



2026 ANNUAL COMMISSION UPDATE COURSE APPLICATION

This application form is one of **multiple** documents required for Annual Commission Update (“ACU”) course approval. Incomplete applications will be returned for completion and may cause delays with processing.

Applications must be submitted at least thirty (30) days prior to the initial proposed course date(s).

Section 1: Provider Information

Course Provider Name:			
Contact Person:			
Provider Address:			
City:		State:	
Zip Code			
Telephone:			
Email:			

Section 2: Provider Type (Select One)

The Course Provider is:

- ☐ A non-profit school owned, controlled, operated and maintained by a parochial or denominational institution exempt from general property taxation.
- ☐ Offering only educational services for which no money or other consideration is paid.
- ☐ A bona fide trade, business, professional or fraternal organization offering education that primarily benefits the organization’s membership.
- ☐ An employing real estate broker offering education for the training of my own licensees.
- ☐ A continuing education program that is approved by the Division of Real Estate, which meets the requirements for maintaining or renewing a professional license issued by the Division.

Section 3: Course Information

Course Frequency:	<input type="checkbox"/> Once <input type="checkbox"/> Recurring	<ul style="list-style-type: none">• One-time course approval will be for the specific date or dates.• Recurring course certification valid for the 2026 calendar year only.
First Date(s) Course Will Be Offered:		<ul style="list-style-type: none">• If course will be offered over multiple days, enter the first date the course will be offered.• Attach course schedule, if available.• If initial offering is unknown, enter “TBD” for “To Be Determined”.
Delivery Method (select all that apply):	<input type="checkbox"/> In-Person Live <input type="checkbox"/> “Live Online” /Webinar* <input type="checkbox"/> On-Demand Distance Education**	<p>* “Live Online” course approval requires completed “Live-Online” Course Approval Checklist.</p> <p>** On-Demand Distance Education course approval requires completed On-Demand Distance Education Course Approval Checklist.</p>





Section 4: Additional Required Documents

The Course Provider has enclosed the following required documentation in support of this application:

- ☐ A copy of the instructor(s)' teaching credential and/or resume which includes educational, professional, and teaching qualifications to present this course.
- ☐ A completed ["Live-Online" Course Approval Checklist](#) form if the course is to be delivered live, online.
- ☐ A completed [On-Demand Distance Education Course Approval Checklist](#) form if the course is to be delivered asynchronously online.
- ☐ A copy of the Train-The-Trainer course completion certificate for **each** proposed instructor.

The Commission reserves the right to request additional information to determine the validity of the course submission.

The course will be presented without any content added by the course provider or instructor.

Section 5: Attestation

The ACU course is for informational purposes only and is intended to highlight recent changes and important matters associated with regulations established by the Colorado Division of Real Estate. I understand and agree that:

- ☐ I will be provided with the course materials, examinations, and answer key, which I agree to keep confidential. All rights, title, and interest in and to the course content including, but not limited to, all information, material, instruction, logos & graphics are the sole and exclusive property of the Colorado Division of Real Estate. Any unauthorized copying, distribution, or use of the materials is prohibited.
- ☐ Receipt of course materials is not a guarantee that I will be compliant with applicable real estate laws and/or regulations. It is my obligation to understand and will abide by licensing requirements, Commission rules, and other real estate laws and regulations.
- ☐ I understand that the course provider and/or instructor are required to present the approved course topics and learning objectives as provided and deviation from the established curriculum is not permitted. Course materials shall be presented (visually) as provided and used to guide support instruction, but are not to be delivered verbatim.
- ☐ The course curriculum must be presented over a minimum of four (4) hours containing at least fifty (50) instructional minutes for each one (1) hour increment. I understand that instruction must be sufficiently substantive and appropriately paced to ensure that the full duration is used effectively and includes expanding on key concepts, providing relevant context, and incorporating illustrative examples.
- ☐ Licensed brokers must abide by attendance requirements and complete the entire course to receive continuing education credit. I will not waive, excuse completion of, or award partial credit for the full number of course hours required.





COLORADO

Department of
Regulatory Agencies
Division of Real Estate

E-mail: DORA_RealEstateBrokerEducation@state.co.us
Web: [Broker Provider Course Approval Information](#)

- ☐ Each student must achieve a passing exam score of 70%. Only students who have failed will use the second examination provided.
- ☐ I will provide each student who successfully completes the course with a course completion certificate that includes the following:
1. Name of the course provider
 2. Course title as: 2026 Annual Commission Update Course
 3. Course approval number as issued by the Division
 4. A notation that 4 hours of continuing education hours/credits were completed
 5. Course date(s)
 6. Name of the student, and
 7. Authentication (i.e., signature) by the course provider
- ☐ The course delivery and administration must adhere to the education provider requirements as stated under the title: Chapter 4: Continuing Education Requirement of the [Rules Regarding Real Estate Brokers, 4 CCR 725-1](#) and that this course will contribute directly to the professional competence of attending licensed real estate broker students.
- ☐ I am responsible for complying with the Colorado Real Estate Commission's requirements for this education course, designated class monitors (as applicable), authorized endorsers, and instructors, as well as for retaining course materials and attendance records for 4 (four) years after the last date this course is offered and will furnish said records to the Commission upon request.

Signature: _____ Date: _____

Printed Name: _____

