

**Minnesota Department of Commerce**

**Study Guide**

*for*

***Section VIII* of the Real Estate License**

**Minnesota 2024-2025 Required Module**

*Module Topic:*

**Risk Management and Minnesota License Procedures**

*(as required in § 82.61(h))*

# CONTENTS

INTRODUCTION .....	4
QUICK OVERVIEW .....	5
COURSE OUTLINE ( <i>With Full Text</i> ) .....	6-17
<b>VIII. License Application and Maintenance Procedures .....</b>	<b>6</b>
<b>A. How to Contact Commerce; Licensee Contact Information .....</b>	<b>6</b>
1. Required licensee contact information .....	6
2. Contacting Licensing .....	6
3. Contacting Education .....	6
4. Contacting Education Providers .....	6
5. Contacting Commerce Enforcement .....	6
<b>B. Applying for a license .....</b>	<b>7</b>
1. Qualification of applicants .....	7
2. Application contents .....	7
3. Applying for a broker's license .....	7
4. Applying for a business entity (brokerage) license .....	7
5. Period for application .....	7
<b>C. Real Estate License Application Change 2024 .....</b>	<b>8</b>
<b>D. PE Requirements .....</b>	<b>9</b>
1. Minn. Stat. § 82.59 .....	9
2. How to find PE courses .....	9
<b>E. Examinations and Instruction .....</b>	<b>9</b>
<b>F. Broker: Experience, Education, Examination .....</b>	<b>9</b>
1. Minn. Stat. § 82.58 and 82.59 .....	9
2. Scheduling a broker's license examination .....	9
<b>G. Salesperson: Education, Examination .....</b>	<b>10</b>
1. Minn. Stat. § 82.58 and 82.59 .....	10
2. Scheduling a salesperson's license examination .....	10
<b>H. General License Renewal Instructions .....</b>	<b>10</b>
1. Broker license renewals .....	10
2. Broker responsibilities .....	12
3. Broker company license renewals .....	13
4. Salesperson license renewals .....	13
a. Resident .....	13
b. Non-Resident (reciprocal) .....	13
c. Non-Resident (non-reciprocal) .....	13
5. Salesperson Responsibilities .....	14
a. Resident .....	14
b. Non-Resident (reciprocal) .....	14
c. Non-Resident (non-reciprocal) .....	14

<b>I. CE Requirement .....</b>	<b>14</b>
<b>1. General .....</b>	<b>14</b>
<b>2. Agency law and fair housing .....</b>	<b>15</b>
<b>3. Minn. Stat. § 82.61 (f) .....</b>	<b>15</b>
<b>4. Minn. Stat. § 82.61 (g) .....</b>	<b>15</b>
<b>5. Module course.....</b>	<b>15</b>
<b>6. Commercial-only designation .....</b>	<b>15</b>
<b>7. How to find CE courses .....</b>	<b>15</b>
<b>J. License Education Requirements in MN Statutes Chapter 45 .....</b>	<b>16</b>
<b>1. Continuing Education .....</b>	<b>16</b>
<b>2. Audits .....</b>	<b>16</b>
<b>3. Falsification of Reports .....</b>	<b>17</b>
<b>4. Reporting Requirements .....</b>	<b>17</b>
 <b>LINKS .....</b>	 <b>18</b>
<b>How to look up a MN Real Estate CE record .....</b>	<b>19</b>

## INTRODUCTION

This guide is intended to help education providers, approved instructors, and individual licensees understand section VIII of the 2024-2025 Minnesota Real Estate Module Course content outline.

Every effort was made to ensure the accuracy of the material in this guide, but nothing in it should be construed as legal advice, and Minnesota state law always governs the matters discussed in these pages.

The information in this guide was current as of April 2024, but always check **Minn. Stat. § 82**, **Minn. Stat. § 45**, and the Commerce Department website for updates to laws and procedures.

## QUICK OVERVIEW

### Minnesota 2024-2025 Required Module

As part of the continuing education that is due each license year, all real estate brokers and salespersons must complete specific module training that covers topics in real estate that are significant and of current interest in the real estate market and profession. Brokers also have the additional requirement to complete a module specifically designed to address issues relevant to brokers. The Department of Commerce must publicize an outline of the topics covered by the module(s) and the number of credit hours by April 1 each year. Modules may be offered by any real estate continuing education provider approved by the Department of Commerce who has received approval for the course(s).

Here are additional details:

- The Department of Commerce, in consultation with a statewide real estate trade association and a statewide private continuing education provider, determines the specific topics covered by the module(s) each license year and the number of credit hours allocated to each module.
- The 2024-2025 module requirement totals 3.75 hours. The course must be completed by all real estate salespersons and brokers alike. An outline of topics covered by the module (the course matrix) is part of each special general module course application, both of which are available on the Department of Commerce website at <http://mn.gov/commerce/>.

### **The topic for this 2024-2025 module course is: Risk Management and Minnesota License Procedures**

This 3.75-hour module will also satisfy the broker module training requirement as required in § 82.61(i) for 2024-2025 (*in other words, there will be no separate broker module course for 2024-2025*). **Completion of this course will NOT satisfy the 1 hour of Fair Housing OR the 1 hour of Agency Law as required in § 82.61.(c) (1) (2).**

# COURSE OUTLINE

## VIII. License Application and Maintenance Procedures

### A. How to Contact Commerce; Licensee Contact Information (<https://mn.gov/commerce/licensing/list/real-estate/updates.jsp>)

When contacting anyone in 2, 3, and 4 below always include your full legal name, license type, license or application number, daytime email and phone number. Also, include as much detail and documentation as possible regarding the subject matter.

#### 1. Required licensee contact information

<https://www.revisor.mn.gov/statutes/cite/45.0112>

**[NOTE #1]** Licensees may be subject to discipline for not complying with this statute within 10 days.

#### 2. Contacting Licensing – (for licensing questions)

(#1) Call 651-539-1599

(#2) Email [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us)

#### 3. Contacting Education Providers - Contact information can be found at

[www.pulseportal.com](http://www.pulseportal.com)

#### 4. Contacting Commerce Enforcement

<https://mn.gov/commerce/>

<https://mn.gov/commerce/consumer/file-a-complaint/>

## B. Applying for a license

### [82.58 Licensing: Application](#)

#### 1. Qualification of applicants - Subdivision 1.

An applicant for a real estate broker or real estate salesperson license shall be at least 18 years of age at the time of making application for said license.

#### 2. Application contents – Subd. 2.

(a) An applicant for a license as a real estate broker or real estate salesperson shall make an application in the format prescribed by the commissioner. The application shall be accompanied by the license fee required by this chapter.

(b) Each application for a real estate broker license or real estate salesperson license shall contain such information as required by the commissioner consistent with the administration of the provisions and purposes of this chapter.

(c) The application for a real estate salesperson license shall give the applicant's legal name, age, residence address, and the name and place of business of the real estate broker on whose behalf the salesperson is to be acting.

(d) The commissioner may require such further information as the commissioner deems appropriate to administer the provisions and further the purposes of this chapter.

(e) In addition to the application for licensure, an applicant for a real estate salesperson license shall submit to the commissioner a copy of the course completion certificate for courses I, II, and III and passing examination results.

#### 3. Applying for a broker's license – Subd. 3.

After successful completion of the real estate *broker's* examination, an individual shall have one year from the date of the examination to apply for a broker's license, unless the individual is a salesperson who remains continuously active in the real estate field as a licensee. Failure to apply for the broker's license or to remain continuously active in the real estate field will necessitate a reexamination.

#### 4. Applying for a business entity (brokerage) license - Subd. 4. (see link)

#### 5. Period for application. – Subd. 5.

An applicant who obtains an acceptable score on a *salesperson's* examination must file an application and obtain the license within one year of the date of successful completion of the examination or a second examination must be taken to qualify for the license.

## **C. Real Estate License Application Change 2024**

<https://mn.gov/commerce/licensing/list/real-estate/applications.jsp>

Brokers and salespersons: Beginning March 1, 2024, an additional step will be added to initial real estate broker, salesperson, and company license applications. You must complete a form attesting that you have reviewed all the application questions and responses in their entirety and that all the responses are accurate (or a complete and accurate transmittal of the responses provided to the broker by the salesperson license applicant). After the form has been signed and dated, you must upload it with the license application on PULSE.

***Download the appropriate form here:***

***[Salesperson Application Attestation \[.pdf\]](#)***

***[Broker Application Attestation \[.pdf\]](#)***

***[Company Application Attestation \[.pdf\]](#)***

## D. PE Requirements

1. Minn. Stat. § 82.59 Subd.8. (a) & (b)  
[82.59 Licensing: Examinations and Instruction.](#)
2. How to find PE courses  
[Education for Licensees / Minnesota Department of Commerce - Licensing \(mn.gov\)](#)

## E. Examinations and Instruction

[82.59 Licensing: Examinations and Instruction.](#)

## F. Broker: Experience, Education, Examination (MN Statutes Chapters 82.58 and 82.59)

<https://www.revisor.mn.gov/statutes/cite/82.58>

<https://www.revisor.mn.gov/statutes/cite/82.59>

### 1. Minn. Stat. § 82.58 and § 82.59

Every application for a broker's examination shall show proof of a minimum of three years of actual salesperson experience within the previous five-year period. - **82.59.**

**Subd. 4. (b) and 82.59 subd. 5. Waivers.**

An applicant for a broker's license must complete the 30-hour prelicense broker course prior to sitting for the broker license examination. The 30-hour prelicense broker course must have been completed within 12 months prior to the date of application for the broker's license. - **82.59. Subd. 8. (b)**

Broker exam results good for one year, unless the individual is a salesperson whose license remains continuously active. Failure to apply for the broker's license within one year of passing the broker exam or to hold a continuously active salesperson license will require a new broker examination. - **82.58. Subd. 3.**

### 2. Scheduling a broker's license examination

<https://mn.gov/commerce/licensing/education/scheduling-exams.jsp>

## G.Salesperson: Education, Examination

### 1. Minn. Stat. § 82.58 and 82.59

An applicant for a salesperson's license is required to successfully complete the 30-hour prelicense salesperson course 1 prior to sitting for the salesperson license examination. An applicant for a salesperson's license is also required to successfully complete the 30-hour prelicense salesperson course 2, and the 30-hour prelicense salesperson course 3, prior to filing an application for the salesperson license. - **82.59. Subd. 8. (b)**

Salesperson license application must include a copy of the course completion certificates for prelicense salesperson course 1, 2, and 3. - **82.58. Subd. 2 (e)**.  
Salesperson passing exam results good for one year. - **82.58. Subd. 5**.

### 2. Scheduling a salesperson's license examination

<https://mn.gov/commerce/licensing/education/scheduling-exams.jsp>

## H.General License Renewal Instructions

### 1. Broker Renewals

<https://mn.gov/commerce/licensing/list/real-estate/renewals.jsp>

<https://www.revisor.mn.gov/statutes/cite/82/full#stat.82.62>

#### **Real Estate Company and Agents Mass License Renewal**

It is the Primary Broker's responsibility to renew all of the licenses that are due for renewal and associated with the real estate company before 11:59 PM Central time on June 30 of the applicable renewal year. The mass renewal can be done online at: [www.pulseportal.com](http://www.pulseportal.com). Electronic renewal applications, renewal documents, and payments must be received by the MN Department of Commerce before 11:59 PM. Central Time on June 30 of the applicable renewal year.

The primary broker will need a PulsePortal user name and password in order to renew licenses. If you don't remember your user name or password, use the "Forgot Password" or "Forgot User Name" links. If you still need assistance, please contact Vertafore Support at 833-814-0228 or [pulse\\_support@vertafore.com](mailto:pulse_support@vertafore.com). The Department of Commerce is unable to assist the primary broker with user name and password issues.

It is the Primary Broker's responsibility to provide individuals associated with your company a copy of their license. The broker can print the licenses directly on [www.pulseportal.com](http://www.pulseportal.com) by clicking the "Print Your License" link.

## **Resident**

It is the Primary Broker's responsibility to verify that all of the individual licenses associated with your company are CE-compliant. Individuals can check their CE compliance on [www.pulseportal.com](http://www.pulseportal.com) by clicking on the "Review your CE Transcript" link. If a course has been completed but is not listed on the CE transcript, you will need to contact the course provider for assistance. The Department of Commerce cannot assist you with this issue. All completed continuing education must be uploaded by the course provider. [Visit Education for Licensees](#) for detailed continuing education information.

## **Non-Resident (*reciprocal*)**

- ❖ **All nonresident salespersons up for renewal this year who are reciprocally licensed in Iowa, North Dakota, South Dakota, Nebraska, or Oklahoma:**

Must email a current "Letter of Certification" from their resident state to: [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us) before the renewal deadline or the license will lapse. Please put "Nonresident Real Estate Renewal" in the subject line.

## **Non-Resident (non-reciprocal) and Colorado and Wisconsin**

- ❖ **All nonresident salespersons up for renewal this year from any state (other than the ones listed above in non-resident (reciprocal) but including those reciprocally licensed in Colorado and Wisconsin:**

**Must complete at least 30 hours of continuing education, that include 1 hour each of Fair Housing and Agency Law, and the required MN module course(s).**

They must then request course completion certificates from their course providers and email them to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us) before the renewal deadline or the license will lapse. Please put "Nonresident Real Estate Renewal" in the subject line.

2. **Broker responsibilities** <https://mn.gov/commerce/licensing/list/real-estate/applications.jsp>

**82.62 Licensing: Renewal. -**

<https://www.revisor.mn.gov/statutes/cite/82/full#stat.82.62>

**Subd. 2. Broker's Responsibility.**

(a) A broker shall renew the license of each eligible salesperson who is and will continue to be associated with the broker. For the purposes of this subdivision, an eligible salesperson is one who has demonstrated compliance with all renewal requirements before June 15 of the renewal year.

(b) When a broker does not intend to renew the license of an eligible salesperson who is associated with the broker, the broker must notify the salesperson in writing 30 days before June 15 of the renewal year.

(c) When the broker responsible for the salesperson's license renewal does not renew an eligible salesperson's license before the renewal deadline, the broker shall pay on the salesperson's behalf any additional higher license fees that result.

**Subd. 3. Timely renewals.**

A person who has not received notice of approval of renewal may not continue to transact business either as a real estate broker, salesperson, or closing agent after June 30 of the renewal year until approval of renewal is received. Application for renewal of a license is timely submitted *if all* requirements for renewal, ***including continuing education requirements, have been completed and reported pursuant to section 45.43, subdivision 1.***

**Subd. 4. Failure to renew.**

Persons who have failed to make a timely application for renewal of a license and who have not received the renewal license as of July 1 of the renewal year, shall be unlicensed until such time as the license has been issued by the commissioner and is received.

**Subd. 5. Renewal; examination.**

Except as provided in section [82.59, subdivision 7](#), and in section [82.61](#), paragraphs (i), (j), and (k), no examination shall be required for the renewal of any license, provided, ***however, any licensee having been licensed as a broker or salesperson in the state of Minnesota and who shall fail to renew the license for a period of two years shall be required by the commissioner to again take an examination.***

**Subd. 7. Reinstatement of canceled salesperson's or broker's license.**

A salesperson's or broker's license that has been canceled for failure of a licensee to complete postlicensing education requirements shall be reinstated without reexamination ***by completing the required instruction, submitting an application, and paying the fee for a salesperson's or broker's license within two years of the cancellation date.***

### 3. Broker company license renewals

<https://mn.gov/commerce/licensing/list/real-estate/renewals.jsp>

### 4. Salesperson license renewals

<https://mn.gov/commerce/licensing/list/real-estate/renewals.jsp>

<https://www.revisor.mn.gov/statutes/cite/82/full#stat.82.62>

#### a. Resident

While it is the Primary Broker's responsibility to verify that all of the individual licenses associated with the company are CE-compliant. ***It is also your responsibility as a real estate salesperson licensee holder to verify that all of your CE has been completed and uploaded to your CE license record prior to your broker renewing your license.***

Individual licensees can check their CE compliance on [www.pulseportal.com](http://www.pulseportal.com) by clicking on the "Review your CE Transcript" link. If a course has been completed but is not listed on the CE transcript, you will need to contact the course provider for assistance. The Department of Commerce cannot assist you with this issue. All completed continuing education must be uploaded by the course provider. [Visit Education for Licensees](#) for detailed continuing education information.

#### b. Non-Resident (reciprocal)

**All nonresident salespersons up for renewal this year who are reciprocally licensed in Iowa, North Dakota, South Dakota, Nebraska, or Oklahoma:**

Must email a current "Letter of Certification" from their resident state to: [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us) before the renewal deadline or the license will lapse. Please put "Nonresident Real Estate Renewal" in the subject line.

#### c. Non-Resident (non-reciprocal) & Colorado and Wisconsin

**All nonresident salespersons up for renewal this year from any state (other than the ones listed above in non-resident (reciprocal) but including those reciprocally licensed in Colorado and Wisconsin:**

**Must complete at least 30 hours of continuing education, that include 1 hour each of Fair Housing and Agency Law, and the required MN module course(s).**

They must then request course completion certificates from the course providers and email them to [licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us) before the renewal deadline or the license will lapse. Please put "Nonresident Real Estate Renewal" in the subject line.

**[Note:]** Completed real estate continuing education that was accepted by your resident state to satisfy your resident state real estate license continuing education requirement, can be used to satisfy your Minnesota required continuing education if completed within your current Minnesota license 2-year license period. Documentation that the courses satisfied your resident state should be included with the course completion certificates submitted to Minnesota.

## 5. Salesperson Responsibilities

- a. **Resident** - It is your responsibility as a real estate salesperson licensee holder (along with your broker) to verify that all of your CE has been completed and uploaded to your CE license record prior to your broker renewing your license.
- b. **Non-Resident (reciprocal)** - Who are reciprocally licensed in Iowa, North Dakota, South Dakota, Nebraska, or Oklahoma: It is your responsibility as a non-resident reciprocal Minnesota real estate salesperson licensee holder (along with your Minnesota broker) to email a current "Letter of Certification" as required at [Renewals / Minnesota Department of Commerce- Licensing \(mn.gov\)](#)
- c. **Non-Resident (non-reciprocal)** - *Who are NOT reciprocally licensed in the list above (including those reciprocally licensed in Colorado and Wisconsin: It is your responsibility as a non-resident Minnesota real estate salesperson licensee holder (along with your Minnesota broker) to verify that all 30 hours of your CE (including 1 hour each of Fair Housing and Agency Law, and the required MN module course(s) have been completed and submitted by email as required at [Renewals / Minnesota Department of Commerce- Licensing \(mn.gov\)](#)*

### I. CE Requirement - [82.61 Licensing: Continuing Education & Instruction](#)

1. **General - Minn. Stat. § 82.61** (a) All real estate salespersons and all real estate brokers shall be required to successfully complete 30 hours of real estate continuing education, either as a student or a lecturer, in courses of study approved by the commissioner, during the *initial* license period and during each succeeding 24-month license period. At least 15 of the 30 credit hours must be completed during the first 12 months of the 24-month licensing period. Licensees may not claim credit for continuing education not actually completed.

**[NOTE #1]** The *initial* license period, for a Salesperson AND for a Broker, will always be less than 24 months long. For that reason, the total 30 hours of CE is not due till June 30<sup>th</sup> of the renewal period; not at the first June 30<sup>th</sup>. So, no CE due at the first June 30<sup>th</sup> and all 30 hours due by the second June 30<sup>th</sup> of the renewal year.

**[NOTE #2]** When the *initial* license period for a Broker starts, *none* of the CE completed for their current Salesperson license requirement will carry forward to satisfy the new initial Broker license CE requirement.

2. **Agency Law and Fair Housing** - Minn. Stat. § 82.61 (c) (1) agency law 1-hr and 82.61 (c) (2) fair housing 1-hr
  
3. **Minn. Stat. § 82.61 (f)** cannot repeat a course within same license period
  
4. **Minn. Stat. § 82.61 (g)** prelicense broker course *may* be used for salesperson CE if completed within the correct license period
  - a. cannot count for the *initial broker license* CE as it was completed prior to broker license issue date
  - b. can count as broker CE, if, a *currently licensed* broker retakes the prelicense broker course and if it was completed within the correct license period.
  
5. **Module course**
  - a. Minn. Stat. § 82.61 (h) 3.75-Hr or 7.5-hr SP & BR module w/exam required (every license year) within each 2-year license period
  - b. Minn. Stat. § 82.61 (i) 1-Hr BR module w/exam required (every license year) within each 2-year license period (may be included in the SP & BR module required under 82.61 (h))

This 1-Hr BR module requirement has always been incorporated into the SP & BR module every year since 2013.
  
6. **Commercial-only designation** - Minn. Stat. § 82.61 (k) paragraphs (h), (i), and (j) do not apply to Commercial SP and Commercial BR engaged solely in commercial real estate business and file Commercial only verification  
See Renewal information at <https://mn.gov/commerce/licensing/list/real-estate/renewals.jsp>
  
7. **How to find CE courses**

<https://mn.gov/commerce/licensing/list/education-licensees/licensees/>

<https://mn.gov/commerce/licensing/education/>

## J. License Education Requirements in MN Statutes Chapter 45

1. **Continuing Education** - 45.30 (*give special attention to attendance, instructor credits and no duplicate credits*)

### Subd 4. Credit earned.

(a) - Continuing education courses must be attended in their entirety in order to receive credit for the number of approved hours.

**[NOTE]** There is no partial course credits given. Licensee must have documented attendance for the entire approved course time in order to receive any course credit.

(b) – licensee CE credits as an approved course *instructor* - CE credits: no more than one-half of the continuing education hours required for renewal of a license may be earned as a qualified *instructor* at the rate of three hours of continuing education credit for each classroom hour of approved instruction. [...]

**[NOTE]** Licensee must obtain at least one-half of their required CE as a student, not as an instructor of a course.

*No credit* will be earned if the licensee has previously obtained credit *for the same course* as either a student or instructor *during the same licensing period*.

**[NOTE]** Licensee cannot receive CE credit for the same course within the same license period. **No Duplicate Course Credit.**

(c) – licensees *must not receive credit for more than 8 hours of CE in one day*

### Subd.6. Course approval.

(a) Courses must be approved by the commissioner in advance.

2. **Audits** - 45.39

The commissioner reserves the right to audit subject offerings with or without notice to the education provider.

**[NOTE]** The Minnesota Dept of Commerce might be sitting in class or online with you when you are completing a course.

### 3. Falsification of Reports - 45.40

A licensee or applicant found to have falsified an education report to the commissioner will be considered to have violated the laws relating to the industry for which the person has a license and will be subject to suspension or revocation of the license or denial of the application for licensure.

The commissioner reserves the right to audit a licensee's education records.

**[NOTE #1]** 82.61 (a) [...] Licensees may not claim credit for continuing education not actually completed.

**[NOTE #2]** It is both a Brokers and a Salespersons responsibility as a real estate license holder to verify that all of the required CE has been completed and uploaded to the license CE record, prior to the broker renewing the license.

### 4. Reporting Requirements - 45.43

**Subd. 1. Course completions. Required education must be reported in a manner prescribed by the commissioner within ten days of the course completion.**

**Subd. 2. Violations and penalties.**

(a) Each failure to report an individual licensee's course completion in the manner prescribed by subdivision 1 constitutes a separate violation.

(b) The commissioner may impose a civil penalty not to exceed \$500 per violation upon an education provider that violates subdivision 1.

## **LINKS**

**Minnesota Department of Commerce: Guide to Real Estate Licensing**  
<https://mn.gov/commerce-stat/pdfs/re-license-guide.pdf>

Real Estate Updates <https://mn.gov/commerce/licensing/list/real-estate/updates.jsp>

Street and Email Addresses Required:  
<https://www.revisor.mn.gov/statutes/cite/45.0112>

File a Complaint <https://mn.gov/commerce/consumer/file-a-complaint/>

Request for Salesperson Experience Waiver <https://mn.gov/commerce-stat/pdfs/salesperson-broker-exam.pdf>

PSI Exams <https://mn.gov/commerce/licensing/education/scheduling-exams.jsp>

Real Estate Pre-License Education  
<https://mn.gov/commerce/licensing/list/education-licensees/licensees/>

Real Estate Licensing; Application, Exam & Instruction  
<https://www.revisor.mn.gov/statutes/cite/82.58>  
<https://www.revisor.mn.gov/statutes/cite/82.59>  
<https://www.revisor.mn.gov/statutes/cite/82/full#stat.82.59>

Real Estate Renewals <https://mn.gov/commerce/licensing/list/real-estate/renewals.jsp>

Real Estate Licensing Renewal  
<https://www.revisor.mn.gov/statutes/cite/82/full#stat.82.62>

Real Estate Continuing Education [82.61 Licensing: Continuing Education & Instruction](#)

## **How to look up MN Real Estate CE record**

**(#1) How do I look up my Real Estate License CE Record if my license is Active?**

**(#2) How do I look up my Real Estate CE License Record if my License is Inactive?**

**(#3) How do I look up my MN Nonresident Real Estate CE License Record?**

**Please share the following with staff and licensees/students who have questions regarding their CE requirements or if their courses are uploaded. Please, have them fully check (**both**) their Course Completion HISTORY and Transcript prior to contacting our office. (There may be multiple pages!)**

**(#1)** It is the Primary Broker's responsibility to verify that all *active* individual licensees associated with their company are CE-compliant. **However**, Licensees are also responsible for verifying their own CE compliance. **Active** Individual Licensees should first check their CE compliance on [www.pulseportal.com](http://www.pulseportal.com) by clicking on the "Review your CE Transcript" link. If a course has been completed but is not listed on the CE transcript, then check the "Review your CE Course Completion History" link next. If the course is not listed in the transcript or the history, you will need to contact the course provider for assistance. The Department of Commerce cannot assist you with this issue.

**Any Active MN Resident Real Estate Licensee can review their CE Transcript on the Pulse Portal.**

- Select Minnesota
- Select the board of your choice (Real Estate)
- Review Your CE Transcript
- Set your search criteria (Last Name, License #, SSN)
- Click View/Refresh Report

Make sure your popup blockers are turned off

**(#2 and #3)** It is the Primary Broker's responsibility to verify that all *active* individual licensees associated with their company are CE-compliant. **However**, Licensees are also responsible for verifying their own CE compliance.

*If your MN license is inactive, it may not generate/update CE records so you may not be able to see your CE by looking under your transcript. Likewise, if you are an active or inactive MN Nonresident you may not be able to see your CE by looking under your transcript.*

*Inactive or Active MN Resident or MN Nonresident Real Estate Licensees should check their CE compliance on [www.pulseportal.com](http://www.pulseportal.com) by clicking on the "Review your CE Course Completion History" link. If a course has been completed but is not listed on the CE History, you will need to contact the course provider for assistance. The Department of Commerce cannot assist you with this issue.*

**Any (inactive or active) MN Resident or MN Nonresident Real Estate Licensee can review their CE HISTORY on the Pulse Portal.**

If a course has been completed but is not listed in the History record, you will need to contact the course provider for assistance. The Department of Commerce cannot assist you with this issue. All completed continuing education must be uploaded by the course provider.

- Select Minnesota
- Select the board of your choice (Real Estate)
- Review your CE Course Completion History
- Set your search criteria (Last Name, License #, SSN)
- Click Next
- Enter Begin Date and End Date
- Click View/Refresh Report

Make sure your popup blockers are turned off