

# F.A.Q. on Continuing Education Requirements

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Prepared in cooperation with the Bismarck Mandan Board of REALTORS®,  
ND Association of REALTORS® and the ND Real Estate Commission

## **1. How many hours of continuing education (CE) do I need?**

Licensees need a minimum of 9 hours of approved continuing education hours each calendar year. New licensees have different requirements and should check with the ND Real Estate Commission if additional information is needed.

## **2. Can I take on-line/correspondence courses?**

Licensees can take approved online/correspondence courses for continuing education hours. There is no restriction on the number of CE hours that can be taken online or by correspondence. 8 hours of CE may be taken in one day, this includes both online & live courses.

## **3. Are there courses licensees have to take?**

The ND Real Estate Commission can choose to require each licensee to take a required course (or courses) up to a maximum of 6 hours each year. In 2015 licensees are required to take 3 hours in Personal Safety. Courses meeting the mandatory requirement are indicated with “MAN” in the course number.

## **4. If I take more CE hours than is required in a year can I carry the extra hours over to next year?**

Continuing education hours cannot be carried over from one year to the next.

## **5. Who is responsible for tracking my continuing education hours?**

YOU ARE. The ND Real Estate Commission requires CE hours for license renewal. As a service to its members, the NDAR maintains copies of CE slips of the classes sponsored by NDAR, some local boards, and some of the other sponsoring agencies. However, licensees bear the responsibility for tracking the total number of CE hours they have accrued and submitting proof of CE attendance to their Broker. Licensees may be audited on verification of CE by the ND Real Estate Commission. [Click here](#) for a form to track your CE.

## **6. How do I find out about Continuing Education available to me?**

The ND Association of REALTORS®, the Bismarck Mandan Board of REALTORS®, other Boards of REALTORS®, and other affiliated entities provide continuing education opportunities for members (non-member licensees may attend for a higher registration fee). Courses are announced in newsletters, emails to members, information shared with brokers, at these web sites: [www.ndrealtors.com](http://www.ndrealtors.com), [www.realestatend.org](http://www.realestatend.org) and other means of communication.

## **7. What about the required Code of Ethics training?**

The Code of Ethics training is required by the National Association of REALTORS® and is a requirement to maintain membership in the local board of REALTORS®, the ND Association of REALTORS® and the National Association of REALTORS®. The Code of Ethics training is a quadrennial requirement – each member must take an approved course every four years. The current quadrennial cycle is January 1, 2013 to December 31, 2016. All members must have completed an approved Code of Ethics course of at least 2 ½ hours by December 31, 2016 to continue their membership in the local, state, and national association.

**January 2015- Please note: There is proposed legislation to change the license renewal date to an earlier date than December 31<sup>st</sup>. The ND RE Commission is considering November 15<sup>th</sup> as a renewal date, so please remember this when scheduling your CE. Should the bill pass the legislature, the Commission will need to make Administrative Rule changes to finalize the renewal date.** (1-22-2015)