

2026 ND real estate license renewals -- Simplified Step-by-Step Renewal Instructions

Read the instructions and assemble any documents before starting.

1. If you need to find your email address to log in for renewal, go to the Licensee Directory to look up your information.
<https://services.realestatend.org/directory/>.
2. Go to <https://services.realestatend.org/>
3. Pick the link to renew your license type (Salesperson, Broker, Broker Associate)
 - a. If you get a message saying you are not eligible for renewal, double check that you have picked the correct link for your license type.
4. Log in.
 - a. **Email:** The email address you have on file with us. <https://services.realestatend.org/directory/>
 - b. **Password:** The first 4 letters of your last name and your entire license number
 - c. If you have a last name with fewer than 4 letters, use your entire last name.
5. Submit & continue to the next page.
6. Verify your information at the top of the page.
7. If you are currently "Active", answer the question about your license being inactive after January 1
 - a. **Inactive** for 2026 answer **Yes**
 - b. **Active** for 2026 answer **No**
8. Is the name at the top of the page correct? Answer **Yes** or **No**
9. Are you in the military? Answer **Yes** or **No**
10. Are you the spouse of someone in the military? Answer **Yes** or **No**
11. Contact Information: Make updates to the information if needed.
12. Submit and continue to the next page.
13. If you are currently active and renewing as active or inactive, is the Broker/Firm information correct? Answer **Yes** or **No**
 - a. **If your response is "No"**, complete the Transfer License form. A link to the form is on the next page.
14. Submit and continue to the next page.
 - a. **Active Salespersons and Broker Associates**, skip to step 21.
 - b. **Designated brokers**, continue to step 15.
 - c. **Currently Inactive or Renewing as Inactive Licensees**, skip to step 25.
15. Duplicate Licenses-verify the information and that all are listed.
16. Submit and continue to the next page.
17. Branch offices-verify the information and that all are listed.
18. Submit and continue to the next page.
19. Has your trust account/waiver changed this year? Answer **Yes** or **No**
 - a. If you answer **Yes**, complete a "[Trust Account Consent to Examine Trust Account](https://realestatend.org/licensees/forms/)" or a "[Trust Account Waiver of Broker](https://realestatend.org/licensees/forms/)" form located on our web site at <https://realestatend.org/licensees/forms/>.
 - b. If you answer **No**, continue to step 20.
20. Submit and continue to the next page.
21. Have you renewed your RISC insurance, or does the brokerage provide it? **Check** the box if **yes**.
22. Have you completed the required continuing education? Answer **Yes** or **No**
 - a. If you select "No" you will **not** be able to continue and you will have to renew as "Inactive".
23. **Upload** your CE certificates. Combine all CE certificates into a single file. **Non-resident** and **reciprocal** licensees can upload a document that states you have met your home state CE requirements. Resident licensees, make sure that:
 - a. You are uploading the correct certificates dated between 11/16/2024 and 11/15/2025 and the mandatory CE topics are included.
 - b. The file name you are uploading does not have periods, dashes, or special characters in it. These characters often cause upload errors.
24. Reciprocal and Non-resident licensees ONLY:
 - a. Upload a copy of your home state Certificate of Licensure (COL) dated within the last 30 days.
 - b. DO NOT upload a copy of your real estate license.
 - c. A **MN COL** always has **two or more pages** and is in MN's Pulse Portal
25. Did you have disciplinary action in the last renewal? Answer **Yes** or **No**
 - a. If you answer "**Yes**", you will be prompted to upload the documentation.

- b. If you answer “**No**”, move to step 26.
- 26. Submit and continue to the next page.
- 27. Is everything on your renewal correct? **Check** the box if **yes**.
- 28. Submit and continue to the next page.
- 29. Enter your payment information.
 - a. **Do not use American Express**
 - b. Enter your information accurately.
 - c. Make sure you are using the correct billing address and ZIP code for your credit card.
 - d. **Be patient!** Do not make multiple submittals in a short period of time if it doesn’t go through right away.
 - e. If it is declined:
 - i. Double check your credit card numbers.
 - ii. Double check your address and ZIP code-make sure it is the billing address for your credit card.
- 30. Submit and continue to the next page.
- 31. Print your receipt!** If you get a receipt, your renewal has been **successfully submitted**.

Note 1: After you’ve submitted your renewal successfully, your Broker will need to certify your CE. We cannot finalize your renewal until the Broker has certified your CE. Please check that your **designated broker** has certified your CE before calling the office about your renewal status. If your status is “**Pending**”, your broker has NOT certified your CE yet. NOTE: **designated brokers** also must certify their own CE.

You can check the status of your renewal in Online Services at

<https://services.realestatend.org/licensees/renew/status/login.asp>

Your status is always available online and is updated automatically with any actions. Be sure to check with your **designated broker**, to make sure the **designated broker** certified your CE. **Designated brokers:** you also must certify your own CE. Please do not contact NDREC to check your status during this time, as this may delay the processing of your renewal.

Designated Brokers-How to Certify CE

1. When a licensee in your firm completes their renewal, you will receive an email notification that you need to certify their CE.
2. **We cannot finalize any renewal** until the licensee's CE is certified by the **designated broker**. The **designated broker** also must certify the **designated broker's** own CE.
3. Go to <https://services.realestatend.org/>
4. Towards the bottom of the page is a link called "View/Certify licensee continuing education requirements".
<https://services.realestatend.org/licensees/view-ce/login.asp?reload=1>
5. Log in.
 - a. **Email:** The email address you have on file with us.
 - b. **Password:** The first 4 letters of your last name and your entire license number
 - c. If you have a last name with less than 4 letters, use your entire last name.
6. Submit & continue to the next page.
7. Read the information about certifying CE at the top of the page.
8. Pending CE verifications are listed at the bottom of the page.
9. The "Renewal Files" listed under each licensee are links to a pdf you can review.
10. To certify CE:
 - a. Click the "Edit" button next to the person you are certifying.
 - b. Click the certification value that is correct for this licensee.
 - c. Add a comment if necessary.
 - d. Submit and continue to the next page.
11. **Wait** until the "Success" page loads before moving on to the next licensee or closing your browser.

**Please take time to frequently certify CE during the renewal period rather than wait until close to November 15. Early CE certification allows more time to correct documentation errors and CE deficiencies and avoid any change in licensing status.

How To Correct CE Uploads After the Renewal Has Been Submitted

This process is for correcting CE uploads during renewal ***after the renewal has been submitted***. If a licensee uploads incomplete or incorrect CE certificates, NDREC has created a process so the CE certificates can be uploaded by the licensee or the **designated broker**, and the **designated broker** will be able to view the corrected certificates in the View/Certify window.

1. Go to <https://services.realestatend.org/>
2. Towards the bottom of the page is a link called "Upload Corrected Continuing Education (CE)".
3. Log in. **Designated brokers** must log in with the credentials of the person for whom they are uploading CE. If you are uploading your own CE, use your username and password.
 - a. **Email:** The email address you have on file with us.
 - b. **Password:** The first 4 letters of your last name and your entire license number
 - c. If you have a last name with less than 4 letters, use your entire last name.
4. **Upload** your CE certificates. Make sure that:
 - a. You are uploading the correct certificates dated between 11/16/2023 and 11/15/2024.
 - b. 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. Designated brokers:** please refer to the "How to Certify CE" process above to certify corrected CE.