New Jersey Licensing Course Completion Instructions

Important information to ensure all completion requirements are met. Please read prior to beginning your course.

We will do our very best to make the process of completing your New Jersey licensing education requirements as simple as possible. Please be aware that our Learning Management System runs in Central Standard Time (CST). Your course completion will be reported in CST and your course access will expire at 11:59:59 pm CST on the expiration date.

Here is what you will need to do to help the process run smoothly:

COMPLETE YOUR ONLINE COURSE AND FINAL EXAM

You must complete all of the content within the course in order to receive credit. Be aware that if you are inactive in a course for twenty minutes, the course will time out and you will need to log back in.

In the Table of Contents within your course, on the left, you can click the + sign to expand each section. On the right hand side, you will see check marks turn from gray to green as you complete each section. You can also follow the percentage icon which will increase for every portion completed in each section, and clicking the bar chart will show you how much time you spent in that unit.

New Jersey requires that you spend the required amount of time in your course. In order to comply with this requirement, your online courses are time tracked.

When launching a video for the first time, please let it play all the way through. The timer will recognize the time you have spent watching the video once you have finished watching it. You will only get time credit for watching a video once. If you stop the video, you will not receive time credit until you resume and complete the entire video. Rewatching videos will not count toward time credit. We recommend using a desktop or laptop, and the web browser Google Chrome for best results.

If you have completed the course and still have time left, that means you have answered quiz and unit exam questions faster than the average person. Please spend the remaining time reviewing quizzes and unit exams to ensure you receive credit for your time.

Once your course has been completed, please take your final exam. A score of 80% or better is considered passing.

Please be sure to provide an evaluation at the completion of the course content via the Feedback node in the course.

ACCEPT YOUR AFFIDAVIT

You are required to accept an electronic affidavit as part of the completion of this course stating you have completed each assigned module of instruction. You will need to complete this step before your course is considered complete.

ACCESS YOUR COURSE COMPLETION CERTIFICATE

Once you complete all course content and accept your affidavit, your schools will provide a completion certificate.

NOTE: Per New Jersey regulations, **your certificate of completion is valid for 1 year from the course completion date** on your certificate. Additionally, please see this Handout from the New Jersey Real Estate Commission, as it outlines your next steps in achieving your license.

WE WILL REPORT YOUR COMPLETION TO THE NEW JERSEY REGULATOR

Please be sure to add the last four digits of your SSN to your online account for reporting purposes. Failure to add this information will delay reporting your course completion to the state.

SCHEDULE YOUR STATE EXAM

PSI administers the New Jersey state licensing exam. Please click here to access the PSI site.

HOW TO REACH US FOR ASSISTANCE

We are here to help.

For Customer Service or Instructor questions, please contact your school of record. Your school contact information can be located in your Order Confirmation Email, and can also be found in the Contact Us section of your Portal login page.

For Technical Support call 888-213-5124.

You may prefer to reach us by email and we will respond promptly!

Technical Support: REtechsupport@dearborn.com