



PENNSYLVANIA DEPARTMENT OF STATE
State Real Estate Commission

ATTENTION LICENSEES WHO ARE ON INACTIVE STATUS:

Under Section 501 of the Real Estate Licensing and Registration Act a license may only remain inactive for a five-year period from the date that the license was placed inactive or expired, *whichever is sooner*. After the five-year period, a license may only be reactivated once the licensee passes both portions of the real estate examination. Please note the following:

- The Commission is unable to notify licensees that the five-year period is about to expire. Therefore, the Commission encourages you to monitor this period. You may check the status of your license online at www.licensepa.state.pa.us.
- **Completed** applications must be received in the Commission office **BEFORE** the five-year deadline. Because this is a statutory deadline, the Commission does not have the authority to extend the deadline. Incomplete or untimely applications will be returned to you. The date the Commission initially received an incomplete application will not be preserved.
- A complete application includes:
 - Answering all of the questions asked on the reactivation application. Check the Commission's website at www.dos.state.pa.us/estate to ensure that you have the most up-to-date application.
 - A criminal history background check completed by the State Police of the state in which you live, completed within the 90 days prior to submission of the reactivation application. Please note that it can take approximately two weeks to receive this background check by mail and up to three days to receive it online for those licensees who are residents of Pennsylvania. If you reside outside of Pennsylvania, please contact your state's police.
 - A check or money order made payable to "Commonwealth of Pennsylvania" in the amount listed on the application.
 - Evidence that you completed at least 14 hours of continuing education within the two years prior to Commission receipt of the reactivation application. Transcripts from the school at which you took the course(s) must accompany the application.
 - In the event that you have had a criminal conviction during the time that your license was inactive or expired, certified copies of your conviction documents as listed on the application. Please note that this may take additional time to obtain from the Court of Common Pleas where the conviction occurred.
- You may resume practice upon mailing the **completed** application to the Commission. A copy of the completed application must be kept on file in the broker's office. If you do not receive your license or follow-up communication from the Commission within 8 weeks please assume that the Commission did not receive your reactivation application and mail the Commission a copy of the original submission.
- **If the five-year period has expired**, in order to retake the examinations you must receive a Certificate of Exam Eligibility from the Commission. To obtain this Certificate, submit a written request to the Commission. The request *must* include:
 - Applicant's name
 - Applicant's current mailing address
 - Applicant's phone number
 - Applicant's date of birth
 - Applicant's real estate license number
 - Applicant's social security number