2024
EDUCATION ATTENDANCE RECORD

By using this tracking form you can keep a record of courses as you complete them. It will be simpler to complete your renewal form when you receive it. Be sure to retain your course completion certificates for verification purposes.

Licensees need a minimum of 12 hours of approved continuing education hours each renewal period. Licensees need a mandatory 3 hours (Contract Law with a Focus on Purchase/Purchase Agreements) plus 9 elective hours totaling 12 hours.
Brokers & Broker Associates need the mandatory 3 hours (Broker Responsibility with a Focus on Earnest Money, NDREC Required Office Policies, and Advertising) along with 9 hours on elective topics totaling 12 hours. ***CE hours must be taken between November 16, 2023 and November 15, 2024 to renew your license for 2025.***

NAME: _____

Course Name	Course #	CE Hours	Completion Date	Course Provider	Location
Example: Contract Law – Purchase Agreements	*MAN01-000*	*3*	*1/05/2024*	*NDAR*	*Bismarck*
Example: Respect, Ethics & Professionalism	*CE NOV24*	*3*	*3/05/2024*	*NDAR*	*Grand Forks*