



*IREC use only*

**No Fee LICENSEE REQUEST FOR CE CREDIT No Fee**

Idaho Code 54-2023 provides that licensees may receive continuing education credit for non-certified courses under certain limited conditions. Certified courses offered through certified Idaho course providers are automatically posted to your account. This form should **ONLY** be submitted for courses **NOT** certified by the Commission.

To have a non-certified course evaluated for CE credit, complete this form and submit it with **ALL** attachments listed below. A copy of this form will be returned to you showing credit granted. You may also check your education record by logging in to the online services at [www.irec.idaho.gov](http://www.irec.idaho.gov).

Requests for course credit should be submitted to the Idaho Real Estate Commission office **no later than sixty (60) days prior** to the license renewal date.

**PERSONAL INFORMATION**

Licensee Name \_\_\_\_\_

License Number (required) \_\_\_\_\_

E-mail Address (required) \_\_\_\_\_

List Non-Certified Courses for Which Credit is Requested:			
Title	Hours	Course Delivery Method (live or online only)	Date Course Completed

NOTE: Idaho law requires active licensees to complete a Commission Core course plus 16 elective hours during each license renewal period. Licensees changing from inactive to active status must also complete this education requirement before activating. A course must be at least **two (2) hours** in duration. Excess hours may not accumulate or be credited for the purposes of subsequent license renewal periods.

Checklist	REQUIRED ATTACHMENTS
	Valid course completion certificate* or other documentation from the course provider verifying your attendance, for <u>each</u> course
	Copy of the provider's description of the course content (course outline, etc.)

\*Certificates or other documentation must be completed by the provider and must include your name, name of the course provider, number of hours earned, and signature of the provider's representative. **Please do not send original documents—we are unable to return them to you. Keep this request with your license records for one (1) year after the date of your license renewal in case you are audited for Continuing Education compliance.**

**DO NOT WRITE BELOW THIS LINE—FOR IREC USE ONLY**

You were granted \_\_\_\_\_ CE elective hours toward your license renewal period ending \_\_\_\_\_.

\_\_\_\_\_  
 Education Director

\_\_\_\_\_  
 Date