



North Dakota Real Estate Commission  
1110 College Dr Ste 207  
Bismarck ND 58501-1207  
701.328.9737  
[jeprom@nd.gov](mailto:jeprom@nd.gov)

[www.realestatend.org](http://www.realestatend.org)

## Email Certificate -- 2021

To: Michael Melvin [programs@atyourpaceonline.com](mailto:programs@atyourpaceonline.com)  
At Your Pace Online, LLC  
From: Jeanne Prom, Executive Director [jeprom@nd.gov](mailto:jeprom@nd.gov)  
Date: August 18, 2020

Re: **Course approval – 21-082**  
**NOTE: This is an *elective*, not a mandatory, course.**

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. You have submitted the instructor information with this course.

	Name of course	Credits	Course #
1	Real Estate Safety	3	21-082

**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 an *elective*, and *not* a mandatory, course through November 15, 2020. I will inform you when the mandatory topic for 2020-2021 is determined.

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.