



North Dakota Real Estate Commission  
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## Email Certificate -- 2021

To: Tony Bowers [contact@atyourpaceonline.com](mailto:contact@atyourpaceonline.com)  
At Your Pace Online, LLC  
From: Jeanne Prom, Executive Director [jeprom@nd.gov](mailto:jeprom@nd.gov)  
Date: May 29, 2020  
Re: **Course approval – 21-075 – MAN till 11.15.20**

### ***MAN = MANDATORY***

This email memo serves as the certificate of accreditation granted for each of the course/s listed below. The certificate also serves as the certificate of approval for each of the instructor/s of the course/s listed below. No separate certificate/s for instructor/s is/are issued. **Please submit instructor applications for each instructor of these courses if the instructor has not been approved for a course with a 20-XXX or 21-XXX number.**

	Name of course	Credits	Course #
1	North Dakota 3-hour Real Estate Mandatory Core: Risk Management	3	MAN 21-075

**All course/s listed above is/are approved through November 15, 2021**, providing the online course/s maintain current certification from ARELLO and comply with North Dakota Administrative Rules 70-02-04-23 and all other North Dakota real estate laws and rules.

Unless exempted or updated by new rules, active resident licensees must complete 9 hours of commission-approved continuing education from November 16, 2019 through November 15, 2020, the current continuing education cycle.

The 9 hours must include 3 hours on risk management, the mandatory course topic for the 2019-2020 CE cycle. The course above is approved as a *mandatory* course through November 15, 2020. From November 15, 2020 through November 15, 2021, the course is not mandatory but *elective*, and the "MAN" designation will be dropped from its course number.

Please issue certificates to licensees completing the course/s, and submit to the commission a list of licensees receiving certificates for the class/es. 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.