

Indiana Real Estate Commission Newsletter

Chairman's Report

By Michael Lunsford, Commission Chair

Welcome to our inaugural newsletter for all real estate licensees. Our goal is to update you with important changes and easy access to license information to assist in the safe practice of real estate. Please take a few minutes to review this letter. Any suggestions are welcome!

The Indiana Real Estate Commission has been working on two major projects over the last couple of years. The first is an overall update of our current license structure. You may be aware that 1979 is the last time most significant changes were made to licensing requirements. Business has changed since then!?! The update involves revision of current Indiana licensure laws and rules and is intended to clarify and update terms and practices to reflect changes to the real estate business. The Commission will keep you updated



as this project progresses. I believe you will find this most helpful.

The second project is shepherded by the Licensure & Education Task Force, which is composed of licensees from across Indiana. Serving in the role of a consumer advocate, the Commission has noticed a pattern of complaints developing over time.

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Director's Update

By Jeanette Roberts, Director

Greetings!

To further our goal of incorporating proactive education and regulation into our mission, we bring to you the "very first" newsletter of the Indiana Real Estate Commission. In the newsletter you will find information about various subjects, which

include Commission staff introductions and contact information, the Chairman's Report, and answers to some of our most frequently asked questions. I trust that you will find it educational and informative. We welcome and encourage feedback and suggestions.

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Newsletter Information

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The Commission believes many of these complaints could have been prevented with enhanced pre-licensing education, improved continuing education, and more clearly defined roles for real estate sales agents and brokers.

The Task Force was formed to review and evaluate real estate licensure requirements in early 2010. Once initial work is completed, and input is received from licensees, a recommendation will be made for approval.

We welcome your input and suggestions always.

Best regards,

Michael O. Lunsford, Chairman, IREC



Contact Us

Have a question about real estate licensing? Need to change information on file with the Commission? Feel free to contact the real estate staff at IPLA by any of the following methods:

Phone: (317) 234-3009
E-mail: pla9@pla.in.gov
Fax: (317) 233-4236

Work in Progress

The Commission wants to ensure that licensees are informed of important subjects in the real estate industry, including changes to licensing laws, procedures, and requirements. This newsletter begins with this goal in mind, and will continue to improve as the Commission receives feedback and thoughts from licensees. Feel free to offer your opinions on this issue, the newsletter in general, thoughts on subjects for upcoming articles, and anything else that you feel other licensees should know about. We look forward to improving communication between practitioners and the Commission through this newsletter, and will continue to strive for consumer protection through licensee education and interaction.

We look forward to working with you.

-IPLA and the Indiana Real Estate Commission

E-mail Addresses

We communicate with licensees by e-mail more than any other method. We send the official license renewal reminder, respond to licensee questions, alert applicants of mistakes or omissions on forms, and do many other tasks that would take days, or even weeks, without e-mail. Because of this, it is critically important that we have an e-mail address for every licensee in our system. Since you are reading this newsletter, you have probably already provided us your e-mail address. In order to improve our ability to serve all real estate licensees, we would greatly appreciate it if you could help pass the word to any of your colleagues who have not yet provided us an e-mail address. We do not send any messages that are not considered important to your practice and license.



Technical Issues

Introduction

Times have changed from the days when you could get through a day without needing to use a computer. Along with the private sector, the government (and specifically, the Indiana Professional Licensing Agency) has increased the use of computer-based resources to serve the public. What this means for you, as real estate licensees, is faster access to information, easier processing of certain forms, and significantly shorter time periods needed to complete many licensing transactions.

As with many good things, of course, there can be the potential for difficulties: changes to established procedures can take some time to adjust to; technical

issues may need to be addressed; unforeseen problems can occur. To address all of the above, this section will feature solutions to ongoing online licensing issues, alert users to new services as they become available electronically, and answer questions that come up in the course your use of our online system. We welcome any suggestions or comments, and hope this will provide useful information to all real estate licensees.

Links



If you see the symbol at left on a page it means there is a link that we believe you will find useful. Click away!

“Where’s My License Card?”

This is the most frequent question asked by licensees. Starting in November of 2009, IPLA discontinued the practice of sending out pocket cards upon renewal, reactivation, and issuance. There are still several ways for you to obtain a pocket card. For more information on how to order the blue stock card, visit the Commission’s website and click through the “How do I...?” section. To print off a free paper copy of your license card, follow these directions...



How to Print a Free License Card

1. Visit <https://mylicense.in.gov/egov/>
2. Sign in to Online Licensing.
User name is your license number.
Password is the last four digits of your Social Security number.
3. On the left, click on “Order License Card.”
4. Click “Continue” next to the license you want.
5. On the drop-down menu, select “Free Paper Certificate Printout.”
6. Enter “1” in the quantity box.
7. Click “Add to Shopping Cart.”
8. The next page will display your license, allowing you to print the page.

Frequently Asked Questions



Have a question, but want to see if we’ve answered it already? Try our new frequently asked question area on the Commission website. Either click the button below,



or find it on the Commission site, by clicking [here](#).

Education

Continuing Education

Whenever a renewal period draws closer, more questions about continuing education requirements come up. In the next few issues of this newsletter we will address some of these questions, and give you the opportunity to address this licensing requirement before your next renewal. In this issue we will address what courses are required for license renewal, and how to find course providers.



Requirements

If you (1.) have a broker or salesperson license in “Active” or “Unassigned” status, and (2.) have held the license for twelve or more months prior to the expiration date, then you must complete a total of sixteen hours of continuing education before renewing your license (see *link to right for more detail*).

Six of these hours (two hours in three of the following subjects) must be from:

- (1) Indiana licensure and escrow law.
- (2) Indiana agency law.
- (3) Fair housing and civil rights law.
- (4) Listing contracts and purchase agreements.
- (5) Settlement procedures.
- (6) Antitrust.
- (7) Environmental issues.
- (8) Ethics and standards.

The remaining ten hours must be from the following:

- (1) Any mandatory subjects, as listed above.
- (2) Subjects listed by statute in IC 25-34.1-9-11(2).
- (3) Property management, including lease agreements, accounting procedures, and management contracts.
- (4) Timeshares, condominiums, and cooperatives.
- (5) Industrial brokerage and leasing.
- (6) Investment real estate analysis.
- (7) Any course approved by the commission relating to real estate practices.

While the above are the general licensing requirements, please review the link provided above to learn more about continuing education requirements.

For More Information...



You can find more detail on continuing education requirements, as well as a list of approved continuing education providers by visiting the Commission’s website: <http://www.in.gov/pla/real.htm>

Locating CE Providers

Wondering how to find a course provider in order to complete your continuing education requirements? The Commission makes available a list of approved continuing education providers* on its website. Courses and provider information are provided, but more details regarding course availability, cost, and online accessibility are all available by contacting the specific provider.

To learn more, visit the Commission page in the link above, and scroll to the section titled “Education.”

* Qualifying CE can be courses approved by the Commission, or by any “Approved organization” defined in IC 25-1-4-0.2.



Important Note

Continuing education requirements are to be completed before submitting your application for renewal. You are asked on the renewal form if you have failed to complete the requirements, and the Commission conducts audits to determine compliance.

In Practice

What's My Status?

With social media awareness on the increase, knowing another person's status has taken on new meaning. Facebook, twitter, and other resources have generated interest in what other people are doing: we want to know where others are, what they are doing, and so on.

As a real estate licensee, your license holds a status that is particularly important. Requirements for licensure change along with your status, from license renewal to continuing education. Read below to learn more about the different license statuses, and general information on each.

Active

If your license is "Active," you hold a license to conduct real estate business allowed under Indiana law. If you are a salesperson or associate broker, you must be associated with a principal broker to be in this status. You must complete all required continuing education while in this status, if you choose to renew your license.

Inactive

You can hold a license in "Inactive" status if you do not perform acts that would require a salesperson or broker license. This status also allows for continuing education requirements to be waived, only until you apply to return to "Active" status. The process by which you reactivate your license is the same as for those in "Referral" status.

Speaking of facebook...



You can now follow the Commission on facebook for updates on meetings, rule changes, and other Commission business. [Click here](#) to view our page. Access to facebook is required to view the page.

Unassigned

An "Unassigned" status means you hold a real estate license as a salesperson or broker, but are not assigned to a principal broker. Much like the "Inactive" license status, you may not perform acts that would require a salesperson or broker license, until you have successfully associated with a licensed principal broker. Also, licensees in "Unassigned" status must complete the required continuing education to qualify for license renewal.

Referral

"Referral" status means you hold a real estate license, but only engage in referral of business to another licensed salesperson or broker. In this status, you cannot conduct any business that would otherwise require an active real estate license. Continuing education requirements are waived for individuals holding licenses in this status, provided they are associated with a principal broker and only refer real estate business. If you want to transfer back to an "Active" license, however, you will be required to complete continuing education for that renewal period.



Important Note

When holding a license in **any** of the above statuses, you have to apply for renewal and pay any renewal fees to continue to hold the license in that status. No license status allows the holder to continue to practice without meeting the requirement of renewing the license and paying any associated fees.

Commission

RREALIN

As of January 1, 2010, all persons or entities that close or represent closers on residential transactions (mortgage and non-mortgage related), for property located in Indiana, are required to input licensee and other transaction-related information into the Residential Real Estate Acquisition of Licensee Information and Numbers (RREALIN) database. Information required includes the name, license, or registry number for individuals or companies involved in the transaction. All required information must be entered into the database within 10 business days from the date of closing.

No individuals, groups, agencies, or institutions are excluded from reporting or providing their information to be recorded, if they are involved in the transaction. This includes lenders, mortgagees, and loan originators. The requirements also include resident and non-resident signing agents, title agents, real estate professionals, brokers, appraisers, and appraisal management companies. Appraisal related information must also include name, license number, date and amount of the appraisal.

What does this mean for you, the real estate salesperson or broker?

Always be sure to provide your name and license information at closing, so that the party entering the statutorily-required information will be able to include it in the RREALIN database submission. Because all residential transactions, whether mortgage or non-mortgage, require this information, you should always be prepared to provide it at or before closing. If you don't know your license number, you can always look it up on IPLA's [free search and verify](#) service, or print off a free paper copy of your license card (see Page 3).

Commission Meetings

Commission meetings are open to the public, and attendance by licensees is always encouraged. Meetings begin at 9:00 a.m., and are held in the Indiana Government Center South building. Below are the dates for the remainder of 2011, and 2012.

2011	2012
October 5	January 25
December 14	March 7
	April 25
	June 6
	July 11
	August 22
	October 3
	December 5

Members of the Commission

Member	Congressional District
Mark R. Bock	3rd
Paul Boyter, Vice Chairman	At-Large
Jarod Brown	Consumer
Suzan M. Cox	2nd
Susan Daniel	Consumer
D.J. Hines	9th
H. James Litten	5th
Michael O. Lunsford, Chairman	6th
Norman E. McClain	7th
Carolyn McClintock	8th
Timothy Reed	1st
Charles W. Shook	4th

Staff Update

In the past year, there have been several changes to the staff who oversee licensing of real estate professionals in Indiana. Working for the Indiana Professional Licensing Agency, the following individuals handle initial license applications, transfers of license types and status, license litigation, Commission meetings, and any other administrative duties for the Commission. Known within the agency as “Group 9,” these employees also provide these same services for the Real Estate Appraiser Licensure and Certification Board and the Home Inspectors Licensing Board. Keep reading to learn about the people who work hard to keep you working...

Diana Johnson
Case Manager

Diana (pronounced Dee-anna) started working for the Commission in 2007. She enjoys having the opportunity to assist licensees with their questions, and encourages them to make use of the Commission website.

Deanna Alexander
Case Manager

Deanna came to IPLA in October 2010 as a Case Manager. She is currently a student at Ivy Tech Community College. She is glad to help you with your real estate licensing needs.

Jeanette Roberts
Director

Jeanette has worked with the Commission since July 2010. She most recently served as Director to the State Psychology Board, Physical Therapy Committee, and Occupational Therapy Committee. Prior to that she spent several years working in the Office of the Secretary State.

Torria Reed
Assistant Director

Torria recently returned to IPLA in May 2011 as Assistant Director of the Commission. She previously worked for the Commission back in 2004 as a case manager, and later as Administrative Assistant to the Executive Director of IPLA.

Jodi Pisula
Case Manager

Jodi came to IPLA from the Office of the Attorney General in 2007. She began working with the Nursing Board, and moved to the Commission in 2009.

Eric Felde
Compliance Director

Eric came to IPLA as Litigation Specialist for the Commission in the middle of 2010. He has been in his current position with the Real Estate Commission since March 2011.



Jeanette Roberts, Jodi Pisula, Eric Felde, Diana Johnson, Torria Reed, Deanna Alexander