



2025 North Dakota Real Estate License Renewal Detailed Information and Instructions

Firm, Broker/Broker Associate and Salesperson licenses for 2025
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 or inactive licenses, and all Online Services needed to update your information, renew, certify continuing education (CE), check renewal status, print your licenses, and if necessary after renewal is submitted, to upload correct CE certificates.

New this year:

- 1) To comply with state law, all licensees will confirm date of birth, Social Security number, and addresses.
- 2) If a licensee submits a renewal with incorrect or incomplete CE certificates, the licensee or broker can use the new Online Service called "Upload Corrected Continuing Education (CE)" to upload correct documents.

What you need to know to renew your active or inactive North Dakota real estate (ND RE) firm, broker/associate, or salesperson license for 2025:

1. To renew, all licensees must have a current email address in the NDREC Licensee Directory on the NDREC website.
2. All active and inactive ND RE licensees **must renew their license/s by November 15, 2024 online and pay online.** Late fees begin Nov. 16, 2024. Active or inactive licenses are cancelled if not renewed by **Jan. 15, 2025.**
3. If you obtained a **license for the first time in 2024:** Any new active or inactive ND RE licensee, whether active or inactive, who was/will be issued a 2024 license any time from January 1, 2024 through December 31, 2024, 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.
4. Any active or inactive ND RE licensee renewing after November 15, 2024 incurs an accumulating late fee of \$100 per month per license of any kind, according to the schedule on p. 2.
5. If an active licensee does not renew by December 31, 2024, the licensee and broker will receive an email that the license has automatically become inactive on January 1, 2025. If this occurs, the licensee must renew by the end of **Jan. 15, 2025** and pay late and activation fees to activate the license made inactive by failure to renew by December 31, 2024.
6. If an inactive licensee does not renew by December 31, 2024, the licensee will receive an email that the license will remain inactive, but the licensee must renew by **Jan. 15, 2025** and pay late fees.
7. Any licensee, whether active or inactive in 2024, who does not renew by **Jan. 15, 2025**, is cancelled. Licensees who decide not to renew should submit a Cancel License Request found in the Forms section of the NDREC website.
8. 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 p. 2.
- ☐ Your email address, license number and password – See Steps on p. 2.
- ☐ CE certificates – for uploading, and on file with your broker, if not exempted.
- ☐ Errors & Omissions (E&O) insurance – individual policy for 2025, or current firm policy. **NO certificate needed.**
- ☐ For non-resident licensees only (including non-resident reciprocal licensees from MN, IA, and GA): Certificate of Licensure (COL) from state of residence issued in past 30 days with page including discipline information.

- ☐ If applicable: information on any reportable activity such as disciplinary actions, certain convictions related to financial issues in 2024 or not reported in prior renewal year/s.
- ☐ Credit card for payment --Discover, MasterCard or Visa accepted. Do not use American Express.

Renewal and late fee schedules:

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

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, 2024	\$100
Dec. 1-31, 2024	\$200
Jan. 1-15, 2025	\$300
At the end of the day on January 15, 2025 , licenses not yet renewed are cancelled.	

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

- Check your email address: find your email address, license number, active/inactive status, and license type in this Licensee Directory link: <https://services.realestatend.org/directory/>.
- If your email address is incorrect: You may log in using the current incorrect email address from the directory or NDREC email, and your password (listed below), and the renewal will direct you to Online Services -- Licensees -- Update your personal address, contact information, name or email. You are able to update information at that time.
- OR, before logging in to renew, you first can go to Online Services and complete and submit the Licensees -- Update your personal address, contact information, name or email - <https://services.realestatend.org/>. Then use your updated email address to log in to renew.
- Begin the first step in the login process by going to Online Services at: <https://services.realestatend.org/>.
 - Next, from the list of license types under "Renewals" on this page, select your license type: broker, broker associate, or salesperson. Your license type is listed with your name in the Licensee Directory. Be sure you are completing the renewal that corresponds with your license type. If you are a broker associate, make sure you are completing a broker associate renewal, and not a broker renewal.
 - 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 Licensee Directory, also listed in your email from NDREC -- or your newly updated email address, and your password. **Your password is the first 4 letters of your last name (or your entire last name if fewer than 4 letters long) in all lower case and your ND RE license number**, which is 3, 4 or 5 numbers. For example: jone23456 is the password for Mr. Jones whose license number is 23456. For example: zu98765 is the password for Ms. Zu whose license number is 98765.
- The system allows you 1 hour to complete your renewal unless you use the "Save for Later" button to save your incomplete renewal and log back in at another time. The system does not automatically save your incomplete renewal unless you select the "Save for Later" button.
- Follow the instructions online to complete the renewal process.
- Be sure to attach any documents required for you.
 - CE certificates -- All active resident licensees need to upload CE certificates if they renew as active for 2025. Avoid using periods, dashes, or special characters in the document name. These characters can cause an upload error.
 - Certificate of Licensure (COL) -- Non-resident and reciprocal licensees will need to upload a COL from their state of residence before submitting the renewal. Do not direct your home state's real estate commission to send the COL to NDREC as we will not accept these. COLs must be dated within 30 days of the date you submit your renewal. NDREC must receive your COL to approve your renewal.

- Disciplinary/other actions -- A few licensees may need to update documents related to reportable disciplinary or other actions that occurred in 2024 or were not reported in prior renewals.
 - E&O -- Do not upload an E&O insurance certificate. 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.
8. The system will not allow you to advance or otherwise 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 required to fill any missing fields.
 9. You will receive an email receipt once your renewal is completed by you, paid, and received by us.
 10. Once you submit a complete paid renewal, if you are a current active licensee, your **designated broker** receives an email to certify your CE and your status will state "Your renewal is awaiting certification of your CE from your broker." Current inactive licensees' online status will state: "Your renewal is under review. If further information is required, you will be notified." **Designated brokers** -- check your email junk mail if you don't receive this email in your inbox.
 11. Non-resident licensees need to meet CE requirements in their state of residence. See #15 on next page.
 12. ND resident licensees renewing as active for 2025 need mandatory and elective CE topics:
 - salespersons -- 3 hours on contract law with a focus on purchases/purchase agreements, plus 9 hours on elective topics for a total of 12 hours.
 - brokers and broker associates -- 3 hours on broker responsibility with a focus on earnest money, NDREC-required office policies, and advertising, plus 9 hours on elective topics for a total of 12 hours.
 13. Late CE: If you're renewing as active for 2025 but haven't completed all mandatory and elective CE by Nov. 15, 2024, you should renew as INactive, complete the CE as described above, then submit a Transfer or Activate License form -- <https://www.realestatend.org/licensees/forms/> with the required CE certificates, to be effective Jan. 1, 2025. If you renew as active, but complete required CE after Nov. 15, you and your **designated broker** may face disciplinary action.
 - **Designated brokers:** For CE completed after the Nov. 15 deadline, certify the licensee has not met the CE requirements.
 - **Designated brokers:** If you or your licensee realize the licensee has not uploaded correct or complete CE certificates, do not certify the CE, but complete steps 1-8, directly below. If the broker has already certified the CE with incorrect or incomplete CE, steps 1-8 still should be completed to upload and certify correct CE.

NEW! Uploading corrected CE

All licensees: If you or your **designated broker** realize you uploaded incorrect or incomplete CE certificates with your renewal, **after the renewal has been submitted**, and either before or after the broker has certified that licensee's CE, you can use a new Online Service. The Online Service allows the licensee or broker to upload correct CE certificates. The **designated broker** will be able to view the corrected certificates in the View/Certify CE window and certify the CE. Any time additional CE is uploaded after a licensee has submitted their renewal, the broker must certify the uploaded corrected CE.

1. Go to <https://services.realestatend.org/>
2. At the very bottom of the page is a link called "Upload Corrected Continuing Education (CE)".
3. Log in. Licensees log in with their own credentials to upload. **Designated brokers** must log in with the credentials of the person for whom they are uploading CE. **Designated brokers**, if you are uploading your own CE, use your username and password.
 - **Email:** The email address you have on file with us.
 - **Password:** The first 4 letters of your last name and your entire license number
 - If you have a last name with fewer than 4 letters, use your entire last name.
4. **Upload** the corrected CE certificates. Make sure that:
 - You are uploading the correct certificates dated between Nov. 16, 2023 and Nov. 15, 2024.
 - The file name you are uploading does not have periods, dashes, or special characters in it. These characters often cause an upload error.
5. Submit & continue to the next page.
6. Click the box to certify that the information you uploaded is true and correct.
7. Submit & continue.
8. **Corrected CE certificates must be certified by the designated broker, even if the broker certified the CE that was uploaded initially with the renewal. Designated brokers** -- please see p. 5 for instructions on how to certify CE and corrected CE.

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 their CE certificates or a brief note that explains their exemption, as some exempt licensees may not have certificates:

- Licensees renewing now indicating the license will be INactive in 2025.
- Non-resident and reciprocal licensees – can upload a brief note that states you have met your home state CE requirements. Your broker may want you to upload your CE certificates for your home state, but NDREC does not require this.
- Resident salesperson licensees newly licensed in 2024.
- Newly licensed brokers -- who passed the broker examination during the Nov. 16, 2023 to Nov. 15, 2024 CE cycle.
- Licensees -- who have been continually licensed since on or before Jan. 1, 1969.

15. For active licensees, after your **designated 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 designated broker certifies your CE, and designated 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 after the **designated broker** certifies the CE/corrected CE.

17. **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.

18. Staff will email you if they have any questions on your renewal.

19. Once staff has approved your renewal, you will receive an email that your license is available, and 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 **designated broker's** office if licensee name and licensee's number are on the **designated broker's** website.

20. **If you or your designated 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 save and 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/>.

21. If your **designated broker** does not list licensees and license numbers on the broker's website, then 2025 licenses must be displayed in the broker's office and branch offices beginning the first business day of 2025.

22. All active and inactive licensees must renew their license/s by **November 15, 2024 or late fees apply.**

23. See Information on all other pages for details on other dates, deadlines, actions, and late fees.

Additional steps for designated brokers – how to certify CE and corrected CE, and to print licenses:

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. **To certify CE** – go to Designated Broker View/Certify CE -- <https://services.realestatend.org/licensees/view-ce/login.asp?reload=1> **You can view the CE certificates and renewals, and certify the CE for yourself and licensees.** Please certify CE regularly, as we cannot approve a renewal until you do.
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 you, a designated broker, 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 **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.
 - **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 --
 - If the printed version/s show a state seal or signature that are not clear, you must save and 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.
3. Beginning the first business day of 2025, you must destroy all 2024 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 2025 licenses in your firm and in the branch/es.
 4. If you post license names numbers on your website, make sure this posting is always current.

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.

Simplified step-by-step instructions for the online renewal are in the accompanying document.