



COLORADO

**Department of
Regulatory Agencies**

Division of Real Estate

Employing Broker Rule 2.5.C. Instructions for License Upgrade to Employing Level

A real estate broker cannot act as an employing broker without having first demonstrated that the broker possesses the experience and knowledge sufficient to enable the broker to employ and adequately supervise other brokers, as appropriate to the broker's area of supervision.

[Rule - 2.5.C.](#)

Guidelines for Completing the Employing Broker Experience Affidavit

As a result of the above mentioned rule change, the Division has promulgated the Employing Broker Experience Affidavit, the form an upgrading licensee must use to document the experience necessary to qualify under the requirements listed in Commission Rule 2.5.C.3. There are a few guidelines for completion to assist licensees in their submission, listed below.

1. Any and all experience documented in this affidavit **must** be experience gained **within the 5 years immediately preceding upgrade application submission.**
2. **DO NOT document more than 50 points of experience.** The Division will request documented support for any experience claimed, and if you claim 500 points, we will request 500 points worth of supporting documentation. There are no awards for most points claimed on a submission.
3. Be prepared for the Division's request for supporting documentation upon application submission (or include with your affidavit upload if you prefer). Below are some examples of the documentation you can provide to support the experience claimed in the affidavit:
 - a. MLS Listing Report that includes your name, license number, and a listing of closed transactions.
 - b. Settlement statement(s).



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- c. Lease agreement(s).
- d. Executed delegation of supervisory authority.

4. If you obtained experience with team members, the affidavit allows you to claim that experience for the full transaction, so long as you had significant contributions to the transaction that included activity that requires a license to perform. Please keep in mind that the Division will request support for your declaration.

5. To complete the affidavit, you must save the PDF form to your computer. The form will calculate values based on user input, which is not available in a browser window. Save a copy to your desktop or downloads folder, then open with Adobe Reader or other PDF software to activate the fields and ensure that points are calculated correctly.