CONNECTICUT DEPARTMENT OF CONSUMER PROTECTION
REAL ESTATE BROKERS AND SALESPERSONS CONTINUING EDUCATION CERTIFICATE UPLOAD

Summary

- All Continuing Education, required and elective courses, can be reported through the departments existing e-License System (the same system used for renewals).
- This process can be completed at any time by Real Estate Brokers or Salespersons.
- When the broker is a business the broker reports the continuing education reported by the broker designee.
- There is no charge for this service.
- Reported results will be the first source of CE Audit data.
- An ability to review prior entries is provided.

How to Submit one or more classes

1. Log into e-License (https://elicense.ct.gov/)
2. Select License Maintenance from the list of Activities
3. Select "Start" for the desired license
4. From the menu of license maintenance activities select "Continuing Education Classes"
5. On the next page you may view courses previously entered and enter additional classes

a. The add "button brings you to a pop-up page that asks you select the course category, enter class information and upload proof of completion (normally the certificate):

b. Once you select "OK" on the pop-up page you will be returned to the prior page with your new course displayed. You can select "Add" to add new courses.

c. The final page is a review page. This page both confirms the data you entered and permits you to select "Previous" to correct any prior errors. NOTE: YOUR COURSE IS NOT SUBMITTED UNTIL YOU SELECT THE "FINISH" BUTTON AT THE BOTTOM OF THE PAGE.

Review		Print Review

Fees

Total Fees: $0.00

Maintenance Menu

1. Select one:

Continuing Education Classes

Continuing Education Documentation

32. Previously recorded CE for the current period.

Category	Provider	Course Name	Date Completed
CT Real Estate Law for Brokers and Salespersons	Real Estate School	CT REAL ESTATE LAW FOR BROKERS AND SALESPERSONS	10/10/2020

33. Complete the form an upload your continuing education certificate or proof of CE

Course Category	School/Course Provider	Course Name	Date Completed	Proof of Completion
Understanding and Preventing Racial Bias in RE	Sample School Name	Sample Course Name	11/17/2020	Standards.pdf

Previous	Finish		Close and Save

Viewing Previously Reported Continuing Education

1. Log into e-License (https://elicense.ct.gov/)
2. Select "Reports" from the list of functions under "License Lookup & Download".
3. Choose the desired report:
    a. "Current Real Estate CE Requirements" will list all required courses and whether you have reported them as complete.
        i. Select the report name (it is a hyperlink)
        ii. On the next page select "Search"
    b. The final page lists all requirements and the courses you have reported to fill those requirements:

Credential	year	Requirement	Provider	Course Name	Date Completed	Uploaded Certificate
REB.0012337	2020	CT Real Estate Law for Brokers and Salespersons	Real Estate School	CT REAL ESTATE LAW FOR BROKERS AND SALESPERSONS	10/10/2020	Continuing Education Certificate-Standards.pdf
REB.0012337	2020	Understanding and Preventing Racial Bias in RE	Sample School Name	Sample Course Name	11/17/2020	Continuing Education Certificate-Standards.pdf
REB.0012337	2020	ELECTIVE 1				
REB.0012337	2020	ELECTIVE 2				

[Search] [Export to Excel] [Print View]

    c. Real Estate Reported Continuing Education: A historical listing of all courses you have reported online
        i. Select the report name (it is a hyperlink)
        ii. On the next page select "Search"
        iii. The final is a historical listing of all courses you have reported:

A list of Continuing Education Reported via the License Maintenance Application

[Search] [Export to Excel] [Print View]

Credential	Course Period	Category	Provider	Course Name	Date Completed	Uploaded Certificate
REB.0012337	2020-2022	CT Real Estate Law for Brokers and Salespersons	Real Estate School	CT REAL ESTATE LAW FOR BROKERS AND SALESPERSONS	10/10/2020	Continuing Education Certificate-Standards.pdf
REB.0012337	2020-2022	Understanding and Preventing Racial Bias in RE	Sample School Name	Sample Course Name	11/17/2020	Continuing Education Certificate-Standards.pdf