**CONTINUING EDUCATION PACKET**

**Continuing Education (CE) Credit**

State real estate commissions have updated their continuing­­ education policies to accommodate virtual and online courses during this period of remote learning. State commissions continue to provide CE for our classroom courses. Continuing education credit issued during this period will be valid for broker and sales license renewal as well as CPA license renewals.

***All CE requests for core courses and Ward courses should be submitted as early as possible to meet multiple state requirements for rosters.***

* Participants must complete 100% of the course to receive CE credit. Your attendance will automatically be recorded in your online profile. ***Failure to complete assignments and meet the 100% attendance requirement will result in loss of credit.***
* Course approvals are subject to change without notice.The amount of credit/clock hours granted is at the sole discretion of the individual state or professional commission or entity. Approval of a CCIM course does not constitute an endorsement of the views and opinions expressed by the course sponsor, author, or lectures.
* Students are required to submit a signed student affidavit form prior to the completion of the course (click this link to access the [student affidavit](http://ccim.com/education/files/ce-affidavit.docx)).

**CE Course Fees**The following CE processing fees are applicable for CCIM designation curriculum core courses **(CI 101 – CI 104.)** *Please contact the CCIM Institute’s Solution Center at 1-800-621-7027, option 2, to pay CE-related fees.*

* CCIM Institute Members: $25
* Non-members: $35
* Requests more than ten (10) days after course concludes: $50

#### Ward Center for Real Estate Studies – Complimentary CE Fees

**Prior to submitting your CE documentation, please review the Institute’s Continuing Education Page. By submitting your CE request form, you acknowledge that you understand state CE policies and requirements. Access our CE page at:** <https://www.ccim.com/education/continuing-education>

**CE Requests**

* *ALL continuing education requests must be submitted, in writing, through a request form.*
* For both classroom and online courses, complete and submit your CE request form at

<https://ccim.wufoo.com/forms/continuing-education-request-form/>

* For classroom courses, complete and access the online attendance document at: <https://ccim.wufoo.com/forms/ms4ij7a0fcmczu/>.
* For online courses, the CE department will contact you if additional documentation is required.

Documentation will be emailed to you within three (3) weeks of the course end date. If you have any questions regarding CE, please contact the CE Department at [cecredit@ccim.com](mailto:cecredit@ccim.com) or via phone at (312) 321-4460, ext. 4504 or 8566.