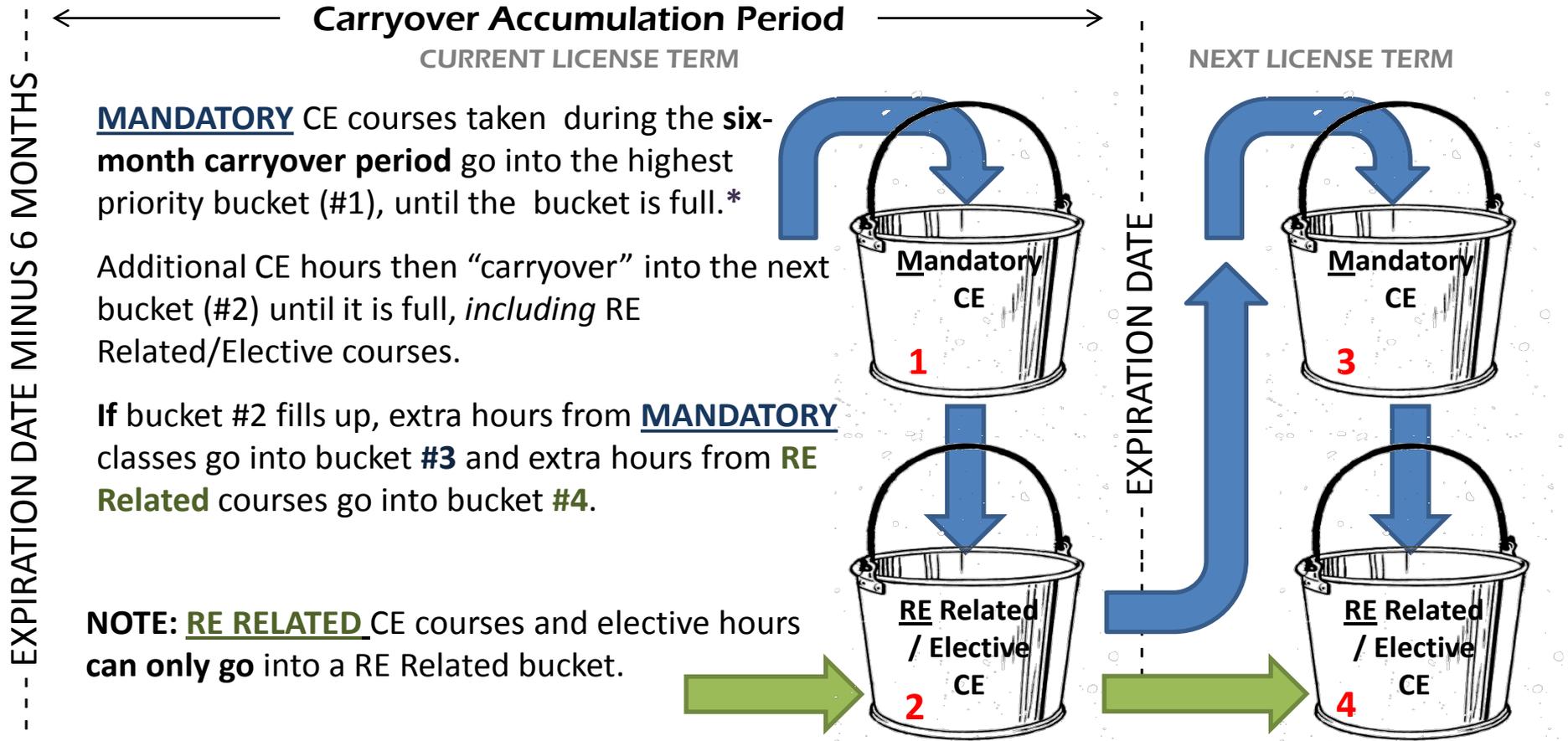


CONTINUING EDUCATION "CARRYOVER" PROCESS METHODOLOGY

Courses completed prior to June 1, 2015, are not eligible for carryover. CE courses completed more than 6 months prior to a license's expiration date are not eligible for carryover into the next license term. The use of accumulated carryover credit for license renewal will begin with licenses expiring in November 2017 (because of the effective date of the current VREB regulations).



* A bucket is "full" when all the CE requirements are met. **PRIORITY: 1 = Highest, 4 = Lowest**

CONTINUING EDUCATION "CARRYOVER" PROCESS **EXAMPLE (SALESPERSON)**

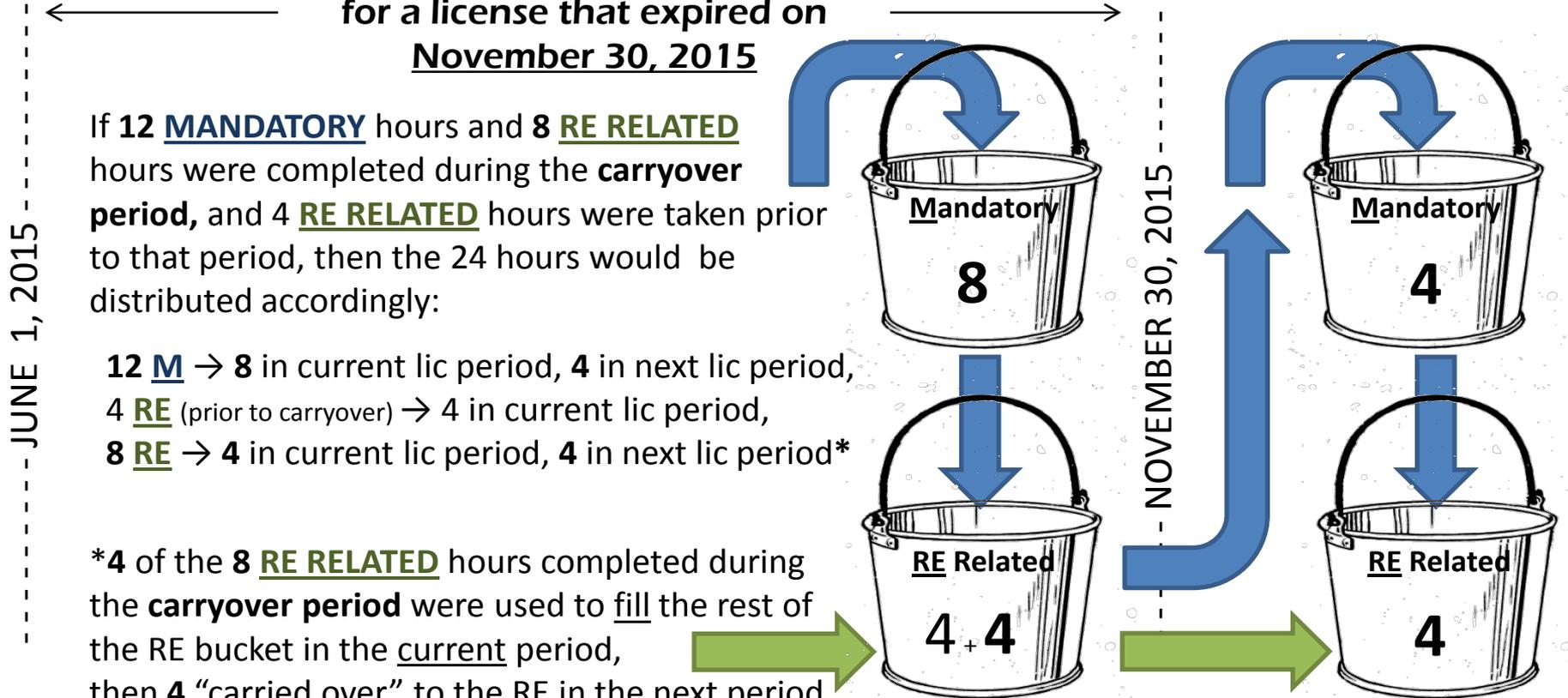
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EXAMPLE (SALESPERSON):
Carryover Accumulation Period
for a license that expired on
November 30, 2015

If **12 MANDATORY** hours and **8 RE RELATED** hours were completed during the **carryover period**, and 4 **RE RELATED** hours were taken prior to that period, then the 24 hours would be distributed accordingly:

12 M → 8 in current lic period, 4 in next lic period,
4 RE (prior to carryover) → 4 in current lic period,
8 RE → 4 in current lic period, 4 in next lic period*

*4 of the **8 RE RELATED** hours completed during the **carryover period** were used to fill the rest of the RE bucket in the current period, then 4 "carried over" to the RE in the next period.



Licensees must renew their licenses prior to the expiration date in order to use carryover in the next licensing term.