



**IREC use only**

License #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Approved: \_\_\_\_\_

# LICENSEE REQUEST FOR CE CREDIT

**Idaho Code 54-2023** provides that licensees may receive continuing education credit for non-Idaho certified courses under certain limited conditions. Certified courses offered through certified Idaho course providers are automatically posted to your account. This form should **ONLY** be submitted for courses **NOT** certified by the Commission.

To have a non-certified course evaluated for CE credit, complete this form and submit it with **ALL REQUIRED** attachments listed below. A copy of this form will be returned to you by e-mail showing credit granted. You may also check your education record by logging in to the online services at [irec.idaho.gov](http://irec.idaho.gov). Status will **NOT** be given by phone.

**Requests for course credit should be submitted to the Idaho Real Estate Commission office no later than sixty (60) days prior to the license renewal date. INCOMPLETE REQUESTS CANNOT BE CONSIDERED. All fields are required.**

Licensee Name \_\_\_\_\_ License No. \_\_\_\_\_

E-mail \_\_\_\_\_

**List Non-Certified Courses for Which Credit is Requested:**

Title	Hours	Course Delivery Method (live/online* only)	Date Course Completed

NOTE: The CE requirement for most active status licensees is 2 Commission Core courses plus 12 elective hours. A course must be at least **two (2) hours** in duration. Excess hours may not accumulate or be credited for the purposes of subsequent license renewal periods.

\*Online courses must also be certified by the Association of Real Estate License Law Officials (ARELLO®).

CHECKLIST	REQUIRED ATTACHMENTS
	<b>Valid course completion certificate or transcript from the course provider verifying your attendance for each course.</b>
	<b>Copy of the provider's description of the course content (course outline, etc.)</b>

Please do not send original documents—we cannot return them to you. It is your responsibility to maintain your own CE records. We suggest keeping documentation for a minimum of three (3) years after the date of your last license renewal or activation in case you are audited for compliance.

**DO NOT WRITE BELOW THIS LINE—FOR IREC USE ONLY**

You were granted \_\_\_\_\_ CE elective hours toward your license renewal period ending \_\_\_\_\_.

\_\_\_\_\_  
Education and Licensing Director

\_\_\_\_\_  
Date