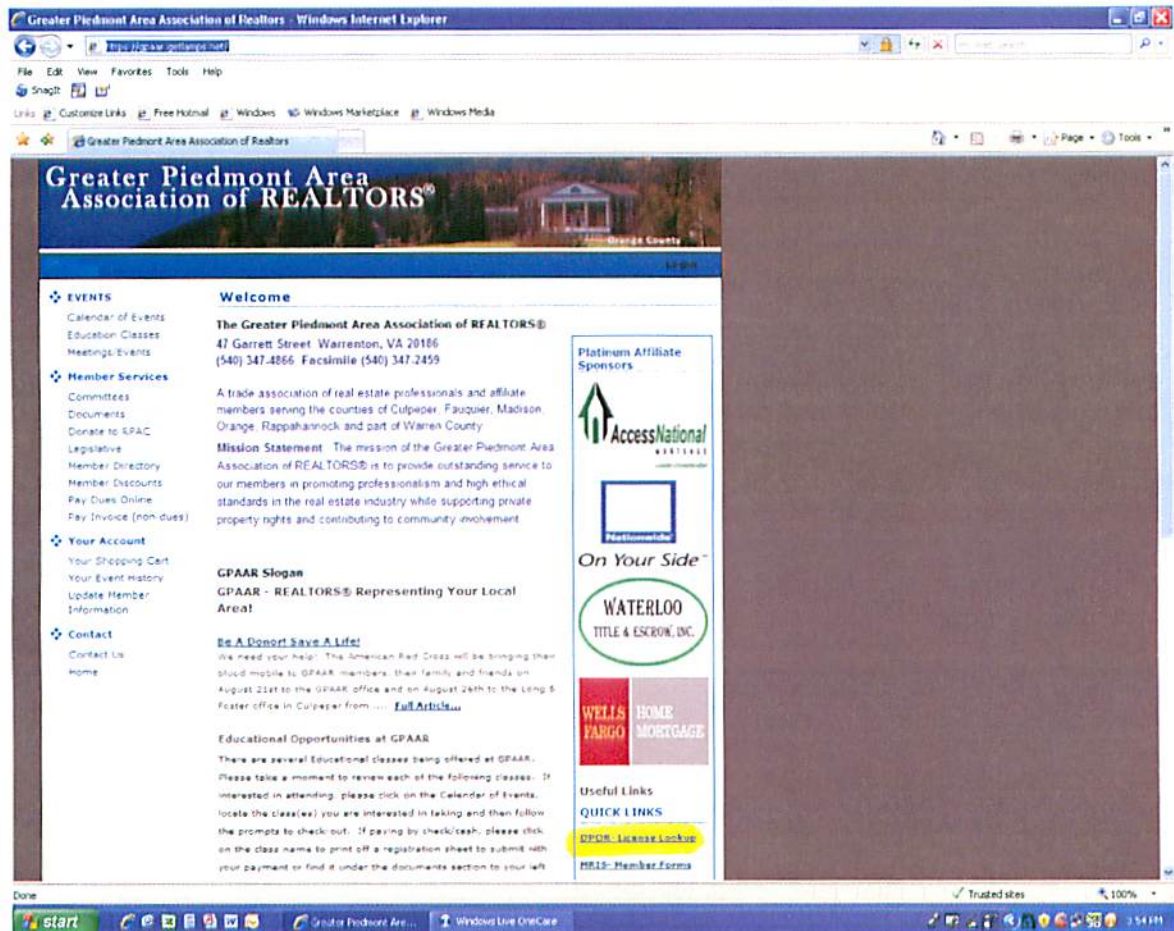


How to locate your Education history on DPOR

From the GPAAR website, www.gpaar.com, locate, on the right hand side of the front page, the Quick Links section.

1. Click on **DPOR-License Lookup**. This will take you directly to DPOR's website.



2. Type in either your name (last name, first name) then look to the right hand side of the page under Real Estate and check the box that reads: Real Estate Individuals and then click the Search Licenses button. **-OR-** Type in your License Number and then hit Search Licenses button. (This is the easiest)

LICENSE LOOKUP AND DISCIPLINARY ACTIONS

The Department of Professional and Occupational Regulation provides information regarding the licensee, complaint histories, and disciplinary actions involving licensees.

Search [Disciplinary Actions Occurring Since April 1, 2002](#)
any word (similar to a Google search).

Search by

Search License Records and Complaint History

Search by name,

license number, or zip code. To search for a specific license enter the ten-digit license/certificate number, OR search within one or more occupations by checking the boxes beside the occupation(s), entering the name (or partial name), and/or zip code. Please reference the [license lookup search instructions](#) for help on entering search criteria. To include special characters in the name (i.e. &), please reference the [license lookup search instructions](#).

Name: Zip Code: [US Postal Zip Information](#)

License/Certificate Number:

REAL ESTATE

- Real Estate Individuals
- Real Estate Businesses
- Real Estate Schools

-OR-

Name: Zip Code: [US Postal Zip Information](#)

License/Certificate Number:

3. Look towards the bottom of the box that has your information on it and click on the link that reads: View Continuing Education Hours. You will be taken to the Education records tab.

Real Estate Individual License
INDIVIDUAL NAME: DOE, JANE
INDIVIDUAL NAME DOING BUSINESS AS: JANE DOE
LICENSE TYPE: SALESMAN
LICENSE NO: 0225000000
LICENSE STATUS: ACTIVE
CITY, STATE: ANYTOWN, VA
INITIAL CERTIFICATION DATE: MAY 18, 2009
EXPIRATION DATE: MAY 31, 2011
BUSINESS NAME: ANY REALTY COMPANY
TRADE NAME: GPAAR IS THE BEST
FIRM LICENSE NO: 0226000000
<u>VIEW CONTINUING EDUCATION HOURS</u>

4. For CE credits, look on the right hand side of the page to see what classes you've already taken and compare that to what you still need to take. The paragraph to the left of this box tells you the class and credit hours that you must take to renew your license.

CONTINUING EDUCATION	
Areas	Hours Completed
1. Fair Housing	0
2. Legal Updates/Law	3
3. Ethics & Standards of Conduct	7
4. Real Estate Agency	7
5. Real Estate Contracts	1
6. Real Estate Related Subjects	28

5. For PL credits, you will find link at the bottom of the 4th paragraph which will take you to another page that shows the PL credit hours. Once on that page, you will see what classes you've taken vs. what you still need to take.

School / Course	Class Date	Track	Mandatory / Elective	Hours
VIRGINIA ASSOCIATION OF REALTORS				
SELLING PROCESS	July 09, 2009	Residential Real Estate	Elective	4
OTHER REAL ESTATE RELATED	July 09, 2009	Residential Real Estate	Elective	3
NEW MILLENNIUM UNIVERSITY				
PROPERTY VALUATION/LISTING PROCESS	July 16, 2008	Residential Real Estate	Elective	3
OFFER TO PURCHASE	July 10, 2008	Residential Real Estate	Mandatory	3
FAIR HOUSING	June 23, 2008	Residential Real Estate	Mandatory	3
ETHICS AND STANDARDS OF CONDUCT/CURRENT INDUSTRY ISSUES & TRENDS	June 23, 2008	Residential Real Estate	Mandatory	3
AGENCY LAW	June 19, 2008	Residential Real Estate	Mandatory	3
REAL ESTATE LAW	June 16, 2008	Residential Real Estate	Mandatory	3
PIEDMONT SCHOOL OF REAL ESTATE				
ETHICS AND STANDARDS OF CONDUCT/CURRENT INDUSTRY ISSUES & TRENDS	October 17, 2007	Residential Real Estate	Mandatory	3
NEW MILLENNIUM UNIVERSITY				
FINANCE	October 09, 2007	Residential Real Estate	Elective	3
OTHER REAL ESTATE RELATED	October 09, 2007	Residential Real Estate	Elective	4
Total Mandatory Hours				18
Total Elective Hours				17