



North Dakota Real Estate Commission  
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# Email Certificate

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**From:** Jeanne Prom, Executive Director [jeprom@nd.gov](mailto:jeprom@nd.gov)  
 701.328.9737

**Date:** November 13, 2018

**Re:** Course approvals – 20-739 through 20-740

**Attached:** NA

This email memo serves as the certificate of accreditation granted for each of the courses listed below.

	Name of course	Credits	Course #
1	Saving Home Energy for Real Estate Professionals	3	20-739
2	Home Energy Score for Real Estate Professionals	2	20-740

**All courses listed above are approved through November 15, 2020**, providing the online courses maintain current certification from ARELLO, comply with North Dakota Administrative Rules 70-02-04-23 and comply with all other applicable North Dakota real estate laws and rules.

NOTE: Please provide us with a copy of any updated ARELLO certification you receive for these courses if the courses are re-certified by ARELLO between now and November 15, 2020.

Unless exempted, active resident licensees must complete 9 hours of commission-approved continuing education from November 16, 2018 through November 15, 2019, the current continuing education cycle.

**North Dakota mandatory hours – November 16, 2018 through November 15, 2019**

The 9 hours of required continuing education per annual CE cycle this year (November 16, 2018 through November 15, 2019) must include 3 hours on the mandatory course topic. **Safety, including cybersecurity**, comprise the mandatory course topic for the November 16, 2018 to November 15, 2019 CE cycle. Courses listed above are approved as *elective*, not mandatory, courses. *I encourage you to develop and offer a class meeting the mandatory topic requirements.*

Please issue certificates to licensees completing the courses and submit to me a list of licensees receiving certificates for these classes. To receive a certificate and real estate continuing education credit, licensees must meet the attendance requirement in 70-02-04-21(1) of the Administrative Code, which is built into online course completion:

**Continuing Education Certificate of Attendance**

All schools, seminars, and workshops shall provide an individual certificate of attendance to each licensee upon completion of the educational program or training session under the following conditions:

1. No certificate of attendance shall be issued to a licensee who is absent for more than ten per cent of the classroom hours.

If you have any questions or comments, please contact me at 701.328.9737. Thank you for offering this continuing education.