



CMap

Student Instruction Sheet

Check your credit on the Commission's Web site at www.arec.alabama.gov.

1. Check your course credit on the Alabama Real Estate Commission's Web site by clicking on "Online Services" on the home page.
2. Click "Start" at the top of the next page.
3. Log in by typing your license number, last four digits of your social security number, and date of birth.
 - Your date of birth must contain two digits for the month, two for the day, and four for the year of birth. It will not work any other way!
4. Next, you will be prompted to either set up security questions or answer questions that you have previously chosen. Answers are NOT case sensitive. Then click continue.
5. Next, you will have the opportunity to change your home address and your mailing address as needed. If no changes are needed, simply click "Licensee CE Credit".
6. This screen shows current CE classes that are eligible for renewal or activation. Remember, once your license has been renewed or activated, you will have to click on "View Archived" to see those courses.
7. You will have the option to evaluate the course for up to 30 days after it is completed. If a course is archived during this 30 day window, evaluations may still be submitted in the "View Archived" section.

IMPORTANT INFORMATION TO REMEMBER:

- ❖ Schools have approximately 10 days after course completion to report your credit.
- ❖ If incorrect information appears or if classes are not showing up that should be, please contact the school with whom you completed the course(s).
- ❖ If your credit is NOT showing under current credit or on the archived page, the Commission does not have it and you **do not** have credit!
- ❖ The evaluation is **optional** and does not affect the credit in any way. But, we welcome any comments that you might have.