

REAL ESTATE LICENSE RENEWAL

Your 2018-2020 Renewal Cycle Checklist & Instructions

The online renewal deadline
has been extended to:

AUGUST 29, 2020

The renewal is done through

SREC
not GHAR.



NEW THIS YEAR: Renewals are being sent via email.



BEFORE renewing your license, make sure you:



**Have completed
your required 14
hours of CE.***



**Are ready to pay
the renewal fee.**






**Have talked to your
Broker to find out when
they are renewing their
license.**

Agent renewals will not be fully processed and new licenses will not be mailed out until your broker has completed theirs.



***GHRI hopes to hold CE courses once we are permitted to do so per the Governor through the end of August. GHRI is making adjustments to it's classroom and limiting class sizes to allow social distancing. Look out for updates from GHRI!**

When you are **READY** to renew:

- 1** Login to PALS at www.pals.pa.gov. Complete and verify your account information, then click "Save Changes" to proceed to your user dashboard.
 - 2** Review your licensure and important Board/Commission information in the toolbar located at the top of your dashboard. Click the renewal box to begin the renewal process.
 - 3** Complete the renewal application form and upload any documents if applicable. Click  to review your application and . Proceed to the payment process and submit the renewal application to the Board/Commission.
-  You will receive confirmation via email when your license has been renewed. If you have already attempted to renew your license but there is a renewal hold on the record, you will need to address the renewal hold as directed in the emailed discrepancy notice before your license can be renewed.

To ensure your license doesn't expire on August 29, 2020,

DON'T WAIT UNTIL THE LAST MINUTE!