



Continuing Education (CE) Course Guidelines:

1. In order to obtain CE credit for a course, you must attend the entire session. No credit will be given to those who arrive late, depart early, or take breaks other than the pre-approved instructor's break.
2. Continuing Education sessions are approved for three or six full credit hours.
3. Advance registration required; no walk-ins allowed.
4. Registration begins one-half hour prior to the start of class; late arrivals will not be admitted.
5. Photo ID will be required upon check-out.
6. A test will be given immediately following the course. There will be 25 questions for each three hours of credit.
7. No pagers, phones, or recorders.
8. Individual licensees are responsible for keeping track of their CE credits.
9. Postcard certificates of completion will be mailed two weeks following the course.
10. Real estate license number is required on every test.
11. No written confirmation of class will be mailed—you will be notified if the class is full.