

# 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. If you are a new licensee, please verify CE requirements with the Real Estate Commission. No more than eight (8) hours of CE can be earned in one day – this applies to online and live courses.*

## **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. See note on maximum daily hours in item 1.*

## **3. Are there courses that 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 six (6) hours each year. In 2014 licensees must take three (3) hours in either Agency or Fair Housing. Courses approved to meet the mandatory requirements are indicated with the letters “MAN” in the course number.*

## **4. If I take more CE hours than is required this 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 continuing education hours for license renewal. As a service to its members, the NDAR maintains copies of CE slips for the classes sponsored by NDAR, the local board, 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.*

## **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, flyers that are provided to members, information shared with brokers, at these web sites: [www.ndrealtors.com](http://www.ndrealtors.com), [www.bmbor.org](http://www.bmbor.org), and [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 associations.*