



**State of New Hampshire**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**DIVISION OF LICENSING AND BOARD ADMINISTRATION**  
7 Eagle Square, Concord, NH 03301  
Phone: 603-271-2152

**New Post Licensing and Optional Post Licensing Course Information and Instructions**

A course that has been submitted for review cannot be scheduled or advertised prior to accreditation without including the information that the course is pending NHREC accreditation and may or may not be accredited. An approval letter will be e-mailed to you once a course has been accredited.

Rea 403.01 Continuing Education Requirements.

- (a) All active and inactive renewal applicants shall complete a minimum 3- hour continuing education core course that has been accredited by the commission pursuant to Rea 302.01.
- (b) All renewal applicants whose licenses are on active status, and inactive licensees who are applying to have their licenses placed on active status, shall complete an additional 12 hours of continuing education elective courses accredited by the commission pursuant to Rea 302.01.
- (c) A salesperson renewal applicant as defined in Rea 403.01(b), who is applying for his or her first renewal, shall complete post-licensing continuing education courses as designated by the commission to meet the applicant's 12 hours of continuing education elective courses in addition to the core course.
- (d) The 12 hours of post-licensing continuing education in Rea 403.01(b) shall consist of accredited courses from one each of four approved post-licensing course topics, and may include one or more additional accredited courses from approved optional post-licensing course topics.
- (e) An additional 3- hour core course may be submitted as elective course hours to fulfill the requirement of (b) above by renewal applicants whose licenses are on active status and not applying for their first renewal, and inactive licensees who are applying to have their licenses placed on active status.
- (f) All applicants, when submitting an application for renewal of a broker or salesperson license prior to the expiration date of the license, shall have completed the continuing education required in (a) and (b) above within the current 2 year license period.
- (g) All courses submitted to fulfill the requirements of (a)-(e) above shall have different course numbers.
- (h) All applicants, when submitting an application for renewal of a broker or salesperson license after the expiration date of the license, shall have completed the continuing education required in (a) and (b) above within the prior 2 year license period, but no later than the late renewal period allowed under RSA 331-A:18.-

Rea 302.03 Required Post-Licensing Continuing Education Course Learning Objectives.

(a) A post-licensing course shall meet or exceed the commission's learning objectives in one of the following 4 required course topics:

- (1) Purchase and Sales (P&S) agreements;
- (2) Ethical behavior;
- (3) Disclosure forms; or
- (4) Agency.

The optional courses topics:

- (1) Fair Housing
- (2) New Construction
- (3) Advertising
- (4) Conflict and Dispute Resolution
- (5) Negotiations; and
- (6) Broker Agreements

(b) Courses for each of the 4 required topics shall:

- (1) Be accredited for a minimum of 2 hours and no more than 3 hours each;
- (2) Meet or exceed the commission's learning objectives for that course; and
- (3) Be taught either in-class or by internet live-class, pursuant to the following:
  - a. Real-time internet live-class shall:
    1. Have live video and audio feeds of all participants that will allow real time visualization, instructor monitoring, and communication among all participants;
    2. Be equal to one credit hour for each hour of real-time internet live-class for an attendee who was present by video and audio throughout the hour(s); and
    3. Allow the students to view a live video stream of the instructor unless the instructor is presenting instructional material through a shared screen presentation.

(c) Applicants for accreditation and re-accreditation of a required post-licensing course in one of the 4 following topics shall submit a course outline and required supporting course documentation:

- (1) For P&S agreements including but not limited to:

- a. A comprehensive review of a sample of an acceptable P&S agreement;
- b. Establishing a minimal knowledge and competence in the preparation of a P&S agreement;
- c. Achieving a basic understanding of the process of filling out a P&S agreement;
- d. Achieving an understanding of the various paragraphs and clauses of a P&S agreement;
- e. Achieving an understanding of the roles and relationships of the licensee(s) involved in the preparation of a P&S agreement; and
- f. Understanding the dangers of the unauthorized practice of law;

(2) For disclosures including but not limited to:

- a. Achieving a basic knowledge and understanding of the many mandatory disclosure requirements under New Hampshire and federal statutes;
- b. Achieving a basic understanding of the voluntary disclosures that deal with other issues related to New Hampshire laws and rules;
- c. Achieving a basic understanding of New Hampshire laws and federal statutes related specifically to material condition of real property; and
- d. Achieving a basic understanding of the various forms required and or used to document written disclosures;

(3) For agency including but not limited to:

- a. Achieving a broad understanding of the various roles and relationships available for New Hampshire real estate firms to select as business models;
- b. Helping licensees establish a working knowledge of the duties and obligations inherent in representing or working with clients and customers;
- c. Familiarizing licensees with the various forms used, and disclosure requirements involved, in the practice of agency in New Hampshire; and
- d. Helping licensees understand the specific role of facilitator in New Hampshire and the limitations that apply; and

(4) For ethical behavior including but not limited to:

- a. Introducing and developing the concept of ethical behavior generally in society and especially in professional business practice;
- b. Exploring the value of ethical behavior in business practice to achieve an

understanding of how that level of professionalism benefits both the consumer and the professional;

c. Reviewing the most basic requirements of New Hampshire law as the legal foundation for brokerage practice in New Hampshire;

d. Using the current National Association of Realtors® (NAR) Code of Ethics as an example of a long-established Code of Ethics to provide the students with a better understanding of:

1. Similarities between New Hampshire license law and the NAR Code of Ethics;

2. Differences between New Hampshire license law and the NAR Code of Ethics to establish the value of practicing at a higher level than the minimal standards of license law; and

3. Conflicts between the NAR Code of Ethics and New Hampshire law or rules.

e. Using the NAR Code of Ethics as an example to demonstrate how ethics and law evolve and intersect over time to reflect societal and market changes;

f. Reviewing and comparing the enforcement process for both license law and ethics;

g. Using the NAR Code of Ethics as an example to point out recent changes designed to adapt to professional, societal, and market changes; and

h. Establish that the commission frequently requires licensees found in violation of its regulations to take an ethics class to improve those licensees' understanding of professional conduct.

**E-Mail** to the Commission office:

- A copy of the printout from the NH Secretary of State's office showing your company is in good standing. This does not apply to out-of-state companies that offer on-line education.
  - See application form for more information
- Detailed timed course outline which includes the following:
  - Your name or the school/company name
  - The current date
  - Time devoted to each topic
  - A short course description
- Copy of all study materials, handouts, power point, etc.
- The appropriate Instructor Acknowledgement Form(s).

- Course providers are responsible to keep course material up-to-date of law, rule, or other changes during the accreditation period.

- List all instructors and include a resume for each. Include other documentation as needed to substantiate applicant's qualifications pursuant to Rea 302.01 d.
- Policies:

The Commission Clarified breaks at its March 18, 2014 meeting that “...5 minutes per each hour of a course is allowed for breaks without having to extend the length of the course.”

Attendance and tardiness policies including:

- A statement about your method of tracking attendance and tardiness.  
**(see below for internet live-class requirements)**
- Information on how tardiness is dealt with.

Refund and cancellation policies including:

- Reasons for cancellation and how students are notified
- How refund of registration fee is handled.

#### Internet Live- Class

An internet live-class shall have live video and audio feeds of all participants that will allow real time visualization and communication among all participants; and

The Course instructor shall only issue a completed course affidavit to a live-class attendee who was present by video and audio throughout the course.

Please submit along with your policies a description of how you will meet the above requirement.

#### Additional Information

Courses are accredited for a period of 2 years from the date of approval and may not be offered for education credit after the expiration date.

Renewal material will be e-mailed to you prior to the course expiration date, but if you have not received it by the time you wish to begin the re-accreditation process, you may request that the material be sent to you.

To avoid delays in processing, please be sure that all the requested material and information and payment is submitted. The courses will be scheduled for review in accordance with the date the completed package and full payment is received in OPLC.

Please contact NHREC at [nhrec@opl.nh.gov](mailto:nhrec@opl.nh.gov) if you need additional information or have any questions.



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**APPLICATION FOR ACCREDITATION OF POST LICENSING or POST LICENSING OPTIONAL COURSE**

**Name of Course Provider:** \_\_\_\_\_  
 Your own name or the firm name and/or trade name under which the course will be accredited

**Mailing Address:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  
 (if different from mailing address)

**School Director:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Telephone #** \_\_\_\_\_ **Telephone #** \_\_\_\_\_  
 for the public if different

**Fax #:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Website:** \_\_\_\_\_  
 for the public if different

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**Course Title:** \_\_\_\_\_

**Required Topic Category:**  P&S Contracts  Ethical Behavior  Disclosure Forms  Agency

**Optional Categories:**  Fair Housing  New Construction  Advertising  Negotiations  
 Conflict & Dispute Resolution  Broker Agreements

**Total Hours of Course** \_\_\_\_\_ **Credit Hours Requested** \_\_\_\_\_

**Method(s) of Delivery:** \_\_\_\_\_ **Fee charged:** \_\_\_\_\_  
 (live class, live internet, correspondence) *An internet live-class shall have live video and audio feeds of all participants that will allow real time visualization and communication among all participants; and the Course instructor shall only issue a completed course affidavit to a live-class attendee who was present by video and audio throughout the course.*

**Location(s) of Courses:** \_\_\_\_\_

**Names of all instructors:** \_\_\_\_\_

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**Firm Name and/or Trade Name:**

- If you are seeking course accreditation under a trade name, sole proprietorship, partnership, association, corporation, limited liability company or any other business association, the name must be registered and in good standing with the NH Secretary of State.
- Forms to register with the Secretary of State's office may be obtained at their website, <http://www.sos.nh.gov/corporate/forms.html>.
- Documentation of registration and good standing may be obtained from the Secretary of State's website, [www.sos.nh.gov](http://www.sos.nh.gov). That documentation will serve as proof that your firm and/or trade name are registered and in good standing with the NH Secretary of State's office.



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**PROVIDER ACKNOWLEDGEMENT**

Complete this form if you are seeking accreditation or re-accreditation of your own original course and material.

I, \_\_\_\_\_, certify that the course titled \_\_\_\_\_,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

submitted to the Commission for accreditation or re-accreditation is an original course which I developed, designed, and created, and that am not in violation of copyright laws.

We plan to offer this course as: **live class**  **Real-time internet live-class**  *AND/OR*  
as a distance learning course by: **correspondence booklet**  **audio**  **video**  **computer disk**   
*AND/OR internet delivery*

Names of individuals who have permission to teach this course for your school/company under your accreditation: \_\_\_\_\_

**I further certify:**

- That all the course materials are up to date and that nothing in this course conflicts with Federal Law or NH State Laws, Rules and practice.
- That as the laws, rules and practices affecting the content of this course change, the course materials will be updated and provided to the Commission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## PROVIDER ACKNOWLEDGEMENT

Complete this form if you are seeking accreditation under your own name or your school/company name, and/or teaching a class, and/or providing a distance learning course using material from another provider/publisher.

(Example: Material from the Dearborn Publishing Co, 360 Training, Realty, NAR, etc.)

- ✓ A form must be completed by each instructor.
- ✓ If you offer multiple courses, use one form, attach a list of course titles, and indicate the publisher and copyright date beside each.

I, \_\_\_\_\_, certify that the course titled \_\_\_\_\_, submitted to the Commission for accreditation or re-accreditation is from a book or course titled \_\_\_\_\_, with a copyright date of \_\_\_\_\_, published by \_\_\_\_\_, and that the material is being used

with that person's or company's permission and in accordance with the owner's guidelines. Should I no longer retain the right to use copyright material I will notify the Commission of this change within 5 days.

Will you be providing original copyrighted study material to each student? \_\_\_\_\_ If no, please explain.

I plan to offer this course as:  live class  Real-time internet live-class  AND/OR as a distance learning course by:  correspondence booklet  audio  video  computer disk  AND/OR internet delivery

### I further certify:

•That I have personally read and completed the entire course, including the course outline, case studies, quizzes, test, answer key, and all other course material as applicable.

•That all the course materials are correct and that nothing in this course conflicts with Federal Law or NH State Laws, Rules and practice.

**(If errors or conflicts are found, check here  and attach a statement listing any issues you have with the material and how the issues will be rectified, and provide the corrected or clarified material to the Commission office along with this form)**

•That as the laws, rules and practices affecting the content of this course change, I will update the material that is taught in the class and provide these updates to the Commission and to students taking the course by distance learning methods.

•That I fully understand the material, can teach the course, and have sufficient knowledge of the subject to answer students' questions on this material.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**PROVIDER ACKNOWLEDGEMENT**

Complete this form if your school or company is seeking accreditation or re-accreditation of original course and material that was developed for your school.

I, \_\_\_\_\_, certify that the course titled \_\_\_\_\_, submitted to the Commission for accreditation or re-accreditation is an original course which was developed, designed, and created by \_\_\_\_\_ for (school/company name) \_\_\_\_\_ and that we are not in violation of copyright laws.

We plan to offer this course as: **live class**  **Real-time internet live-class**  *AND/OR* as a distance learning course by: **correspondence booklet**  **audio**  **video**  **computer disk**  *AND/OR* **internet delivery**

Names of individuals who have permission to teach this course for your school/company under your accreditation: \_\_\_\_\_

**I further certify:**

- That all the course materials are up to date and that nothing in this course conflicts with Federal Law or NH State Laws, Rules and practice.
- That as the laws, rules and practices affecting the content of this course change, the course materials will be updated and provided to the Commission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**Post Licensing FAQ**

1. Q – I renew on February 10<sup>th</sup>, 2022. Do I need the Post Licensing CE?  
A – Yes, anyone who was licensed on or after February 1, 2020 is required to complete the Post Licensure CE elective courses for their first renewal
2. Q- If I renew in December but my license doesn't expire until February, can I be grandfathered?  
A – No, if your original license was issued after February 1, 2020, it does not matter when you actually submit your renewal, you must follow the Post Licensing Continuing Education Requirements.
3. Q – The rules state that the post licensure courses must be taken in a classroom setting, does this include the Core?  
A – No, the core was not part of the Post Licensing Requirements for in class settings.

**Rea 403.01 Continuing Education Requirements.**

(a) All active and inactive renewal applicants shall complete a minimum 3- hour continuing education core course that has been accredited by the commission pursuant to Rea 302.01

4. Q – I was licensed yesterday, when can I start earning my Core and Post Licensing Continuing Education?  
A – A licensee can begin taking education for their renewal the day after they are licensed. This is the same timeframe that is given to all licensees.

**Rea 403.01 Continuing Education Requirements.**

(f) All applicants, when submitting an application for renewal of a broker or salesperson license prior to the expiration date of the license, **shall have completed the continuing education required .... within the current 2-year license period**

5. Q - Does the rule require the new licensee to take all 4 topics or just 1 of the 4?  
A - Must take all 4 required topics.

**Rea 403.01 Continuing Education Requirements.**

(d)The 12 hours of post-licensing continuing education in Rea 403.01(b) shall consist of accredited courses from one each of four approved post-licensing

course topics, and may include one or more additional accredited courses from approved optional post-licensing course topics.

6. Q - Does the Post Licensing requirement impact All new licensees or just new Salesperson licensees?

A- Only salespersons are required to take the new post licensing.

**Rea 403.01 Continuing Education Requirements.**

(c) A salesperson renewal applicant as defined in Rea 403.01(b), who is applying for his or her first renewal, shall complete post-licensing continuing education courses as designated by the commission to meet the applicant’s 12 hours of continuing education elective courses in addition to the core course.

7. Q – Would this impact newly licensed individuals that came over through reciprocity?

A - The rule does not distinguish between first time renewal licensees who obtained by reciprocity or not, therefore, all first-time renewal licensees are required to complete post-licensing.

**Rea 403.01 Continuing Education Requirements.**

(a) All active and inactive renewal applicants shall complete a minimum 3- hour continuing education core course that has been accredited by the commission pursuant to Rea 302.01.

(b) All renewal applicants whose licenses are on active status, and inactive licensees who are applying to have their licenses placed on active status, shall complete an additional 12 hours of continuing education elective courses accredited by the commission pursuant to Rea 302.01.

(c) A salesperson renewal applicant as defined in Rea 403.01(b), who is applying for his or her first renewal, shall complete post-licensing continuing education courses as designated by the commission to meet the applicant’s 12 hours of continuing education elective courses in addition to the core course.

8. Q – I am a broker who received my reciprocal license after February 1, 2020, do I need to do the post licensure courses?

A – No, 403.01 (c) specifically states “A Salesperson applicant...”

**Rea 403.01 Continuing Education Requirements.**

(c) A salesperson renewal applicant as defined in Rea 403.01(b), who is applying for his or her first renewal, shall complete post-licensing continuing education courses as designated by the commission to meet the applicant’s 12 hours of continuing education elective courses in addition to the core course.

9. Q – This is my first renewal but I am renewing inactive, do I still have to take all the post licensing Continuing Education?

A – No, you are only required to take the core if you are renewing inactive. However, when you return to an active status, you must complete the post licensure courses before you apply for activation of an inactive license. (c) A salesperson renewal applicant as defined in Rea 403.01(b), who is applying for his or her first renewal, shall complete post-licensing continuing education courses as designated by the commission to meet the applicant's 12 hours of continuing education elective courses in addition to the core course.

**Rea 403.01 Continuing Education Requirements.**

(b) All renewal applicants whose licenses are on active status, and inactive licensees who are applying to have their licenses placed on active status, shall complete an additional 12 hours of continuing education elective courses accredited by the commission pursuant to Rea 302.01.

(c) A salesperson renewal applicant as defined in Rea 403.01(b), who is applying for his or her first renewal, shall complete post-licensing continuing education courses as designated by the commission to meet the applicant's 12 hours of continuing education elective courses in addition to the core course.