

# NEW JERSEY REAL ESTATE COMMISSION ONLINE CONTINUING EDUCATION TRACKING SYSTEM

New Jersey Real Estate Licenses can check the number of CE credits earned and print transcripts.

## INSTRUCTIONS ON HOW TO LOGIN TO THE PSI WEBSITE

Go to <http://njrece.psiexams.com>

**USER ID:** Your initial user id is "L" plus your License Reference Number.

**PASSWORD:** Your initial password is "L" plus your License Reference Number plus the last 4 digits of your SSN (ex: L00100019999).

After your initial login, you may click on 'My Account' to add an email address and change your password.

If you require assistance logging in, please contact PSI directly at [ce@psionline.com](mailto:ce@psionline.com) or **877-526-6833**.

## PSI CE ONLINE FREQUENTLY ASKED QUESTIONS

### WHEN DO MY CREDITS GET REPORTED TO THE NEW JERSEY REAL ESTATE COMMISSION?

Normally credits are reported to PSI several times per week.

### I DON'T SEE ANY OF MY 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. Each learning plan is going to display only classes that you have completed.

The Summary button is Orange if CE has been met			0 Units Accepted   0 Units Added   12 Units Required	Overview	Summary
<b>Core Courses</b>			0 Units Accepted   0 Units Added   4 Units Required		
Course Name / Reference Number	Completion Date	Credits	Next Step		
<b>Ethics Courses</b>			0 Units Accepted   0 Units Added   2 Units Required		
Course Name / Reference Number	Completion Date	Credits	Next Step		
<b>Elective Courses</b>			0 Units Accepted   0 Units Added   0 Units Required		
Course Name / Reference Number	Completion Date	Credits	Next Step		

### HOW DO I KNOW MY CONTINUING EDUCATION REQUIREMENTS HAVE BEEN COMPLETED?

Once your continuing education work has been completed, the button at the top will either be an orange Summary, or a green Requirements Met.

The Summary button is Orange if CE has been met			14 Units Accepted   14 Units Added   12 Units Required	Overview	Summary
<b>Requirements Met</b>			12 Units Accepted   12 Units Added   12 Units Required	Overview	Requirements Met

### WHY DOES IT SAY UNITS ARE REQUIRED, EVEN WHEN THE HEADERS ARE GREEN AND MY REQUIREMENTS ARE MET?

The units of work you have to complete do not change. If the course topic header is green, you have completed the requirements for that specific type of class.

Requirements Met			14 Units Accepted   14 Units Added   12 Units Required	Overview	Requirements Met
<b>Core Courses</b>			6 Units Accepted   6 Units Added   4 Units Required		