



Dear Baldwin County Certified Specialist,

First, thank you for your continued dedication to the REALTOR® industry and this elite status. Your support of this program proves your promise to professionalism.

When the BCCS Task Force started this program in 2020, there was a renewal component they felt necessary to continue the program benefits of (1) bettering you in the local industry and (2) Baldwin REALTORS® endorsing you to the public as a real estate specialist. Like many other national certifications, renewal will take place **every 2 years from the date of certification**.

For many of you that earned your certification in 2020, this means you will need to renew in 2022 to maintain your certification status. To begin the renewal process, you are required to take a **1-day BCCS renewal course with Brent Lancaster**. This course will be offered twice a year, and there is a \$99 fee to sit for the course. Following the renewal course, you will fill out and submit a renewal application to prove you have met all renewal criteria.

For clarity, here is the 3-step process your BCCS Task Force has determined for renewal of certification:

1. Register for a 1-day BCCS renewal course in the year you need to renew. 2022 Course Dates are Thursday, February 3 (9a-4p) **OR** Thursday, August 25 (9a-4p). Registration for these courses will be available before Thanksgiving on your Member Portal.
2. Pay the course registration fee of \$99.
3. Following the course, submit the renewal application within 3 months of your renewal date. *(For example: If you earned your BCCS certification on July 4, 2020, you would need to have your renewal application submitted no later than October 4, 2022.)*

The renewal application is attached for your viewing, but we will make it available to you at the 1-day renewal course, as well. Here are some items to note about the renewal application:

- The renewal application is a shorter version of the original application **but is not to be submitted until after you take the 1-day renewal course**. Unlike the original application, which qualified you to take the program courses, this application is to be submitted following the renewal course to prove you have met all renewal criteria.
- **There is an increase in minimum transactions in your specialty area**. As a BCCS graduate, you are taking the knowledge from the courses, and this should increase your production.
- **You'll need to complete 3 of the 5 activities in the application** – this can be anything from your RPAC investment fair share, religious membership, community involvement, furthering your education, or association membership. Just indicate which items you've completed and attach appropriate documentation.



- **A renewal application is required for each of the 3 specialty areas** (*if you have specialized in more than 1 area*). The renewal date will depend on when you received certification for that particular specialty area.
- If your renewal application is not submitted **within 3 months of your renewal date (2 years from your date of certification)**, you start the entire BCCS application/payment process over. This also means that you will be removed from baldwinspecialist.com and asked to no longer use the BCCS logo and graphics in your personal marketing.

**Renewal FAQ:** I don't have my 18 transactions, but I can sit for the class on the date it's offered—can I do that?

**Answer:** Yes, you can pay your fee and sit for the course. Then, once you get your required 18 transactions, you may submit the renewal application (if it's within 3 months of your renewal date).

As with all great programs, this one continues to evolve to better fit our members' needs. Here are a few changes to note starting in 2022:

1. BCCS courses, both original and renewal, will be offered only twice a year, rather than quarterly. This will continue to create a more exclusive opportunity for the experts in their field to educate themselves. These dates will be advertised in January, and courses will be held in these months every year following, to allow for a more consistent schedule for applications and renewals.
2. Teams: Your broker or team leader can write a letter stating that you were the sole agent on those transactions; **OR** team members' transactions will count as half (you will need to show 36 transactions in an area if you are part of a 2-person team).
3. With the original BCCS courses, applicants now have only 6 months to complete their courses from the date of their first course (previously 1 year).

On behalf of your BCCS Task Force, thank you for taking the time to increase your knowledge and professionalism in Baldwin County and beyond.

As always, if you have any questions, please reach out to me.

Sincerely,

Allison Woodham, RCE  
Education Director



Baldwin REALTORS®