

Part 1 – Agency Profile

Agency Overview

The Idaho Real Estate Commission is a self-governing agency authorized under Chapter 20, Title 54, Idaho Code to administer the Real Estate License Law regulating real estate brokerage in Idaho. The Commission is a dedicated fund agency, meaning the funding for all Commission operations comes primarily from license and application fees; the Real Estate Commission receives no general fund monies. The Commission issues licenses to real estate brokers and sales associates, develops and oversees education programs and licensing exams, and investigates complaints and takes disciplinary actions for violations of the license law. The Commission is also charged with administering the State's Subdivided Lands Disposition Act (Chapter 18, Title 55, Idaho Code). The Act requires sellers of timeshares and out-of-state subdivision lots to register their projects with the Commission as a prerequisite to marketing them in Idaho.

The Commission is composed of four Governor-appointed Commissioners from four geographic areas of the state. The Commissioners meet monthly to establish the policies by which the Commission operates and to hear and decide enforcement matters. Commissioners hire an Executive Director to oversee agency operations and implement Commission policies. The Commission's 13 additional full-time employees are divided into three departments: Administration, Education & Licensing, and Enforcement. Staff carries out the day-to-day duties of the Commission with the guidance and assistance of a part-time contract attorney, who serves as the Commissioners' legal advisor.

In addition, the Real Estate Education Council is established by Idaho Code 54-2008 to serve as an advisory group to the Commission and to perform other duties related to planning, coordinating and directing education programs as authorized in the Council's bylaws. The Education Council consists of six members: four appointed by the Commission from the four geographic areas of the state; one Commissioner; and the Commission's Executive Director.

Approximately 90% of active Idaho licensees belong to the Idaho Association of REALTORS®, a prominent trade association for real estate licensees. Although the interests of the agency and the association may sometimes differ, the Commission works with the Association to develop consensus on issues affecting licensees.

Core Functions/Idaho Code

Education & Licensing Department – Develops and reviews curriculum for pre-license and post license education and the Commission's Business Conduct & Office Operations and annual Core courses; certifies courses, instructors and course providers and monitors their performance; audits licensee compliance with Continuing Education requirements; oversees license examination content and administration; provides staff support for the Education Council; issues and renews licenses for Idaho real estate brokers salespersons and companies, including verification of eligibility for licensure; oversees fingerprinting for background checks; oversees licensee Errors & Omissions insurance program and monitors licensee compliance with E&O requirement; processes records changes and requests for certified license and education histories.

Enforcement Department – Inspects real estate brokerage trust accounts and office operations; investigates complaints of alleged license law violations; recommends discipline for licensees and others for violations of the license law and monitors compliance; provides training and assistance to licensees, brokerages, and trade associations; oversees the timeshare and land registrations required under the Idaho Subdivided Lands Disposition Act.

Administration Department – Maintains the Commission website and online services and internal licensing database application; publishes and distributes the bi-annual licensee newsletter (the *Real Estatement*), annual license law booklet, and Commission-approved agency disclosure brochure; liaison with legislature and trade association (Idaho Association of REALTORS®); fiscal, human resources and purchasing functions; and support staff for the Commissioners and legal counsel.

Revenue and Expenditures

Revenue	FY 2011	FY 2012	FY 2013	FY 2014
Special Real Estate Fund	\$969,619	\$836,901	\$953,380	\$937,916
Civil Penalty Fine Monies**	\$183,218	\$125,450	\$121,828	\$183,748
Total	\$1,152,837	\$962,151	\$1,075,208	\$1,121,664
Expenditure	FY 2011	FY 2012	FY 2013	FY 2014
Personnel Costs	\$776,346	\$699,540	\$773,622	\$824,707
Operating Expenditures	\$345,289	\$389,452	\$371,463	\$391,564
Civil Penalty Fine Expend.	\$83,477	\$126,854	\$103,895	\$82,646
Capital Outlay	\$52,298	\$0	\$0	\$0
Trustee/Benefit Payments	\$0	\$0	\$0	\$0
Total	\$1,257,410	\$1,215,845	\$1,248,981	\$1,298,917

Profile of Key Services Provided

Key Services Provided	FY 2011	FY 2012	FY 2013	FY 2014
LICENSING DEPARTMENT				
New Licenses Issued	618/-26.2%	539/-12.8%	918/+70.3%	1,219/+32.8%
Total License Count (% Change from Previous Year)	9,738/-8.7%	9,241/-5.1%	9,263/+0.2%	9,687/+4.6%
ENFORCEMENT DEPARTMENT				
Total Office Audits Completed	207	210	206	219
Total New Complaints Opened	569	405	320	399
Total Complaints Dismissed	29	44	35	42
Total Disciplinary Actions Taken	481	402	299	314
CE Disciplinary Actions	67	56	58	100
E&O Disciplinary Actions	316	233	172	123
Other Disciplinary Actions	98	113	69	91
EDUCATION DEPARTMENT				
Certification of New				
Courses	90	52	63	89
Instructors	7	3	6	7
Providers	12	11	12	9
Curriculum Evaluation				
Sales Pre-License	11/2010	11/2010	11/2010	11/2010
Broker Pre-License	Ongoing	Ongoing	Ongoing	Ongoing
Education Council Course Audits	12	12	22	18
License Exam Statistics				
Idaho exams administered	1,111	859	1,538	2,272

Part II – Performance Measures

Performance Measure	2011	2012	2013	2014	Benchmark
Maintain bi-annual audit schedule for Idaho brokerages	X	X	X	X	50% of offices each year
Number of investigations completed within 6 months from opening of case	90%	90%	90%	80%	100%
Number of completed license applications and notice of change forms processed and approved within ten (10) business days from receipt	X	X	X	X	100%
Number of license renewals and license changes processed through the online system	X	X	X	X	95%
Number of sales associate and broker prelicense courses reviewed and updated each year for relevance and current laws	X	No	No	No	25%
Number of callers or e-mail inquiries who are able to make contact with a staff member within one business day of contacting the commission office	X	X	X	X	100%

For More Information, Contact:

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