

# 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 (12/20/2021)

## 1. How many hours of continuing education (CE) do I need?

Licensees with active licenses need a minimum of 9 hours of approved continuing education hours each renewal period. This must include 3 hours each on the 2 mandatory topics for a total of 6 hours, plus another 3 hours on an elective topic. Mandatory topics: 1.) respect, ethics and professionalism – 3 hours; and 2.) fair housing – 3 hours. Please see the ND Real Estate Commission website at [www.realestatend.org](http://www.realestatend.org) for information on continuing education if you plan to activate an inactive license or were first licensed within the past 12 months, and for a list of all approved continuing education courses. **Note: CE hours must be taken between November 16, 2021 and November 15, 2022 to renew your license as active for 2023.**

## 2. Are there courses licensees have to take?

The Real Estate Commission has determined that there are two mandatory course topics to be completed in the CE cycle ending November 15, 2022. (See #1 for details)

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

Licensees can take approved online/virtual live, classroom, or hybrid courses for continuing education hours. There is no restriction on the number of CE hours that can be taken.

## 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](http://www.ndrealtors.com), [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 triennial requirement – each member must take an approved course every three years. The current triennial cycle is January 1, 2022 to December 31, 2024. All members must have completed an approved Code of Ethics course of at least 2 ½ hours by December 31, 2024 to continue their membership in the local, state, and national association. Local REALTOR® Associations are responsible for indicating which ethics courses are approved for their members.