



PSI CE Online Frequently Asked Questions

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How do I find approved providers?

Before you log in, you can select **Find Provider**.

Provider Search

To find a provider by name, location, or offering type, click "Find Provider."

Find Provider

Search Criteria

Keywords: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/>	Provider Type: <input type="text" value="- Select -"/>
Organization ID: <input type="text"/>	County: <input type="text"/>	Zip Code: <input type="text"/>	Distance Learning: <input type="text" value="- Select -"/>
			Webinar: <input type="text" value="- Select -"/>
			Correspondence: <input type="text" value="- Select -"/>

Search [Clear](#)

Please contact the provider directly to register for their courses.

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How do I find approved courses?

Before you log in, you can select **Search Courses**.

Course Search

To search for a course, click "Search Courses." To view course credit hours, click on the blue box to the left of the course number. NOTE: All ethics courses qualify for core credit. All core courses that include an ethics component are categorized as ethics.

Search Courses

Keyword: <input type="text"/>	Category: <input type="text" value="Core Course
Elective Course
Ethics Course"/>
Course Reference Number: <input type="text"/>	
Dates: <input type="text"/> to <input type="text"/>	Search

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How do I find classroom schedules and locations?

You will need to contact the provider directly to get a list of their course offerings.

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What's my User ID the first time I log in?

Your initial User ID is "L" plus your License Reference Number.
ex: L1234567

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What's my Password the first time I log in?

Your initial password is "L" plus your License Reference Number plus the last 4 digits of your SSN.
ex: L12345670000

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What is my License Reference Number?

You can find your reference number listed on your license provided by the Real Estate Commission in New Jersey. Please click [here](#) if you need an up-to-date copy of your license.

You can also check public records on the New Jersey Department of Banking and Insurance website [here](#).

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Why do I need an email if I use my reference and social security numbers?

It is recommended that after logging in, you click on **My Account** to add an email address.

Welcome New Jersey Realtor!

My Account [+]

Logout

My Account

Profile Information | [Change Email](#) | [Change Password](#) | [My Library](#) | [My Communications](#)

By adding an email address to your profile, you will be able to log in using that email in the future.

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I don't see any courses listed.

Please make sure that you're looking at the correct licensing term. You can see the continuing education work completed during the course of your licensing history by clicking **Learning Plans**.



If you see no courses listed under the available Core, Ethics, or Elective categories, you either have not taken any courses, or the continuing education provider has not uploaded this information yet. Please contact your continuing education provider if they have not sent us course completion data within seven days of completing a class.

Each learning plan is going to display only classes that you have completed. For a list of available courses, please log out of your account and use either the Find Provider or Search Courses features available from the Login page. There are thousands of classes available and hundreds of approved providers offering these courses.

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How do I know my continuing education requirements have been completed?

Please be familiar with your licensing requirements. The New Jersey Real Estate Commission's website is [here](#).

Continuing education credits needed for compliance will be listed in the **Requirements** display.

Requirements	
Progress	Rules
0 of 12	12 CE hours required (includes all course types)
0 of 6	6 Core hours required (includes both Core and Ethics courses)
0 of 2	2 Ethics hours required

Once your continuing education work has been completed, the bars will fill and each portion will be checked.

Requirements	
Progress	Rules
12 of 12	12 CE hours required (includes all course types)
9 of 6	6 Core hours required (includes both Core and Ethics courses)
3 of 2	2 Ethics hours required

Having more credits than needed in a particular topic is acceptable.

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How does my broker know about my continuing education?

Continuing education updates are sent to the Real Estate Commission each night. If you see **Requirements Met**, your work has been reported.



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How do I print the transcript?

Select the **Overview** at the top or bottom right. Select **Printer Friendly** from the orange window that appears.

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Why doesn't my instructor account show the courses I've taught?

Your sales or broker license is handled separately from your instructor account. Course completions, including those you have taught, should be listed under your sales or broker account. A different email address is required for each account.

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Where can I find answers to other continuing education questions?

If you need further assistance please contact PSI at ce@psionline.com or 1-877-526-6833.

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