Space Education · spacereschool.com

How to renew your Massachusetts real estate license

A step-by-step guide for salespersons and brokers, based on the official mass.gov instructions.

Based on mass.gov pages as of November 2026.

When to renew

- **Renewal opens 90 days before your expiration date**
  DOL emails you when your license becomes eligible. During a renewal year, your license needs to be renewed on your birthday.

- **Finish all 12 CE hours first**
  CE must be completed before you renew to active status. The 12 hours are 6 different 2-hour courses from the Board's approved list. If you have not finished all 12 hours by your renewal date, the Board must renew your license as inactive. Part of the hours does not count, and pre-license education cannot be used.

Have these ready

- **Your CE certificate**
  Download it from your Space Education account when you reach 12 hours. You upload it during renewal.

- **A notarized DOL CORI form**
  Download the DOL CORI form, sign it in front of a notary, then scan or photograph it (JPG, PNG or PDF).

- **A passport-style photo**
  JPG or PNG. It cannot be a PDF.

- **For first-time setup only**
  Your full license number (for example 1234567-RE-S), your date of birth, your 9-digit Social Security Number, a phone that can receive texts or calls, and your own email address (not a work email). Use Google Chrome or Microsoft Edge.

First time only: set up eLIPSE

Skip this part if you already log in to eLIPSE and your license shows on your Home page.

1. **Check how your name appears in eLIPSE**
   On the eLIPSE start page, choose the license search. Enter your full license number only, click Search, then View Details. Write down your First Name and Last Name exactly as shown (for example "John M" with no period). Click Cancel.

2. **Create a MyMassGov business account**
   Click the log in link on the eLIPSE start page, then Create an account. You need a business account even if you already have a personal MyMassGov account for the RMV or DOR. Enter your email, type in the verification code, then enter your first and last name exactly as they appear in eLIPSE. Create a password.

3. **Set up multifactor authentication**
   Choose Phone (easiest), enter your number, pick Text Me or Call Me, then enter the code.

4. **Link your license**
   When eLIPSE asks if you have a license, choose Yes. Enter your date of birth and all 9 digits of your SSN with no dashes, then click Next. Do not skip this screen, or your license will not appear in eLIPSE.

5 **If linking fails**

Choose Yes in the "Would you like to..." drop-down and include your full license number. It usually fails because your MyMassGov name does not exactly match your name in eLIPSE.

Renew in eLIPSE

1 **Start**

Log in to eLIPSE. Your eligible license shows on your Home page. Click Renew License, read the message, then click Start Application.

2 **Personal Details**

Confirm your display name, email and military status, then click Next. You can click Save for later at any time.

3 **Professional and Criminal History**

Answer the questions, then click Next.

4 **Education and Employment**

Answer Yes and enter the continuing education you completed. Use the course codes and titles on your Space Education certificate.

5 **Upload your passport-style photo**

JPG or PNG, not PDF.

6 **Upload your notarized CORI form**

Image or PDF.

7 **Upload your CE certificate of completion**

Then click Next. eLIPSE may show other pages depending on your license.

8 **Review and Sign**

Click the pencil icon, enter your name, draw or choose a digital signature, read the attestation, agree, and click Submit.

9 **Pay**

Click Pay, review the fees, then pay online. Salesperson $103, broker $142. Paying by check or money order delays processing.

After you submit

- **Usually automatic**

  Your license appears with its new expiration date. If the Board needs to review it, you get an email.

- **Timing**

  Your online account updates right after payment. The public license lookup updates the next day. The wallet license arrives by mail in 4 to 6 weeks.

- **If the Board asks for more**

  You get an email titled "Information Needed". Click the link, log in, and upload the document. Incomplete applications stay open for 180 days.

If your license became inactive

- **Reactivate**

  Complete all 12 CE hours, then fill out the License Reactivation Form on the Board's "Reactivate or reinstate a real estate license" page and email it to the Board with your CE certificates. Processing takes at least 2 to 3 business days. With an inactive license you cannot work as an agent, though you may receive referral fees.

Need help?

DOL Welcome Center

617-701-8895, 9:00am to 5:00pm. In person: One Federal Street, Suite 600, Boston, MA 02110.

Real Estate Board

617-701-8661, realestateboard@mass.gov

Questions about our courses or certificate

admin@spacereschool.com

Official sources

Renew a real estate license (mass.gov) · https://www.mass.gov/how-to/renew-a-real-estate-license

Getting started with DOL's eLIPSE · https://www.mass.gov/info-details/getting-started-with-dols-elipse

Linking your license · https://www.mass.gov/info-details/linking-your-license

Renew a license or permit (eLIPSE guide) · https://www.mass.gov/info-details/renew-a-license-or-permit

How to make payments (eLIPSE guide) · https://www.mass.gov/info-details/how-to-make-payments-access-billing-summary

DOL CORI form (PDF) · https://www.mass.gov/doc/dol-cori-form/download

eLIPSE login · https://occupationallicensingandpermitting.mass.gov/madol/s/

FAQ: Real Estate Brokers and Salespersons · https://www.mass.gov/info-details/frequently-asked-questions-real-estate-brokers-and-salespersons

This guide summarizes the state's official instructions so they are easier to follow. The state's pages are the final word. If anything here differs from mass.gov, follow mass.gov.