



PLEASE READ CAREFULLY

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 Commissioner 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 in obtaining your transcript, contact the Pulse Portal Customer Service department at 833-814-0228, Monday – Friday, 8:00 a.m. - 5:00 p.m. CST.

Tips for reading your CE Transcript

Columns:

- Column 1 = Credits licensee needs to take by June 30, 20xx
 - If you need 15 CE you are in the first year of your licensing cycle, you will not renew this year.
 - If you need 30 you are in the second year of your licensing cycle and will need to renew this year.
- Column 2 = How many credits you have taken so far within your licensing cycle.
- Column 3 = How many credits you still need to take by June 30, 20xx

Rows:

- Row 1 = The module licensees are required to take by June 30. 20xx
- Row 2 = Agency Law – They are required 1 hour every 2-year cycle
- Row 3 = Fair Housing – They are required 1 hour every 2-year cycle
- Row 4 = Totals of the columns outlined above

Example

Continuing Education Requirements Due By 06-30-20xx

	Column 1	Column 2	Column 3
<u>Subject Area/Category</u>	<u>Credits Required</u>	<u>Credits Earned</u>	<u>Credits Still Needed</u>
Row 1 - 2019/20 SP & BRKR Module/FH/AL	3.75	3.75	0
Row 2 - Agency Laws	0	3.75	0
Row 3 - Fair Housing	0	3.75	0
Row 4 - Total - Real Estate	15	18.5	0

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.
- **Do not repeat** a class you've already taken in the same cycle, you cannot receive credit twice for the same class.
- Check for a "Page 2" on the top of your transcripts, it can easily be missed.