

COVID-19 UPDATE (effective Monday, May 11, 2020)

Because of the novel coronavirus COVID-19 pandemic, numerous changes have occurred at the Missouri Real Estate Commission (MREC) and several temporary modifications have transpired. MREC Commissioners and Staff have attempted to keep the licensing process moving during this very unprecedented time. Below is a summary of the temporary changes, but keep in mind that things may change, because of the COVID-19 pandemic situation:

1. **MREC office re-opening**

- a. The MREC offices have re-opened with limited staff. We are receiving telephone calls (573-751-2628) and responding to e-mails (realestate@pr.mo.gov).
- b. No walk-ins will be accepted until at least June 1, 2020. We expect to have all staff back at full capacity on that date, but personal access to MREC employees and the Professional Registration Building will be limited and restricted.
- c. We appreciate your patience during this interim transitional period.

2. **For individuals applying for a new Salesperson type license:**

- a. Individuals whose 48-hour Missouri Salesperson Pre-Examination course with a certificate expiration date prior to March 1, 2020, no extension has been approved.
- b. For individuals whose 48-hour Missouri Salesperson Pre-Examination course with a certificate expiration date on (or after) March 1, 2020 but before August 31, 2020, an extension has been approved until August 31, 2020. The same would apply to the passing of the state examination for non-resident, reciprocity type, salesperson license applications. Applicants will need to complete the testing process and submit the application packet to the MREC with a postmark date of August 31, 2020 or before. No further extension will be granted.
- c. Original salesperson type applications postmarked September 1 through October 31, 2020 will receive a license with an expiration date September 30, 2022. Original salesperson type applications postmarked prior to September 1, 2020 will receive a license with an expiration date of October 31, 2020 and will be required to complete the CEs before being able to renew their licenses by October 31, 2020.

3. **For individuals applying for a new Broker's type license:**

- a. Individuals whose 48-hour Missouri Broker Pre-Examination course with a certificate expiration date prior to March 1, 2020, no extension has been approved.
- b. For individuals whose 48-hour Missouri Broker Pre-Examination course with a certificate expiration date on (or after) March 1, 2020 but before August 31, 2020, an

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extension has been approved until August 31, 2020. The same would apply to the passing of the state examination for non-resident, reciprocity type, broker license applications. Applicants will need to complete the testing process and submit the application packet to the MREC with a postmark date of August 31, 2020 or before. No further extension will be granted.

- c. Original broker type applications postmarked July 1 through August 31, 2020 will receive a license with an expiration date of June 30, 2022. Original broker type applications postmarked prior to July 1 will receive a license with an expiration date of August 31, 2020 and will be required to complete the CEs before being able to renew their licenses by August 31, 2020.

4. **Continuing Education (CE) issues:**

- a. For a broker's license renewal, any CE course taken between July 1, 2018 and June 30, 2020 (that has not been counted toward previous renewals) can only be counted toward the 2020 broker's license renewal. Any CE course taken between September 1, 2020 and June 30, 2022 will be counted only toward the 2022 broker's license renewal. A licensee who takes CE courses between July 1 and August 31, 2020 can count those CE courses toward either the 2020 broker's license renewal or the 2022 broker's license renewal. The broker licensee cannot use courses taken between July 1 and August 31, 2020 as credit toward both the 2020 and the 2022 broker's license renewals. Only CE courses taken after the 2020 license was renewed can be counted toward the 2022 license renewal.
- b. For a salesperson's license renewal, any CE course taken between October 1, 2018 and September 30, 2020 can only be counted toward the 2020 salesperson's license renewal. Any CE course taken between November 1, 2020 and September 30, 2022 will be counted only toward the 2022 salesperson's license renewal. A licensee who takes CE courses between October 1, 2020 and October 31, 2020 can count those CE courses toward either the 2020 salesperson's license renewal or the 2022 salesperson's license renewal. The salesperson licensee cannot use courses taken between October 1, 2020 and October 31, 2020 as credit toward both the 2020 and the 2022 salesperson's license renewals. Only CE courses taken after the 2020 license was renewed can be counted toward the 2022 license renewal.
- c. If credit for a CE course is counted for the 2020 renewal, it cannot also be counted for the 2022 renewal.
- d. The one CORE course in Real Estate Ethics will still be required, along with the other nine hours (either Core or Elective courses) before a licensee can renew their license in 2020.

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5. In-Seat CE courses converted to Webinar type courses:

- a. The MREC permitted schools that taught “in-seat” CE courses to convert those classes to Webinar style courses and teach them as such until June 30, 2020.
- b. Because of the continued social distancing requirement and, in some locations, the limit on the number of people permitted in a gathering, the Commission has extended the teaching deadline date through August 31, 2020 for “in-seat” courses converted to Webinar type courses.

6. Renewals of broker’s and salesperson’s licenses:

- a. The current 2020 Broker renewal and CE deadlines have been extended until August 31, 2020.
- b. The renewal periods for the Brokers type licenses will begin June 1, 2020 and will run through August 31, 2020.
- c. For those Brokers who have already completed their CE requirements, the licensee will receive an e-mail (if we have their e-mail on file) on or about June 1, 2020. After the e-mail notice has been sent, if the licensee has not completed the renewal on-line by June 15, then a postcard renewal notice will be mailed to the licensee to the address the licensee has on file with MREC. Periodic e-mail reminders may be sent to the licensee until the license has been renewed or until the license has expired.
- d. For Broker licensees who do not have e-mail addresses on file with MREC, official renewal notifications will be mailed on or about June 15, 2020. Licensees who have already completed their required CEs will be mailed a postcard renewal and those who lack all the required CEs will be mailed an official renewal application that will need to be completed and manually mailed back to the MREC.
- e. The current 2020 Salesperson renewal and CE deadlines have been extended until October 31, 2020.
- f. The renewal period for Salesperson type licenses will begin August 1, 2020 and will run through October 31, 2020.
- g. For those Salespersons who have already completed their CE requirements, the licensee will receive an e-mail (if we have their e-mail on file) on or about August 1, 2020. After the e-mail has been sent, if the licensee has not completed the renewal on-line by August 15, 2020, then a postcard renewal notice will be mailed to the licensee to the address the licensee has on file with MREC. Periodic e-mail reminders may be sent to the licensee until the license has been renewed or until the license has expired.
- h. For Salesperson licensees who do not have e-mail addresses on file with MREC, official renewal notifications will be mailed on or about August 15, 2020. Licensees who have already completed their required CEs will be mailed a postcard renewal and those who lack

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all the required CEs will be mailed an official renewal application that will need to be completed and manually mailed back to the MREC.

7. Broker Audits

- a. During the COVID-19 pandemic, MREC examiners have continued to conduct audits of broker entities; however, most of the audits have been conducted via electronic data transfers where possible.
- b. Effective June 1, 2020, MREC will ease back in to conducting regular field audits. The examiner may still request electronic copies of files, wear personal protective equipment (such as mask, disposal gloves, etc.) during one-on-one personal contact with the brokerage staff. If the examiner cannot safely complete the audit in the broker's office or conduct the audit electronically, the audit may be postponed for a future date.
- c. Should a broker feel uncomfortable with the examiner coming to the brokerage to conduct the audit, then alternative methods to complete the audit may be explored by the examiner.