

5. Update from management – Actions at/since last meeting. Discuss/report 3.30.2026.

5.A. 2025-2026 priorities – administrative rules,

2025-2026 priorities	
1	<p>Review administrative rules</p> <p>See license law changes, below, for reference. 8.21, 9.17, and 10.30.2025 – Commission reviewed draft administrative rules changes but made no final decision. 11.12.2024 – Commission passed motion to change current NDAC 70-02-04-06(1) that CE courses be at least 2 hours. Discussion was CE courses should be at least 1 hour.</p> <p>5.A. Administrative rules – 8.21.2025 – Reviewed proposed administrative rules changes and set special meeting September 17, 2025 to continue the discussion. 9.17.2025 – Continued discussion on administrative rules changes. 10.30.2025 – Reviewed additional proposed rules changes. 11.2025 to 1.2026 – Jeanne and David met and reviewed all the proposed changes and other rules not yet reviewed. 2.12.2026 – Commission approved final draft changes.</p> <p>Next steps with approximate timeline:</p> <ol style="list-style-type: none"> 1) April -- Notice of public hearing on proposed changes published -- in all official county newspapers and posted on Commission website. 2) April-May -- Public comment period -- Jeanne will email an alert to all licensees and stakeholders, to encourage comment on proposed changes. Anyone can comment, orally or in writing, during comment period, which extends beyond hearing date. 3) May -- Public hearing held by Commission – Staff collect and summarize all comments made during the comment period before, during, and after the hearing. 4) May-June -- Commission reviews all comments, adjusts rules changes if determined necessary, and approves final rules changes. 5) June-July -- Commission submits required materials to Attorney General's Office and receives Attorney General Rules Opinion. Commission files final documents with Legislative Council. 6) July-August -- Legislative Administrative Rules Committee meeting and approves final rules. 7) September -- Final rules take effect. <p>3.30.2026 -- Discussion – E&O and referral-only; minimum number of listings, broker lien, inspectors</p>
2	<p>Internal office & commission policies & procedures, cross training; other policies</p> <p>Ongoing -- continue this priority with other policies, procedures, and additional cross-training.</p> <p><u>Cross training</u> – ongoing -- Jeanne/Rob – cross training on financial tasks.</p> <p><u>Primary place of broker's business</u> – 8.21.2025 -- Commission determined when primary place of broker's business is in ND, that place must be within an actual bricks-and-mortar structure and be a space solely for brokerage services. Broker's home can be the business office (43-23-12). Licensee names and licensee numbers must be displayed in place of business or listed on the broker's website (43-23-12(1)). Broker can share office space with another broker (NDAC 70-02-01-12). A nonresident broker with a licensed place of business in another state is not required to have a place of business in North Dakota (43-23-10).</p> <p><u>Expungement</u> -- Discussion and recommended action – 8.21.2025 – Discussed request to consider removing complaints from current licensee records but took no action.</p> <p>Current policy for removing a permanent letter of reprimand in a licensee's file due to disciplinary action: Letter can be expunged from the licensee's file and record if 1) the licensee petitions the commission to request the letter and record be expunged; 2) the letter has been in the file at least 7 years; 3) the commission determines that removing the letter and expunging the licensee's record does not endanger the public; and 4) the commission has not taken any disciplinary action against the licensee since the letter was placed in the file. (NDREC policy, 2.11.2019) State of ND records retention policy: Legal documents can be discarded 6 years after final action.</p> <p>10.30.2025 – Passed this policy: The commission may expunge disciplinary actions from the licensee's file and record if: 1) the licensee petitions the commission to request the disciplinary action/s and record be expunged; 2) the disciplinary action/s was/were taken at least 6 years ago, and North Dakota state retention policy allows the records to be purged; and 3) the commission determines that removing the disciplinary action/s and expunging the licensee's records does not endanger the public; and 4) the commission has not taken any disciplinary action against the licensee in the past 6 years. This policy replaces the policy on expunging letters of reprimand. The Commission agreed by consensus that Jeanne should establish a process for a licensee to petition the Commission to expunge the disciplinary action from the licensee's record. The process is to submit a formal request to Jeanne by email or letter, stating licensee name and disciplinary action requested to be expunged. The Commission will consider the request at its next regularly scheduled meeting. 2.12.2026 – Commission accepted licensee Mr. Chad Wachter's request for expungement.</p> <p><u>Auditor/Accountant</u> – 2-3.2026 – Mr. Myhra was no longer available. Jeanne and Rob interviewed a previous finalist. Jeanne checked references and initiated background check. Jeanne reviewed with Chair Meyer. Jeanne offered job to finalist Mr. Evan Richter and he accepted the job at \$79,500 with a</p>

	<p>start date of 4.13.2026, pending results of background check. Commission agreed to a \$1,000 retirement gift for Rob and agreed to pay Rob hourly for training the new auditor/accountant at an amount comparable to his current hourly rate and benefits.</p> <p>1.15.2026 – Jeanne emailed Commissioners on these details. 1.2026 – Background check reviewed. Jeanne discussed results with finalist. Jeanne discussed with Chair Meyer who agreed to offer job to finalist Mr. John Myhra at \$75,000 annual salary. 12.12.2025 – Commission directed background check for finalist. 11-12.2025 – Initial finalist applicants interviewed, 2 of these interviewed again. 9-10.30.2025 – Received applications.</p> <p>8.21.2025 – Rob retiring; planned last day in office is 1.30.2026. Jeanne will post staff auditor/accountant position, with salary \$75,000 to \$95,000, depending on experience. CPA preferred, not required. Jeanne and Rob will conduct interviews of top candidates. Start date of new accountant ideally before Rob's last day to allow for training.</p> <p><u>2026 mandatory CE</u> – 11.2025 – Kory updated CE area on website. 8.21.2025 – Commission set all CE as elective, with no mandatory course for CE cycle Nov. 16, 2025 through Nov. 15, 2026.</p> <p><u>Renewal dates</u> – 8.21.2025 -- Set renewal dates to be in force until such time a formal motion of the Commission sets different renewal dates: November 15 – on-time renewal; November 1 current year through January 15 of the next year -- \$100/month/license late fee accrues; January 1 through January 15 – grace period during which non-renewed active and inactive licenses from previous year are not cancelled, but active licenses from previous year are made inactive; January 16 – all non-renewed licenses are cancelled.</p> <p><u>Organization license tracking</u> – 3.2026 – Kory and Jeanne created a new tab in “How to Apply” section of website for organization licenses. <u>Link here:</u> https://www.realestatend.org/how-to-apply/#Organization</p> <p><u>2-3.2026</u> – Kory reviewing all current organization licenses and updating as needed. 8.21.2025 – Commission approved addition of broker reporting of their firm's licensee organizations as part of trust account audits, with focus on education and achieving compliance, not penalizing.</p> <p><u>Staff bonuses</u> – 12.2025 – The Commission, at 12.12.2025 meeting, directed chair and past chair to determine bonuses, which were \$3,000 each for 2 staff, \$1,500 each for 2 staff and \$1,000 for 1 staff person. 8.21.2025 – Discussed bonuses for staff to be part of budget, performance.</p> <p><u>Education fund expenditures</u> – 2.12.2026 – Commission agreed to transfer an additional \$7,500 from the education fund to the operating fund to cover ongoing education-related expenses. <u>Post 2.12.2026</u> – Rob made the additional \$7,500 transfer. Before 2.12.2026 – Rob transferred \$10,000 from education fund to operating fund, based on education-related expenses from 7.1.2025 through 1.31.2026, totaling \$10,052.93. 8.21.2025 – The commission agreed to allow up to \$10,000 from the education fund to be used for trust account course development, and education-related staff time and expenses in fiscal year 2025-2026.</p>
3	<p><u>PSI services monitoring</u></p> <p>Ongoing -- continue to meet quarterly with PSI, to assure PSI provides good service to us and to applicants.</p> <p><u>PSI exam fee</u> – 8.21.2025 -- The commission amended PSI contract per exam fee from \$131 to \$134. Exam fee paid by license applicants. PSI requested increase after ARELLO requested PSI pay ARELLO \$5/ test, up from \$2/test. PSI can offer remote proctoring of tests.</p>
2025-2026 priorities, continued	
4	<p><u>Implement 2025 legislative changes</u></p> <p><u>All law changes</u> – 2.2026 – SB 2395 -- Kory updated “How to Apply, Steps” sections of the website to include: “An applicant aggrieved by a licensure delay first shall try to resolve the matter with the board. If the matter cannot be resolved, the applicant may bring the matter to the office of the governor. NDCC 43-51.1-03 (11). The link to contact the Governor's Office is https://www.nd.gov/contact” NOTE: Another requirement of SB 2395: “Unless already a member of an effective interstate compact, a board shall annually review available interstate compacts in professions it regulates to determine whether joining the interstate compact would be in the best interest of the profession and state, giving consideration to workforce shortages and evolving trends in occupation licensure and technology. The review must be noted clearly in the board's agenda and meeting minutes and the board must provide the labor commissioner with a copy of the considered compact and the board's reason for determining that entering the interstate compact was not in the best interests of the profession.” NDCC 43-51.1-03 (6)</p> <p><u>2.12.2026</u> -- SB2308 – Jeanne and Chair Meyer participated/on agenda of Board Review Task Force meeting on 2.11.2026 and reported that the task force moved that no changes be made to the commission.</p> <p>8.21.2025 -- Updated website with law changes (1125 & 2204), updated property condition disclosure form to include required radon health information (2204), informed stakeholders (all law changes). To be completed -- participate in ways TBD in Governor's task force study of all boards and commissions (2308), report to Labor Commissioners as required to assure compliance with uniform standards for all licensing boards (2395).</p> <p><u>House Bill 1125 (license law) & Senate Bill 2204 (radon) – updates:</u></p> <p>8.21.2025 -- website – home, law, forms, resource library, how to apply pages updated; email to all licensees, NDAR, BORs; future trust account audits will continue to audit for updated radon disclosure; education providers emailed law change details; PSI updated test scheduling process/web pages.</p>

	<p><u>Senate Bill 2251</u> – Raised income threshold from \$200,000 to \$2 million for boards who are exempt from full audit, and alternate annual financial review instead of full audit is now allowed as an option. (NDCC 54-10-27)</p> <p>10.30.2025 -The Commission determined it would proceed with current schedule with Brady Martz to conduct a comprehensive audit of fiscal years 2024-2025 and 2025-2026. NDREC has approved quote from Brady Martz to conduct an audit for the years to end 6.30.2025 and 6.30.2026 for \$12,650 base cost. State Auditor requires comprehensive audit for the year ended 6.30.2025, to comply with the law as it was before SB2251 took effect 8.1.2025.</p> <p>– 8.21.2025 – 2025 Legislature changed NDCC 54-10-27: “Instead of providing for an audit every 2 years, an occupational or professional licensing board that has less than \$200,000 \$2 million dollars of annual receipts may submit an annual report to the state auditor.” (NDCC 54-10-27) Office of the State Auditor sent letter confirming that NDREC can submit online the Annual Financial Review.</p>
Other 2025-2026 priorities	
5	<p>Online services</p> <p>Ongoing – continue to update and add new functions for renewals, CE reporting, broker applications.</p> <p>2-3.2026 – Kory is spearheading with staff additions/changes to Online Services –</p> <ol style="list-style-type: none"> 1) Setting up payment through Online Services instead of through website Pay Bill so all payments are processed through the same system even if not all processes are automated. 2) Updating Online Services menu with 7 new services and updating 2 others. <ul style="list-style-type: none"> New or updated Online Services – <ol style="list-style-type: none"> 1. Licensees – Pay to transfer active license through a different broker (upload completed form and make payment, receipt generated, emails generated to staff for follow up); 2. Licensees – Pay to activate your inactive license (upload form, pay, receipt) 3. UPDATED -- Licensees – Pay and print your COL (wording change) 4. Designated Brokers – Request COL for multiple licensees (list licensees online). Staff invoices broker; broker pays in new Online Services that replaces website Pay Bill. 5. Designated Broker – Change of Designated Broker (upload form, pay, receipt) 6. UPDATED -- Designated Brokers – Request to update your firm’s address, contact information or email (select from list of changes). Staff will invoice, if necessary. 7. CE Course Providers – Pay for your course application (upload course and instructor applications and other required documents, pay, receipt) 8. Pre-licensure Course Providers – Pay for your course application (upload course and instructor applications, pay, receipt) 9. Other Online Services Payment – Licensees pay for invoiced services such as Firm Change of Address or Request Multiple COLs, possibly other payments (select service from a list, pay, receipt) <p>11.2025-2.2026 – updated online functions and forms as needed. 10.30.2025 -- Updated online services for renewals after developing and testing over 3 months: sole proprietor firm renewal; removed DOB/SSN; made numerous word and format changes; updated automatic triggers. Also updated CE certification but will need updates to our system. Determined that broker applicant renewing as SP automation was not possible. Developed login/PW options but did not change login/PW.</p> <p>8.21.2025 -- Updated these other online services: itemization to receipt page; firm & licensee name/address, online services landing page format and wording, COL wording, email alerts to staff.</p> <p>8.21.2025 -- Updated database -- resource posting in licensee record.</p> <p>8.21.2025 -- Updated forms: revised cancel & inactive forms, property condition disclosure form.</p>
6	<p>Visit BOR</p> <p>10.30.2025 – Jeanne presented for FMAAR virtual educational offering 9.24.2024.</p> <p>8.21.2025 -- Scott, Sandy, Jeanne attended NDAR BOD meeting 6.26.2025, Grand Forks. Jeanne emailed all BORs on interest.</p>

Other --

1.1.2026 – Vendor raised cost of credit history report from \$11.25 to \$13.00. Online applications updated with new amount.

10.2025-1.15.2026 – Candie conducted CE audit with these results: License pool – ND, active – 1,754; 15% completed – 263 (73 – broker/associates + 190 salespersons); 254 – compliant without further documentation; 9 – Initially not compliant; all 9 provided documentation of compliance achieved by 11.15.2025; 9 -- incorrect documents uploaded. All licensees audited achieved compliance by submitting correct documents by deadline.

5.B. License numbers -- for information only to track with budget
Applications – July 2025 through February 2026 (2/3 through the fiscal year)

2025-2026	Salesperson	Broker	Firm	Organization
Jul-Feb total	131	31	22	73
25-26 budget -3-yr ave (23-24, 22-23, 21-22)	330	58	32	28
2024-2025	Salesperson	Broker	Firm	Organization
Jul-Feb	135	41	27	8
24-25 Actual Total	210	64	42	14

Individual & firm licenses

	salespersons	broker associates	brokers	firms
3.24.2026	2,124	398	438	442
2,960 individuals				
3.24.2025	2,132	386	430	436
2,948 individuals				
4.3.2024	2,142	382	421	415
2,945 individuals				

5.C. NDREC meetings – 2025-2026 – 8:30am--03/27/2026

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Federal Holidays 2025/2026 -- * Federal holidays 2025/26 – ND state holidays include all federal holidays except Columbus Day and Juneteenth, plus Good Friday, April 3

Jul 4, 2025	Independence Day	Nov 11, 2025	Veterans Day	Jan 1, 2026	New Year's Day	April 3, 2026	Good Friday
Sep 1, 2025	Labor Day	Nov 27, 2025	Thanksgiving Day	Jan 19, 2026	Martin L. King Day	May 25, 2026	Memorial Day
Oct 13, 2025	Columbus Day	Dec 25, 2025	Christmas Day	Feb 16, 2026	Presidents' Day	Jun 19, 2026	Juneteenth