2023 North Dakota Real Estate License Renewal Information and Instructions

Firm, Broker/Broker Associate and Salesperson licenses for 2023
Issued by the North Dakota Real Estate Commission (NDREC)

Please read the entire renewal information and instructions before starting your online renewal.

This email will be sent to all licensees.
Go to NDREC website at www.realestatend.org to search for active licenses, and all Online Services needed to update your information, renew, certify CE, check renewal status, & print your licenses.

New this year:

1. All licensees: As you complete your online renewal, you will be prompted to upload your own certificates of continuing education completion or a note that you are exempt from CE.
2. Designated brokers: You are able to view the CE certificates in View/certify CE in Online Services for all the firm's licensees who have renewed thus far, without logging in separately for each licensee.
3. All active resident licensees: You must complete 3 hours each on 2 mandatory topics, plus another 3 hours for 9 hours total this CE cycle (Nov. 16, 2021 to Nov. 15, 2022) unless you are exempted.
4. Designated brokers: You are able to log in as yourself to Online Services and print licenses for all licensees in your firm, as well as your own licenses associated with your broker & firm licenses.

See instructions below for details.

What you need to know to renew your active or inactive North Dakota real estate (ND RE) firm, broker/associate or salesperson license for 2023:

1. All active and inactive ND RE licensees **must renew their license/s by November 15, 2022**. Late fees begin Nov. 16, 2022. Active or inactive licenses are cancelled if not renewed by **Jan. 15, 2023**.
2. If you got **licensed for the first time in 2022**: Any new ND resident RE licensee, whether active or inactive, who was/will be issued a 2022 license any time from January 1, 2022 through December 31, 2022, must also renew their license, but are exempt from CE. If first licensed after Nov.15, you must renew but no late renewal fees apply.
3. Any active or inactive ND RE licensee renewing after November 15, 2022 incurs an accumulating late fee of $100 per month per license of any kind, according to the schedule on p. 4.
4. If an active licensee does not renew by December 31, 2022, the licensee and broker will receive an email that the license has automatically become inactive on January 1, 2023. If this occurs, the licensee must renew by the end of **Jan. 15, 2023** and pay late and activation fees to activate the license made inactive by failure to renew by December 31, 2022.
5. If an inactive licensee does not renew by December 31, 2022, the licensee will receive an email that the license will remain inactive, but the licensee must renew by **Jan. 15, 2023** and pay late fees.
6. Any licensee, whether active or inactive in 2022, who does not renew by **Jan. 15, 2023**, is cancelled.
7. All active and inactive ND RE licensees must renew and pay online.
8. To renew, each active and inactive ND RE licensee must have an email address in the NDREC licensee online database.
9. NDREC recommends the broker renew the broker, firm, duplicate and branch licenses first. After that, the broker associates and salespersons licensed with the firm can renew.
10. NDREC will email information, instructions and alerts to all licensees in the NDREC database. NDREC will make reasonable attempts to contact licensees who do not have deliverable, or no, email addresses. The licensee is responsible for renewing their license.

Before you begin your renewal, be sure you have what you need:

- ☐ Correct email address on file with NDREC – See Steps on pp. 2 and 3.
- ☐ Your email address, license number and password – See Steps on p. 2.

- ☐ **NEW: Continuing education certificates – for uploading**, and on file with your broker, if not exempted.
- ☐ Errors & Omissions insurance – individual policy for 2023, or current firm policy. **NO certificate needed.**
- ☐ For active non-resident licensees only (including non-resident reciprocal licensees from MN, IA and GA): Certificate of Licensure from state of residence issued in past 30 days with page including discipline info.
- ☐ If applicable: information on any reportable activity such as disciplinary actions, certain convictions related to financial issues in 2022 or not reported in prior renewal year/s.
- ☐ Credit card for payment (Discover, MasterCard or Visa accepted; American Express not accepted)

Steps to renew your active or inactive North Dakota real estate (ND RE) broker, firm, duplicate, branch, broker associate or salesperson license:

1. ACTIVE LICENSEES: Find your email address and license number in this Online Directory link: https://services.realestatend.org/directory/ .
2. INACTIVE LICENSEES: NDREC used the email address on file to email you your license number.
3. ALL LICENSEES: If your email address listed in the Online Directory (active licensees) or used to email you (inactive licensees) is incorrect, your first step must be to log in using your email address from the directory or NDREC email, and your password. Your password and instructions for logging in are in #4 and instructions for correcting your email address are in #5.
4. Begin the first step in the login process by going to: https://services.realestatend.org/
   - Next, from the list of license types under "Renewals" on this page, select your license type. Your license type will be either broker, broker associate or salesperson. Your license type is also listed with your name in the online directory. Be sure you are completing the renewal that corresponds with your license type. For example, if you are a broker associate, make sure you are completing a broker associate renewal, and not a renewal for a broker.
   - Once you've selected the online renewal form for your license type, you will be able to log in.
   - For all licensees to log in, use the email address from the directory link or email from NDREC, and your password. **Your password is the first 4 letters of your last name in all lower case and your ND RE license number**, which is 3, 4 or 5 numbers. For example: jone12345 is the password for Mr. Jones whose license number is 12345. If your last name is fewer than 4 letters, your password is your complete last name in all lower case, plus your license number. For example: zu98765 is the password for Ms. Zu whose license number is 98765.
5. For licensees whose email is incorrect in the online directory (active licensees) or email from NDREC to inactive licensees, you must first update your email address before you can renew. To update your email address, complete and submit the Licensee's Change Address/Name - https://services.realestatend.org/ (same link as identified above).
6. If you need to change your name or address, you will be directed to a form to submit before you can complete your license renewal.
7. The system allows you 1 hour to complete your renewal. If you are going to be away from the system for any length of time or need more time, use the "Save for Later" button to save your incomplete renewal. Log back in to complete your renewal at a later time. The system does not automatically save your incomplete renewal unless you select the "Save for Later" button.
8. Follow the instructions to complete the renewal process.
9. Be sure to attach any documents required for you. **NEW: All active licensees will need to upload CE certificates.** Active non-resident and reciprocal licensees will need to upload a Certificate of Licensure (COL) from their state of residence. A few licensees may need to update documents related to recent reportable disciplinary or other actions. **Do not upload an E&O insurance certificate**.
   - Certificates of Licensure (COL): Licensees must upload their COL. **Do NOT direct your home state's real estate commission to send the COL to NDREC**. COLs must be dated within 30 days of the date you submit your renewal. NDREC must receive your COL to approve your renewal.
   - E&O insurance: You must check a box that states you have renewed your individual insurance through the Rice Insurance or another company, or your firm has current E&O insurance. If you do not check this box, you cannot complete the renewal, so be sure to renew individual insurance or have current firm insurance *before* you renew your license. **Do NOT upload an E&O certificate**.

10. The system will prompt you if your renewal is incomplete with the message: “Required fields missing on a previous page” or a similar alert, and you will be prompted to fill any missing fields.
11. You will receive an email receipt once your renewal is completed by you, paid and received by us.
12. Once you submit a complete paid renewal, if you are an active licensee, your broker receives an email to certify your CE and your status will state “Your renewal is awaiting certification of your CE from your broker.” Inactive licensees’ online status will state: “Your renewal is under review. If further information is required, you will be notified.” Your broker should check their email junk mail if they don’t receive this email in their in box.
13. **NEW: ALL active licensees: You must UPLOAD CE CERTIFICATES WITH YOUR RENEWAL, and resident licensees need mandatory CE topics;**
    Resident active licensees: required topics and hours are: respect, ethics and professionalism – 3 hours; plus fair housing – 3 hours; plus 3 CE hours total on an elective topic/s. Altogether, 9 hours of CE as described here must be completed during the current CE cycle (Nov. 16, 2021 through Nov. 15, 2022).
    - If you don’t complete all mandatory and elective CE by Nov. 15, 2022, you should renew as INactive, complete the CE as described here, then submit a Transfer or Activate License form -- https://www.realestatend.org/licensees/forms/ with the required CE certificates and 2023 E&O insurance attached to become active after Jan. 1, 2023. If you renew as active, but complete required CE after Nov. 15, you and your broker may face disciplinary action.
    - Designated brokers: For CE completed after the Nov. 15 deadline, certify the licensee has NOT met the CE requirements.
14. **Exemptions from North Dakota CE requirements:**
    The following licensees are exempt from North Dakota CE requirements and **when prompted for CE certificates in the online renewal, should upload a brief note that explains their exemption**:
    - Licensees renewing now indicating the license will be INactive in 2023.
    - Non-resident and reciprocal licensees -- if they meet the CE requirements in their state of residence.
    - Resident salesperson licensees newly licensed in 2022 -- who either took the 90-hour pre-licensure course or are completing 15 hours of post-licensure.
    - Newly licensed brokers -- who passed the broker examination during the Nov. 16, 2021 to Nov. 15, 2022 CE cycle.
    - Licensees -- who have been continually licensed since on or before Jan. 1, 1969.
15. For active licensees, after your broker has certified your CE, your online status will state: “Your renewal is under review. If further information is required, you will be notified.”
16. **NDREC does not receive your renewal until your broker certifies your CE, and brokers must certify the broker’s own CE.** NDREC staff will review and approve/not approve the renewal in about the next 10 business days. Check your status in Online Services – “Renewals” – “Check the status of your renewal” on the NDREC website. Log in with your same email and password. Your status is always available online and is updated automatically with any actions. Please do not contact NDREC to check your status during this time, as this may delay the process.
17. Staff will email you if they have any questions on your renewal.
18. Once staff has approved your renewal, your online renewal status will show: “Your renewal has been approved. If your license is active, please ask your broker if your broker or you should print your license.” Licenses do not need to be printed or displayed in the broker’s office if licensee name and licensee’s number are on the broker’s website.
19. **If you or your broker need to print your license**, go to Online Services – License(s), select an option, log in, and your license file will open. If the printed version/s show a state seal or signature that are not clear, you must print using Adobe Acrobat or print the license as an image. To download the free Adobe Acrobat program, use this link: https://get.adobe.com/reader/.
20. If your broker does not list licensees and license numbers on the broker’s website, then 2023 licenses must be displayed in the broker’s office beginning the first business day of 2023.
21. All active and inactive licensees must renew their license/s by **November 15, 2022 or late fees apply**.
22. See Information on all other pages for details on other dates, deadlines, actions and late fees.

Additional steps for designated brokers:

1. You, the designated broker, will receive an email notification each time a licensee with your firm submits a license renewal. The notification will instruct you to log in and certify the CE for that licensee. **NEW: To certify CE** – go to Designated Broker View/Certify CE -- https://services.realestatend.org/licensees/view-ce/login.asp?reload=1 **NEW: You can view the CE certificates and renewals, and certify the CE for yourself and licensees**. Select "Return to list" to certify CE for other renewed licensees in your firm – without needing to log back in.
2. After you log in to check your renewal status, and your renewal is approved, you can print your license/s. A message in the system will state: "If you are a designated broker with firm/s that is/are not a sole proprietorship/s, you will need to print your firm/s license/s, too." If your firm is a sole proprietorship, your broker license renewal serves as a renewal for your sole proprietorship.

✓ You do not need to print or display any licenses if you post names and license numbers for firm/s, branch/es and licensee/s on your website.

✓ If the printed version/s show a state seal or signature that are not clear, you must print using Adobe Acrobat or print the license as an image. Download free Adobe Acrobat program at -- https://get.adobe.com/reader/

✓ Printed licenses can be on any kind of paper.

If you need to print licenses:

- **To print broker and duplicate broker licenses** – go to Licensees – Print your license(s) -- https://services.realestatend.org/licensees/print/login.asp or **NEW: go to Designated Brokers – Print your licensees' license(s)** -- https://services.realestatend.org/licensees/print-lic/login.asp.
- **To print firm and branch licenses** – go to Designated Brokers – Print your firm's license(s) -- https://services.realestatend.org/firms/print/login.asp.
  - **To print multiple firm licenses** -- log in to print each separately by inputting your email and password and selecting the firm one at a time.
- **NEW: To print licenses of licensees in your firm** – go to Designated Brokers – Print your licensees' license(s) -- https://services.realestatend.org/licensees/print-lic/login.asp Select the license/s to print. You can login as yourself and print multiple licenses OR have licensees print their own license --

Licensees who are not designated brokers – to print your license – go to Licensees – Print your license(s) -- https://services.realestatend.org/licensees/print/login.asp and use same renewal login and password.

3. Beginning the first business day of 2023, you must destroy all 2022 paper licenses and, if you do not post names and license' numbers for firm/s, branch/es and licensee/s on your website, then you need to display all 2023 licenses in your firm.
4. If you post license names numbers on your website, make sure this posting is always current.

Renewal and late fee schedules:

Late fees will be assessed according to the following rates per each license:

If a renewal is completed during this time,	then the total late fee per license renewed is:
Nov. 16 – 30, 2022	$100
Dec. 1-31, 2022	$200
Jan. 1-15, 2023	$300
At the end of the day on **January 15, 2023**, licenses not yet renewed are cancelled.	

Renewal fees:

Type of license or fee	Rate
Firm	$ 200
Broker/Broker Associate	$ 150
Salesperson	$ 125
Branch office	$ 50
Broker duplicate license (for branches, additional firms)	$50 per branch or additional firm
Late fees apply to all licenses listed above	$100/month per license

This ends the instructions.