

State of Minnesota  
 Department of Commerce  
 Licensing Unit  
 85—7th Place East, #600  
 St. Paul, MN 55101  
 651-296-4026

# RE-9 REAL ESTATE CONTINUING EDUCATION COURSE VERIFICATION

The information which you furnish on this form will be used to determine whether you have complied with the real estate license law requirements.

### INSTRUCTIONS

1. When you have completed the required number of credit hours, fill out, sign and date this form.
2. Provide this completed form to your Broker ..
3. Keep your course completion certificates and a copy of this form in your educational records.

Name (as it appears on your license)	Computer Number
Address	Social Security Number
City, State, Zip	Education requirement (as it appears on your license)
Telephone Number	Renewal Deadline (as it appears on your license)
Date of Birth	Name of Company to which you are licensed (your Broker)

## LIST OF CONTINUING EDUCATION COURSES

Department	Date Completed	Course Title/Sponsor	Credit Course No	Hours
Total				

You are all on a 2 year renewal cycle. In each two year cycle, all agents must have thirty (30) hours of continuing education to renew their license, a minimum of fifteen (15) must be taken during the first year. Brokers are required to verify the education requirements and must maintain records of evidence that the agent's education has been completed. (The broker retains this information - a form is not sent to the Commerce Department). Agents must complete at least one hour each in the area of agency and fair housing, and at least two hours of ethics during the two year licensing cycle.

I certify under penalty of law that I have taken and completed the courses listed above and will furnish to the Department of Commerce and/or my Broker, upon request, evidence of having taken all of the courses listed on this report. I also certify that I have not reported these courses previously on any of my reports.

Signature \_\_\_\_\_  
 Date \_\_\_\_\_