



**IREC use only**

Reviewed: \_\_\_\_\_

# 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 by the course provider within five (5) business days. This form is **ONLY** be submitted for courses **NOT** certified by the Commission.

**INSTRUCTIONS:** To have a non-certified course evaluated for CE credit, complete this form and submit it with 1. your completion certificate and 2. a copy of the provider's course description or timed course outline. Completion of this form is not a guarantee of credit. Status will **NOT** be given by phone. A copy of this form will be returned to you by e-mail showing if credit was granted or denied.

**Requests for course credit should be submitted to the Idaho Real Estate Commission office at least sixty (60) days prior to your license renewal date. INCOMPLETE REQUESTS CANNOT BE CONSIDERED. All fields are required.**

Full Legal Name	License No.
E-mail	License Expiration Date

Non-Idaho Certified Courses for which credit is requested:								
Complete Course Title (as shown on the completion certificate)	Hours*	Course Delivery Method (check one)			Date Course Completed	Certificate of Completion Attached	Provider's Course Description Attached	IREC Use Only
		Live	Online**	Remote***				

\* All courses must be at least **one (1) hour** in duration.  
 \*\*Online courses must also be certified by the Association of Real Estate License Law Officials (ARELLO®).  
 \*\*\*Remote course delivery must be equivalent to Idaho Remote course delivery. You must include a copy of your state's remote delivery standards. Alternatively, the provider or instructor may provide written attestation stating they have reviewed IREC's Student Engagement Terms and certify the standards were substantially followed.

Please do not send original documents as they will not be returned to you. IREC suggests 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**

Your request has been approved for your license renewal period ending \_\_\_\_\_. CE credit is granted for \_\_\_\_\_ elective hours. Hours awarded may differ from the hours on your completion certificate if IREC is unable to award credit for any portion of the course.

Your request has been denied for the following reason(s):

This course is IREC certified and has already been posted to your education record by the course provider.

No duplicate credit. You may not receive credit more than once within a licensing period for a course.

The submission was incomplete. You must include your certificate of completion and provider's course description. Re-submit your request with all required items.

Courses taken for prelicense cannot be considered for CE credit.

First time Idaho salespersons are required to take 2 Commission Core classes plus 12 hours of Post License Education. No substitutions can be made to this required education. You must take (POST001) Post License Fundamentals plus your choice of one of the following four-hour classes:

- (POST002) Post License Pricing, Marketing, and Advertising, OR
- (POST003) Post License Professionalism, Negotiation, and Closings, OR
- (POST004) Post License Introduction to Commercial Real Estate.

The course material does not fit into the Approved Topics as outlined in Rule 402 and IREC's Education & Certification Policy.

This course does not meet the requirement in Rule 402 that the content be related to real estate brokerage practice.

This course has been submitted to IREC by the course developer and it was denied. No CE credit can be granted for courses denied by IREC.

Per Idaho Code 54-2036(2)(e), online courses must be certified by ARELLO®.

Remote course delivery must be equivalent to Idaho remote course delivery. Please provide documentation as outlined on the first page of this form.

Course materials indicate that this course was delivered via correspondence, webinar, or another delivery method not recognized by Idaho.

Other \_\_\_\_\_  
\_\_\_\_\_.

More information is needed. You must provide \_\_\_\_\_  
\_\_\_\_\_.