F.A.Q. on Continuing Education Requirements

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 renewal period. New licensees (as well as those coming out of escrow) have different requirements and should check with the ND Real Estate Commission if additional information is needed. ***Note: CE hours must be taken between November 16, 2020 and November 15, 2021 to renew your license for 2022.***

2. Can I take on-line/correspondence courses? Is there a maximum number of hours?

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. A maximum of 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 continuing education cycle. The Real Estate Commission has determined that the there is not a mandatory course topic to be completed in the CE cycle ending November 15, 2021.

4. If I take more CE hours than is required, can I carry the extra hours over to the next continuing education cycle?

Continuing education hours cannot be carried over from one CE cycle 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. Course sponsors are responsible for maintaining copies of CE slips for the courses they sponsor. 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®, 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, 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 triennial requirement – each member must take an approved course every three years. The current triennial cycle is January 1, 2019 to December 31, 2021. All members must have completed an approved Code of Ethics course of at least 2 ½ hours by December 31, 2021 to continue their membership in the local, state, and national association.

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