 Uniform Standards of Professional Appraisal Practice (USPAP) Course Locations

Lafayette – Thursday, September 7

Baton Rouge – Tuesday, October 17

More information on course offerings and a link to register can be found on the LREAB website at www.lreab.gov/uspap.html.

PLEASE NOTE: You must register online. There will be no in-person registration allowed on the day of the course. If you have any questions about the upcoming USPAP courses, please email Appraisers Board Assistant Allison Burnette at aburnette@lreab.gov.

Find us on 

Connect with LREC on social media!

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