

**SOUTH DAKOTA REAL ESTATE COMMISSION  
221 WEST CAPITOL AVE. SUITE 101  
PIERRE, SOUTH DAKOTA 57501**

<b>CREDIT REQUEST FOR OUT-OF-STATE/UNAPPROVED COURSE</b>
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**File this form for each course for which you are requesting credit within 60 days after the date that the course was completed.**

Your name as it appears on your South Dakota real estate license:		
Mailing address:		
Phone number:	License Type:	License Number:

Course title:	
Course completion date:	Total Number of hours:
Location of course:	
Course delivery (check all that apply):	<input checked="" type="checkbox"/>
Classroom	
Distance education: video-based instruction	
computer conferencing	
interactive audio	
interactive computer software	
internet-based instruction	
Independent study (no interaction with an instructor)	

**Please include copies of your course outline and completion certificate with this form.**

**Upon review, you may be requested to provide the education director with any other documents necessary in processing this request.**

I represent that all information submitted with this request is accurate.	
Signature:	Date:

**This box is for commission use only**

You were awarded	hours required	hours elective
Course number (This number must appear on your renewal form):		
To be awarded credit, courses must have been taken during the proper time frame and must meet all South Dakota real estate continuing education requirements.		

If you have any questions regarding this form contact the commission office at (605) 773-3600 or e-mail [karen.callahan@state.sd.us](mailto:karen.callahan@state.sd.us).

## **POSTLICENSING EDUCATION REQUIREMENTS - FOR NEW BROKER ASSOCIATES ONLY**

Postlicensing education is required of new broker associates to build on the basic real estate principles and practices acquired during the prelicensing education courses.

Persons receiving initial licensure as a broker associate shall complete 60 hours of postlicensing education in topics prescribed by the commission.

Thirty hours must be completed during the initial licensing period and shall include a minimum of six (6) hours in the following areas:

- Agency;
- Contracts;
- Fiduciary duties/trust accounting/earnest money
- Business planning/etiquette; (Setting up a corporation or llc, customer service, etc.)
- Ethics/professional liability (Risk management, E&O insurance, etc.)

Thirty hours must be completed during the 2nd licensing period and shall include a minimum of six (6) hours in the following areas:

- Negotiation
- Real estate license law
- Technology (Website development, social media, email, etc.)
- Marketing/advertising (Marketing strategies, fair housing as it applies to advertising, etc.)
- Property issues (Inspections, environmental issues, property disclosures, etc.)

The postlicensing education hours apply towards the continuing education requirements for license renewal.

## **CONTINUING EDUCATION REQUIREMENTS**

Real Estate Brokers, Broker Associates, Property Managers and Real Estate Auctioneers renewing an active license must complete at least 24 hours of continuing education during the preceding two license years. At least 12 of these hours must be in required subject areas.

Residential Rental Agents must complete at least 12 hours of continuing education during the

preceding two license years in the areas of property management, fair housing, lease of real property, real estate contracts, and real estate license law.

Home Inspectors must complete at least 24 hours of continuing education during the preceding two years in any of the following areas: legal issues affecting home inspectors, building codes, business standards of practice, report writing, environmental issues, ethics, building components, computer skills, fair housing, antitrust, The Americans with Disabilities Act; and courses offered or approved by the SD plumbing or electrical commissions for licensed plumbers or electricians.

## **COURSE APPROVAL**

Courses taken for continuing education MUST BE approved by the SD Real Estate Commission. Course providers must meet all of the educational criteria set forth by the Commission and make proper application to the SDREC office for a course to be approved for continuing education. A list of approved courses is posted on the SDREC website at [www.state.sd.us/sdrec](http://www.state.sd.us/sdrec) under the "Education" menu. Any questions regarding whether a course is approved for continuing education can be directed to the SDREC office.

Approval for Out-of-State Courses. If a licensee physically attends a classroom course given in another state, the SDREC may recognize the course for continuing education credit provided the course topic falls under the approved topic areas and the course has been approved by that state's regulatory agency. To receive credit, the licensee must submit a Request for Out-Of-State Credit Form (available at [www.state.sd.us/sdrec](http://www.state.sd.us/sdrec)) along with the course outline to the SDREC office within 60 days of the course completion date.

## **COURSE REQUIREMENTS**

The Commission considers the following subject areas to be acceptable for continuing education:

- Real Estate Ethics
- Legislative Issues Regarding Real Estate Issues

- Real Estate License Law and Administrative Rules
- Real Estate Financing
- Real Estate Market Measurement/ Evaluation
- Real Estate Brokerage
- Real Estate Mathematics
- Real Property Management
- Real Property Exchange
- Land Use Planning and Zoning
- Real Estate Securities
- Estate Building/Portfolio Management (must be real estate-related)
- Accounting and Taxation as Applied to Real Property
- Land Development
- Real Estate Appraising
- Real Estate Marketing Procedures
- Use of Calculators or Computers as Applied to the Practice of Real Estate
- Basic Computer Skills
- Fair Housing
- Environmental Issues
- Antitrust
- Home Inspection
- The Americans with Disabilities Act

## **REQUIRED SUBJECT AREAS (BROKERS, BROKER ASSOCIATES, PROPERTY MANAGERS & AUCTIONEERS ONLY)**

At least 12 of the 24 hours of continuing education must include study in any combination of the following areas:

- Real Estate Contracts
- Real Estate License Law
- Fair Housing
- Ethics
- Environmental Issues
- Antitrust
- The Americans with Disabilities Act
- Brokerage Services

## COURSE DELIVERY

Continuing education courses are divided into three categories based on the method of delivery - classroom, distance learning or independent study. These delivery methods are defined as follows:

**Classroom** – The instructor providing the course material is located physically in the same location as the student.

**Distance Learning** - The instructor and student are in physically separate locations, and instructional methods include interactive video-based instruction, computer conferencing, interactive audio, interactive computer software, and internet-based instruction. An example of this type of delivery method is an internet course.

**Independent Study** – No interaction with an instructor is planned or implied as part of the learning process. An example of this type of delivery method is a VHS/DVD video or printed material such as books. No more than 6 hours of independent study courses may be used for continuing education requirements during a renewal period.

## REPORTING

It is the responsibility of the course provider, not the licensee, to report completion of continuing education to the SDREC office. Licensees will receive a certificate of completion from the course sponsor. Do not send this certificate in to the SDREC office – licensees should keep these certificates for their records.

## COMPLIANCE

Licensees should keep the following in mind concerning continuing education:

- No continuing education credit will be given to a licensee who is absent for more than ten percent of a course. No partial credit will be granted. **NO EXCEPTIONS!**
- Courses must be at least 3 hours in length.
- No more than 8 hours of continuing education may be taken in one day.
- A licensee may not receive credit for the same course twice in the same renewal period.
- Courses may take 2-3 weeks to be posted to licensees' education reports. Licensees who

wait until the last minute of their renewal year to complete their education may not receive their new license in time to remain on active status.

- Licensees must achieve a minimum score of 80% on exams to receive credit for distance learning or independent study courses.
- Extra hours completed during a license renewal period may not be carried forward to meet the following renewal period requirements.

## INACTIVE LICENSEES

A licensee whose license is on file with the SDREC office on inactive status is not required to meet the continuing education requirements. However, in order to activate the license, a licensee must have 24 hours of continuing education in the two years preceding activation of the license.

Education hours that are used to activate a license may not be used again to renew a license.

## EXEMPTIONS TO CONTINUING EDUCATION REQUIREMENTS

The SDREC office may make exceptions and grant extensions for continuing education for reasons of health, military service or other good cause if proof is provided to the commission office.

## NONRESIDENT LICENSEES

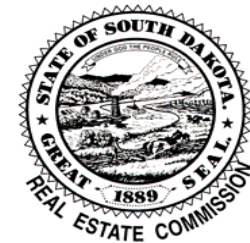
Nonresident Brokers and Salespersons who hold a SD license are exempt from the continuing education requirements if the licensee meets the education requirements in the state of residence. Nonresidents receiving initial licensure as a SD Broker Associate must comply with the Postlicensing Requirements.

## CHECK YOUR EDUCATION REPORT ONLINE

Licensees may check their education report anytime, online at the SDREC website at [www.state.sd.us/sdrec](http://www.state.sd.us/sdrec) - click on "Licensees Only" and follow the login instructions. The SDREC recommends that licensees check their records often to ensure their education records are being recording accurately and promptly.

## CONTINUING EDUCATION REQUIREMENTS FOR SOUTH DAKOTA REAL ESTATE LICENSEES

**REAL ESTATE BROKERS**  
**REAL ESTATE BROKER ASSOCIATES**  
**PROPERTY MANAGERS**  
**RESIDENTIAL RENTAL AGENTS**  
**REAL ESTATE AUCTIONEERS**  
**HOME INSPECTORS**



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Education Contact:  
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(605) 773-3600