

CONTINUING EDUCATION AUDIT POLICY

In accordance with [Idaho Code sections 54-2018](#) and [54-2023](#), the following CE audit procedure will be utilized:

1. Each month, the Education Director will review the list of license renewals and those changing from inactive to active status for the previous month and will identify those licensees who do not have sufficient continuing education hours on file with the Commission.
2. The Education Director will cause to be mailed by regular mail a Notice of CE Audit letter to the licensee at both the licensee's home and business addresses as on file with the Commission. A separate notice letter will be sent to the licensee's designated broker, if any.
3. The notice letter(s) will be in the form(s) attached hereto.
4. Licensees who include an e-mail address with their course certificates will receive a confirmation of receipt of their materials via e-mail within three (3) business days.
5. Failure of the licensee to respond at all to the CE audit letter by the deadline specified will result in the Education Director notifying the Licensing Department that the license should be made inactive immediately pursuant to [Idaho Code section 54-2018\(8\)](#) and the file turned over to the Enforcement Department for disciplinary action.
6. If the licensee timely responds to the audit letter and provides proof of sufficient CE, then the Education Director shall notify the licensee of fulfillment of the audit requirements and the file will be closed.
7. If the licensee timely responds to the audit letter but cannot provide proof of sufficient CE, then the Education Director shall first work with the licensee to get the licensee into compliance with the CE requirements as soon as possible. After the licensee has come into compliance, the file will be turned over to the Enforcement Department for possible disciplinary action pursuant to [Idaho Code section 54-2018\(5\)](#). If the licensee fails or refuses to timely come into compliance with the CE requirements, the Education Director will turn over the file to the Enforcement Department for disciplinary action.



MAILING ADDRESS
IDAHO REAL ESTATE COMMISSION
PO BOX 83720
BOISE ID 83720-0077

STATE OF IDAHO

OFFICE & EXPRESS MAIL ADDRESS
633 NORTH 4TH STREET
BOISE ID 83702-4500
TEL: (208) 334-3285; FAX: (208) 334-2050
TOLL FREE (IN IDAHO): 866-447-5411
WEBSITE: WWW.IREC.IDAHO.GOV

DATE

LICENSEE NAME
COMPANY
ADDRESS
CITY STATE ZIP

| | |
|-------------|----------------|
| LICENSEE #: | 12345 |
| EXPIRATION: | 00/00/00 |
| PHONE: | (555) 555-5555 |

CONTINUING EDUCATION AUDIT for [Licensee Name]

This notice requires your immediate attention! No further notice will be given.

On [PLACE DATE OF AUDIT] the Idaho Real Estate Commission mailed a letter to [LICENSEE NAME] requesting proof of having met the continuing education (CE) requirements for the last renewal or activation licensing period. The requirements consist of the Commission CORE Course, plus at least 16 hours of approved electives. Your licensee **must submit this proof by [PLACE DATE]**. You can check your licensee's education online at www.irec.idaho.gov.

Failure to submit satisfactory proof of completing the continuing education requirements may result in the **immediate inactivation and administrative hold** of [Licensee Name]'s license on [DATE]. The licensee may also be subject to disciplinary action including a civil penalty fine and/or suspension of the license. (See Idaho code sections 54-2018, 54-2023(1)(a), 54-2058, 54-2059(1), 54-2060(7), and Rule 402.)

Sincerely,

A handwritten signature in cursive script that reads "MiChell M. Bird".

MiChell M. Bird
Education Director
MiChell.Bird@irec.idaho.gov



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CONTINUING EDUCATION AUDIT

This notice requires your immediate attention! No further notice will be given.

The Idaho Real Estate Commission hereby requests proof that you have met the continuing education (CE) requirements for your renewal or activation in [PLACE MONTH/YEAR]. The current law requires 16 elective continuing education credits PLUS the Commission CORE in each renewal period. Courses completed as part of a previous renewal or reactivation **cannot** be applied to a current renewal application.

RETURN THIS LETTER by mail, fax or email with satisfactory proof of having met the CE requirements by [PLACE DATE]. If you would like us to send your audit results by email please provide a **legible** email address here: _____, otherwise a letter will be mailed to you upon completion of the audit.

FAILURE to submit satisfactory proof of completing the CE requirements by the above date may result in **immediate inactivation and administrative hold** of your license. You may also be subject to disciplinary action including a civil penalty fine and/or suspension of your license. (See Idaho Code sections 54-2018, 54-2023(1)(a), 54-2058, 54-2059(1), 54-2060(7), and Rule 402.)

SATISFACTORY PROOF of successfully completing a course includes one of the following:

1. Course Completion Certificate for an IREC-certified course OR
2. Form REE-153 Licensee Request for CE Credit with all required attachments for non-IREC certified courses.

Check your education online at <http://www.irec.idaho.gov>. PLEASE SEND ONLY credits not currently on your record.

Sincerely,

MiChell M. Bird
Education Director
MiChell.Bird@irec.idaho.gov



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