



TAKE CARE OF YOUR LICENSE ONLINE

The Division of Real Estate and Professional Licensing will now accept online submissions for sales exam applications and sales agent transfers.

The change will not only reduce processing time but will also save money for agents and brokers. No more driving to the Division to drop off checks, overnight mail fees, or waiting on snail mail and processing!

The agent will receive an email receipt, much like the old “walk-in” receipts given out at the customer service center.

Two things to remember:

1. The Division is diligently working toward a new licensing system. In the meantime, the option to file a new sales application or sales license transfer is available online through eLicense: <https://elicense3.com.ohio.gov/>. ODRE has taken a huge step in working toward eliminating all paper transactions. Please be patient as they navigate this new process, and give them time to perfect it.
2. The agent must initiate both the new salesperson application and the salesperson transfer, and once submitted, the principal or management-level broker will need to accept/approve. Payment will be required.

There are quick guides on the eLicense website as well as complete manuals for your reference. Take the time to utilize these great new features which will become easier with a little experience.