



COLORADO REAL ESTATE COMMISSION EDUCATION COURSE APPLICATION

This application form is one of **multiple** documents required for Colorado real estate broker Continuing Education (CE) course approval submissions. 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:		Telephone:	
State:		E-mail:	
Zip Code:			

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 Title:		
Course Duration (hours):		<ul style="list-style-type: none"> The course must contain 50 minutes of instructional material for each hour. No course may exceed eight (8) credit hours per day.
Number of Credit Hours Requested:		
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 a period of up to three (3) years.
Applying for CREC Rule 2.5.C.3.a.iii approval:	<input type="checkbox"/> Yes *** <input type="checkbox"/> No	*** If yes, the course outline must contain an additional objective statement outlining how course material meets rule requirements.
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**	* "Live Online" course approval requires completed "Live-Online" Course Approval Checklist . ** On-Demand Distance Education course approval requires completed On-Demand Distance Education Course Approval Checklist .



Section 4: Course Subject Area (please select all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> Agency | <input type="checkbox"/> Land Development | <input type="checkbox"/> RE Timesharing |
| <input type="checkbox"/> RE Computer Principles | <input type="checkbox"/> RE Appraisal | <input type="checkbox"/> RE Geology |
| <input type="checkbox"/> RE Law | <input type="checkbox"/> RE Contracts | <input type="checkbox"/> Water/Waste Management |
| <input type="checkbox"/> RE Closings | <input type="checkbox"/> Condos/Cooperatives | <input type="checkbox"/> RE Securities |
| <input type="checkbox"/> RE Construction | <input type="checkbox"/> RE Finance | <input type="checkbox"/> RE Marketing Principles |
| <input type="checkbox"/> Commercial RE | <input type="checkbox"/> Property Management | <input type="checkbox"/> Brokerage Administration |
| <input type="checkbox"/> Property Exchanges | <input type="checkbox"/> RE Energy | |
| <input type="checkbox"/> RE Ethics | | |

Section 5: 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.
- ☐ If the course is offered as a "Live Online" Webinar or as On-Demand Distance Education course, you must include the appropriate checklist (linked above in Section 3).
- ☐ A course outline that provides:
 - ☐ A summary of the course
 - ☐ A synopsis outlining how this course will maintain and improve a real estate broker's skill, knowledge, and competency in the practice of real estate brokerage
 - ☐ Sufficient details of each topic to justify the number of education credit hours requested
 - ☐ Timing with segments broken down into approximately 5-20 minute periods
 - ☐ Learning objectives for each segment. Please note that learning objectives are statements that define the expected goal of a lesson or activity in terms of the skills or knowledge that will be acquired by a student as a result of instruction. Learning objectives contain verbs reflecting the student's intended achievement, such as "Students will gain an understanding..." or "Students will be able to implement..."

An [optional template and sample](#) with learning objectives is available for use.

If you feel that there are materials or documents in addition to those listed above that would assist the Commission in making a determination on your course's approval, please include that information with this application.

Section 6: Attestation

I certify and understand that course development and administration must adhere to the education provider requirements as stated within § 12-10-213, C.R.S. and CREC Rules, and that this course will contribute directly to the professional competence of licensees. I am responsible for this course and the instructors, as well as for retaining course materials and attendance records for four (4) years after the last date this course is offered. I will furnish said records to the Commission upon request. Failure to comply with the standards and requirements set forth in Chapter 4 of the CREC Rules may result in revocation of approval for the course provider, instructor, and/or the course.

Signature: _____

Date: _____

Printed Name: _____