Online Continuing Education Instructions

1. **Current Year CE** - After answering the Broker or Sales Renewal questions on the renewal tab, click the Next button. This will take you to the Current Year CE tab. Here you can view the list of courses the education provider(s) have submitted to the Division certifying your attendance.

   ![Current Year CE](image)

   - **Provider**: Ohio Association of Realtors (Online)
   - **Course Number**: 90160778000000
   - **Course Name**: Risk Management (Core Law)
   - **Course Hours**: 3.00
   - **Course Date**: 01/01/2005

   - **Provider**: American Mortgage Service Company
   - **Course Number**: 471600191102
   - **Course Name**: Non-Conforming Loans
   - **Course Hours**: 3.00
   - **Course Date**: 01/15/2005
   - **Location**: Holiday Inn 280 Presidential

   - **Provider**: Northern Kentucky Association of Realtors
   - **Course Number**: 886600182201
   - **Course Name**: Resort and Second Home Markets
   - **Course Hours**: 14.00
   - **Course Date**: 02/15/2006

   - **Provider**: Columbus Association of Realtors
   - **Course Number**: 102600183201
   - **Course Name**: Commercial Real Estate Law
   - **Course Hours**: 3.00
   - **Course Date**: 03/05/2005

   - **Provider**: Columbus Association of Realtors
   - **Course Number**: 102600183201
   - **Course Name**: Commercial Real Estate Law
   - **Course Hours**: 3.00
   - **Course Date**: 03/06/2005

2. **Certification of CE** – If you have additional continuing education to enter, select the second option and click Next.

   ![Certification of CE](image)
4. **New Continuing Education** – allows you to enter additional continuing education.

5. On the New Continuing Education tab, click the Add button. Enter the course information and upload your CE certificate. Click OK.
6. After adding all additional CE, click Next.

7. **Attestation** - When you have completed the renewal, you will need to certify your online renewal by entering your name. Click Next.

8. **Review** - Here, you can review the entire online renewal including additional uploaded continuing education.

9. After your online renewal is paid for and submitted, the CE submitted with the renewal will be reviewed by the Division.