

Continuing Education Record Sheet

Name	RIBO #	Are you a...?
		<input type="checkbox"/> Principal Broker, Deputy Principal Broker, or Supervising Broker <input type="checkbox"/> Licensed Individual

IMPORTANT INFORMATION

Please ensure certificates are kept and correspond correctly to this record sheet.

CONTINUING EDUCATION TERM: October 1st to September 30th.

CARRY OVER OF EXCESS HOURS: One term's requirements allowed for next October 1st to September 30th period.

PRINCIPAL BROKERS, DEPUTY PRINCIPAL BROKERS, OR SUPERVISING BROKERS:

10 hours with a minimum of 1 hour in the Ethics category and 5 hours in the Management category.

PROFESSIONAL DEVELOPMENT CATEGORY CREDITS ARE NOT ELIGIBLE.

ALL OTHER LICENSED INDIVIDUALS:

8 hours with a minimum of 1 hour in Ethics category, 3 hours in Technical category, and a *maximum* of 2 hours in Professional Development category. PD hours are NOT mandatory. As of **April 1, 2022**, *Personal Skills* courses are deemed to fall under the newly titled category of Professional Development.

SPOT CHECKS: Certificates must be shown when requested and should be kept for 5 years to indicate compliance.

TERM: October 1, _____ to September 30, _____.

COURSE/SEMINAR TITLE	NAME OF COURSE PROVIDER	DATE OF COURSE/SEMINAR (MM/DD/YYYY)	CREDIT HOURS			
			ETH	PD	MGMT	TECH
Total Hours Accumulated this term (per category)						
Hours Carried Forward from last term (per category)						
Total Hours Accumulated (this term + last term)						
Less Hours Applied to this term						
Hours to be carried forward to the next term (maximum of one term's requirements)						