



BOUNDARY LINES

THE OFFICIAL LOUISIANA REAL ESTATE COMMISSION NEWSLETTER

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COMMISSION MEETING SCHEDULE

OCTOBER 16, 2025
NOVEMBER 20, 2025
DECEMBER 18, 2025

UPCOMING CLOSURES

Veterans Day (November 11)
Thanksgiving (November 27 & 28)
Christmas (December 24 & 25)
New Year's Eve (December 31)
New Year's Day (January 1)

RENEWAL PERIOD

August 1 - December 31



Renewal Period Ends December 31!

Chairman's Corner

Earlier this year, the Louisiana Real Estate Commission's (LREC) Standardized Forms Committee began work to update the Commission's two Mandatory Forms, the Residential Property Disclosure Form and the Residential Agreement to Buy or Sell.

The Committee convenes a group of industry professionals and legal experts every two years to review, discuss, and refine these important documents. The goal is to ensure that the forms stay current with industry trends and practical needs, with many of the revisions driven by valuable feedback received from licensees across the state.

Following an open call for input earlier this year, the Committee received over 500 submissions of feedback from licensees and industry partners. Those suggestions were carefully reviewed and discussed during the August 21 meeting, leading to a new round of proposed revisions. The Standardized Forms Committee will meet again on October 15 to finalize these updates before presenting them to the full Commission for consideration at the October Commission meeting.

Once approved, the revised forms will be formatted and made available to all licensees before the end of the year, and be

mandatory on January 1, 2026.

The LREC extends its appreciation to all who contributed ideas, as well as to the dedicated members of the Standardized Forms Committee and workgroup for their time and effort in shaping documents that support our mission to serve and protect the public interest in real estate transactions across Louisiana.

Joseph Pappalardo, Jr.
Chairman

Standardized Forms Committee Mandatory Forms Workgroup

Dee Halphen - Chair
Hanna Chustz - Co-chair

- | | |
|-------------------|-------------------|
| • Lynda Butler | • Ted Major |
| • Tony Corner | • Shirin Nail |
| • Synde Devillier | • Joseph |
| • Chris Donaldson | • Pappalardo, Jr. |
| • Paula Duncan | • Austin Polk |
| • David Favret | • Prissy Reap |
| • Jeff Free | • Matt Ritchie |
| • Kirk Frosch | • Rick Roberts |
| • Jennifer Hebert | • Gladys |
| • Carole Horn | • Smith-Coward |
| • Juli Jenkins | • Evelyn Wolford |
| • Abbey Mack | |

Licensing, Education, & More



Avoid Additional Delinquent Fees! Act Now to Renew Your License.

The Louisiana Real Estate Commission annual renewal period is in full swing and NOW is the time to renew your license to avoid an increase in delinquent renewal fees.

The Timely Renewal Period ended on September 30; that means all licenses renewed after that date will be subject to delinquent renewal fees. Delinquent renewal fees will increase during the Second Delinquent Renewal Period. However, licensees can avoid this increase if they renew their license before the First Delinquent Period ends on November 15.

Remember, all active and inactive licensees **MUST** renew their license, certification, or registration by December 31, 2025. Failure to renew your license by this date will result in your license becoming expired.

What Happens if my License Expires?

Licensees or registrants who fail to renew a license or registration by December 31 forfeit their renewal rights, and will be required to apply as an initial applicant and meet all the requirements of an initial applicant. This includes retaking the state and national exams as well as adhering to the new fingerprinting background check process. There is no grace period on renewals.



- All licensees, whether active or inactive, **MUST** renew their license by December 31, 2025. Failure to renew by this date will result in your licensed becoming expired.

"How to Renew Your License" Video Available on YouTube

Connect with LREC on YouTube



LREAB Announces New Licensed Residential Appraiser Credential
62 views • 1 year ago



More Details on Fingerprint-Based Criminal History Review



2025 Annual Renewal Period FAQs

Do I have to complete my required continuing education before I renew my license?

No. All licensees renewing in the active status shall complete the 12-hour continuing education requirement, including mandatory course hours, on or before December 31. You may renew your license prior to completing the education requirement. However, failure to complete your required education by December 31 will be considered a violation of LREC law and rules, and you will be subject to the annual continuing education audit and a fine.

I just got licensed. Do I need to renew my license?

Yes. All licenses must be renewed by December 31 to avoid expiration.

If your license was issued January 1 to August 31 you must renew prior to September 30 to avoid delinquent renewal fees.

If your license was issued on or after September 1, you must renew no later than December 31, but you will not be subject to any delinquent fees.

I renewed my license, but the MyLREC Portal still says I can't print my license.

If you've already renewed your license for the upcoming year, but receive a "License Print Blocked" notice pending supervisor renewal; this just means your supervising broker hasn't completed their renewal yet. Once they complete their renewal, the message will be removed from your account and you'll be able to print your license for the upcoming year.

What happens if I do not renew my license on or before December 31?

Failure to renew your license by December 31 will result in expiration of your license.

[Click here](#) for more frequently asked questions.

License Renewal Period Timeline

On-Time Renewals:

August 1 through September 30

First Delinquent

Period: *October 1 through November 15 (subject to \$50 delinquent fee for inactive and active licensees)*

Second Delinquent

Period: *November 16 through December 31 (subject to \$50 delinquent fee for inactive licensees; \$200 delinquent fee for active licensees)*



Make Sure Your Contact Information is Updated!



Staying informed starts with keeping your contact information current! Log in to your **MyLREC Portal** and use the "Update Contact Information" option in the sidebar to review and update your email, mailing address, and phone number. Accurate contact details ensure you don't miss important notices, including renewal reminders.

Ensuring your contact info is up-to-date is not only a LREC-mandate, but essential to receiving timely communication during renewal season.

Learn more about updating your contact info in our latest blog.

REMINDER: Complete Your Continuing Education Requirements by 12/31!

REMINDER: All licensees renewing in the active status must complete 12 hours of approved continuing education each year, including the LREC-mandated course, by December 31.

Mandatory course topics must be completed through an LREC-certified vendor as part of the 12-hour continuing education requirement. When scheduling your courses, be sure to specifically request the 2025 LREC Mandatory Course to ensure compliance.

Failure to meet the continuing education deadline is a violation of LREC law and rules and shall result in a fine citation. Stay compliant and complete your coursework on time.

Let's take a closer look at the mandatory course for 2025:

2025 Mandatory – Navigating the New Normal: This course must be taken by both salespersons and brokers renewing in the active status.

Topics of discussion for the 2025 Mandatory Course include:

- Current legal issues; agency and licensee duties; buyer agreements; resources, references, and more.

2025 Mandatory Commercial Alternative – The Appraisal Process: This course may be taken by both salespersons and brokers as a substitution for the 2025 Mandatory.

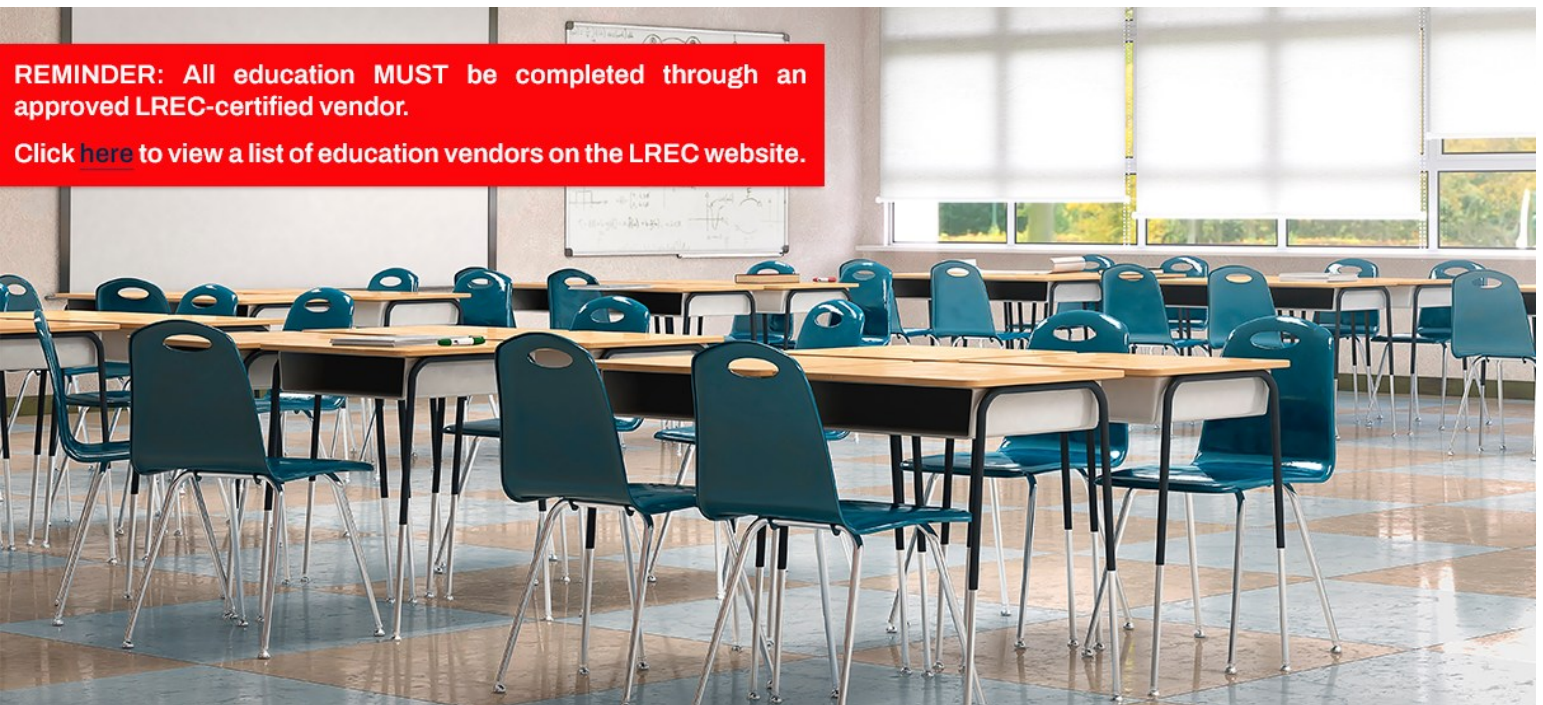
There is NO broker specific mandatory course requirement in 2025.

To further assist you, we encourage all licensees to plan their continuing education activities well in advance. Procrastination can lead to unnecessary stress and potential non-compliance issues. Taking a proactive approach not only ensures you meet the requirements but also allows you to fully benefit from the educational opportunities available.

We're here to support you every step of the way. For more information on approved vendors and course offerings, please visit the LREC website or contact our Education Division directly.

REMINDER: All education **MUST** be completed through an approved LREC-certified vendor.

Click [here](#) to view a list of education vendors on the LREC website.



Don't Let Your License Expire. Learn More About the Inactive Status!

Are you considering taking a break from your real estate career? Whether it's for personal reasons like travel or family commitments, or to explore other career opportunities, transferring your license to inactive status offers numerous benefits compared to letting it expire.

The Advantages of Inactive Status

Transferring your license to inactive status is like hitting the pause button on your real estate career. While you won't be actively practicing or earning referral fees, your license remains intact. This means that when you're ready to return to real estate, you won't have to retake exams or undergo background checks. You can simply reactivate your license and complete any necessary education to get back to work. Please see [La. R.S. 37:1437.3](#) for additional details.

How to Transfer to Inactive Status

The process to transfer to inactive status is straightforward:

If you want immediate inactive status, fill out the [Transfer License to Inactive Status form](#) and submit it to the LREC office along with any applicable fees. Once inactive, you must still renew the inactive license for the coming year.

If you prefer to go inactive starting January 1st of the renewal year, indicate your preference using Section E of the paper renewal form during the renewal process. This form can be found in your [MyLREC Portal](#).

Benefits of Inactive Status

One of the significant perks of being inactive is the freedom from continuing education requirements or the need for Errors and Omissions insurance. Renewing an inactive license doesn't demand the same obligations as an active one, making the process smoother and more flexible. However, licensees who choose to complete the required annual CE while in the inactive status may accumulate those hours and become eligible to reactivate their license at any time, provided they submit the appropriate form and fees. Plus, maintaining an inactive license ensures you retain your professional qualifications without the burden of meeting active status requirements.

Annual Renewal Requirement

It's crucial to note that even as an inactive licensee, you must renew your license each year during the annual renewal period. By doing so, you preserve your professional options and maintain the flexibility to return to the industry whenever you're ready.

Rather than allowing your license to lapse, consider the advantages of inactive status. By choosing to go inactive, you're not closing doors but rather preserving your professional opportunities while taking a temporary hiatus from the real estate industry. This approach ensures you can seamlessly return to your career without the hassle of reapplying from scratch.

Got questions or need assistance? Visit the LREC online at www.lrec.gov or contact us via email at info@lrec.gov.



IMPORTANT DETAILS ABOUT THE INACTIVE STATUS

- Inactive licensees are required to renew their inactive license every year during the annual renewal period.
- Terminating sponsorship does not make your license inactive. You must submit the required form and applicable fees to transfer to the inactive status.
- Working in "referrals only" does not make your license inactive. Licensees must maintain an active license to work in referrals and be compensated.

Renewing your license in the inactive status is the most efficient way to transfer to the inactive status during the annual renewal period. To do so, print, complete, and mail the Paper Renewal form available in your MyLREC Portal to the LREC office.

Be sure to select Option E on the form, which signifies your desire to transfer to the inactive status.

For New Licensees: Understanding Your Education Requirements

Renewal Timeline for New Licensees

The annual renewal period for all licensees runs from August 1st through December 31st. However, the delinquent renewal timeline differs just a little for new licensees.

Licensees with licenses issued from January 1st to August 31st must renew by September 30th to avoid delinquent renewal fees.

Licensees who received their license on or after September 1st will not be subject to any delinquent fees, but must renew their license by December 31st.

Navigating the requirements for maintaining your real estate license can be challenging, especially when it comes to education. It's important to understand the distinct differences between post-license education and continuing education to ensure you meet all necessary criteria.

Post-License Education

Post-license education is a one-time requirement for all initial/upgraded licensees. **Within the first 180 days after your initial license date, you must complete the LREC 45-hour post-license course.** This education is designed to ensure new licensees have a solid understanding of the foundational knowledge needed in the real estate industry. An examination on course content is required to complete the post-license education.

Continuing Education

In contrast, continuing education is an annual requirement that must be completed each year as a prerequisite for license renewal. Each year, licensees must complete 12 hours of continuing education (including any mandatory courses) to stay current with industry standards and practices.

Combining Education Hours

In the year completed, the hours for post-license education may be used to satisfy a portion of the 12-hour annual continuing education requirement. However, it's important to note that post-license education hours cannot be used to satisfy any mandatory course topics specified by the Commission.

Key Points to Remember

- Post-License Education: A one-time, 45-hour requirement within the first 180 days of licensure. An examination on course content is required.
- Continuing Education: An annual, 12-hour requirement for license renewal.
- Combination of Hours: In the year completed, post-license education hours may count towards annual continuing education hours, but cannot fulfill mandatory course topics.



Are You Using the Right Form?

When submitting forms to the Louisiana Real Estate Commission, **make sure you're using the most up-to-date version by downloading directly from the LREC website.** Forms are periodically revised to reflect regulatory changes, streamline processing, or improve clarity.

Submitting outdated forms can delay processing and may require you to resubmit your request using the correct version, costing you time and effort.

Save time and visit www.lrec.gov each time you need a form to ensure you're using the latest version.

LREC Wins ARELLO Honors

At the 2025 Association of Real Estate License Law Officials (ARELLO) Annual Conference, LREC Executive Director Summer S. Mire was officially sworn in as the association's **President-Elect**. In this leadership role, Mire will help guide ARELLO's mission to promote excellence in real estate regulation across the country, representing Louisiana on the national stage and continuing her commitment to advancing professionalism and consumer protection in the industry.



Education Award
Communication
**LOUISIANA
REAL ESTATE
ASSOCIATION**

ARELLO®
2025 AWARDS AND INSTALLATION

(top-right photo) LREC Executive Director Summer S. Mire and Public Information Director Jeremy Travis accept the ARELLO Communication Award for Best Website at the ARELLO Annual Conference.

Thank You Mark Gremillion and Debbie DeFrates!



At the August 2025 Commission meeting, we had the joy of celebrating two amazing members of the LREC family!

Chair Pappalardo presented plaques to Mark Gremillion and Debbie DeFrates in honor of their retirements. After so many years of dedication, hard work, and countless contributions, we couldn't let this moment pass without showing our appreciation.

HUGE congratulations to Mark and Debbie! Best wishes as you begin this exciting new chapter!

Compliance Desk



The Regulatory Compliance Division issued 75 citations from June 28, 2025, to September 30, 2025. The list below outlines the specific violations cited:

<u>LAW/RULE</u>	<u>VIOLATION</u>	<u>NO.</u>
La. R.S. 37:1437(C)(1)(c);(C)(4)(b)	Failure to complete 45 post-license education hours within 180 days of licensure	52
La. R.S. 37:1449(A)	Failure to provide documents to the principal party immediately after the signing of the document	1
La. R.S. 37:1449(B)	Failure to provide documents within (5) days after the the final signature is affixed to the document	1
LAC 46:LXVII.705(A)	Returned checks; Insufficient Funds	6
LAC 46:LXVII.2501(B)	Failure to supervise licensees advertising	3
LAC 46:LXVII.2505	Using misleading or inaccurate advertisements	3
LAC 46:LXVII.2515	Improper internet advertisements	3
LAC 46:LXVII.2605	Trust Funds, Deposits, and Accounts for Property Management	1
LAC 46:LXVII.2701	Escrow and Trust Accounts: Resident Broker Requirements	1
LAC 46:LXVII.2715	Trust Accounts: Deposit violation; Failure to Provide Itemized Statement within 30 days	1
LAC 46:LXVII.2717	Trust Accounts: Failure to place deposits in the appropriate account	1
LAC 46:LXVII.2901	Disbursement of Escrow Deposits; Escrow Disputes	1
LAC 46:LXVII.3901	Timely Presentation of Offers and Counter Offers; Annotations	3

I Received an Audit Notice. What Should I Do?

The Commission routinely conducts audits of all continuing education and post-licensing education records. The audits identify licensees that failed to timely and/or fully complete 12 hours of continuing education (continuing education audit) or licensees that failed to timely complete 45 hours of post-licensing education within 180 days after their initial/upgraded license date (post-license education audit).

What to do if you receive an audit notice

Carefully review your education transcript via the MyLREC Portal prior to contacting the Commission. Additionally, licensees who receive an audit notice must fully comply with the order by the dates listed on the notice to avoid additional disciplinary actions.





Appraiser License Renewal Period is Now Open!

Please Note: 2026 Mandatory Course Implementation

Beginning January 1, 2026, appraisers must successfully complete a course which meets the content requirements of the Valuation Bias and Fair Housing Laws and Regulations Outline, every two years.

- The requirement for appraisers to complete the Valuation Bias and Fair Housing Laws and Regulations course begins on January 1, 2026. No appraiser is required to complete it before this date.
- Appraisers whose renewal period ends on 12/31/2025 do not need to take the course prior to renewing. The course must be completed during the 2026-27 license period for the next renewal cycle.
- The first-time course must be 7 hours (plus an exam if completed as part of the qualifying education). Future cycles require at least 4 hours every two years.

LEARN MORE!

The Louisiana Real Estate Appraisers Board has opened renewals for all appraisers licensed to operate in Louisiana. There are two ways to renew your license, online or by paper submission. To expedite the process of your renewal, LREAB suggests taking advantage of the online renewal process via the MyLREAB Portal. [Click here](#) to get started.

Renewal Deadlines

In order to be considered on time, renewals must be received or postmarked on or before December 31, 2025. Renewals completed after this date will be subjected to the following delinquent fees:

- First Delinquent Period: January 1, 2026 - February 15, 2026 (\$25 *delinquent fee*)
- Second Delinquent Period: February 16, 2026 - June 30, 2026 (\$100 *delinquent fee*)

Do Not Submit Continuing Education Certificates Prior to Renewal

All appraisers **MUST** upload all of their education certificates in for online renewals OR submit copies of their education certificates if mailing in a paper renewal, regardless of whether they have previously submitted copies or if they appear in their education transcript. Certificates are required to ensure timely renewal processing and compliance with ASC audits.

For more information about continuing education requirements, [click here](#).

For more information about the LREAB Biennial Renewal Period, [click here](#).

Additionally, questions about the continuing education requirements and renewal period can be submitted to appraisal board staff via email at appraisal@lreab.gov.

Appraiser Board Receives “Excellent” Ratings for Appraiser and AMC Regulatory Programs

The Louisiana Real Estate Appraisers Board (LREAB) is proud to announce that it has received an “**Excellent**” rating following a recent compliance audit conducted by the Appraisal Subcommittee (ASC) earlier this summer.

The audit, performed August 26–28, evaluated the Board’s compliance with **Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA)**. These federal reviews are conducted on a two-year cycle to ensure each state’s appraiser regulatory programs operate in accordance with national standards.

Louisiana’s **Appraiser Regulatory Program** and **Appraisal Management Company Regulatory Program** both earned the highest possible rating of “Excellent,” reflecting the Board’s strong commitment to maintaining integrity, compliance, and professional excellence within the appraisal industry.



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