View Your CE Transcripts:

Course completion information is uploaded to the Pulse Portal for attendees who have signed in and completed any real estate continuing education course approved by the Minnesota Department of Commerce. **Course completions will be submitted within 10 business days from the course date.** To ensure your credits have been reported properly and to stay up to date on your CE requirements, check your CE Transcripts regularly.

To obtain a copy of your CE Transcripts follow these steps:

1. Visit **www.pulseportal.com**
2. Select ***"Minnesota Department of Commerce"*** as a program
3. Select ***"Real Estate"*** as a Board
4. Select ***"Review Your CE Transcript"*** under Other Services
5. Enter your last name, license number and Social Security Number
6. Select ***"Next"***
7. Select ***"View/Refresh Report"*** (Your transcript will pop open in a new window)
   - If a new window does not open click on instructions below your name to enable pop-ups
8. Check for multiple pages to your CE transcript on the top ribbon
   - You can also download and print your CE Transcripts from the top ribbon

If you need assistance obtaining your transcript, contact Pulse Portal Customer Service:

833-814-0228

Tips for reading your CE Transcript:

Number of credits required in each category (Due June 30)

How many credits you've taken so far this licensing cycle

Credits still needed in each category (Due June 30)

EXAMPLE	Column 1: **Credits Required**	Column 2: **Credits Earned**	Column 3: **Credits Still Needed**
Row 1: **Required Module**	3.75	3.75	0
Row 2: **Agency Laws** (1 hour required every 2-year cycle)	0	3.75	0
Row 3: **Fair Housing** (1 hour required every 2-year cycle)	0	3.75	0
Row 4: **Total Number of Real Estate Credits Completed this Cycle**	15	12.5	2.5

Additional Information:

- All courses listed are a record of what courses you've taken during the two-year licensing period.
- If you feel continuing education credits are missing, contact the provider of the course to determine why they are not appearing on your transcript.
- Double check the course ID to ensure you do not repeat a class you've already taken in the same cycle. You cannot receive credit twice for the same class taken again within the two-year cycle.
- Check for a "Page 2" on the top of your transcripts, it can easily be missed.