COLORADO
Department of
Regulatory Agencies
Division of Real Estate

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Web: Provider Course Approval Information

COLORADO REAL ESTATE COMMISSION ON-DEMAND VIRTUAL CLASSROOM CHECKLIST

An on-demand virtual classroom course consists of an asynchronous program delivered by electronic devices to a single student.

For new course approval requests: This checklist is submitted in conjunction with a Continuing Education Course Application form and other required documents, as set forth on the application form or as requested by the Commission.

For an existing Commission-approved course: This checklist is to be submitted and approval must be granted prior to offering a course for continuing education credit.

Applications must be submitted at least thirty (30) days prior to the initial course offering.
Incomplete checklists will be returned for completion which may cause delays with processing.

SECTION 1: Provider, Course, and Platform Information

Course Name:

Responsible Party:

The Provider or Contact Person listed is the Responsible Party on the course application.

Course Approval #: -> If on-demand authorization is being sought for an already-approved course.

On-Demand Platform: -> Platform must be capable of expiring courses at 11:59 PM Mountain Time on their assigned expiration date.

URL Used to Access Course:

Division Username: **Password:**

The Division must have its own user profile capable of accessing courses for review before they are offered for Continuing Education credit.

SECTION 2: Platform and Administration Requirements

The platform includes functionality to verify each student's identity at login by requiring a unique user ID, license number, or other secure identifier, which serves as the student's attestation of

The platform includes quiz and exam question banks that deliver questions through random item selection.

The platform requires students to earn a score of at least 70% on each assessment before progressing to the next unit.

The platform has the ability to track and record a student's login(s), logout(s), and actual time spent in the course. Evidence of student compliance will be supplied to the Division upon request.

The platform attendance analytics report(s) and other course-related documents and records will be retained for four (4) years from the class date.

Course completion certificates will reflect the actual date and time of completion based on Mountain Time in Colorado, regardless of the provider's local time zone.

SECTION 3: Course Content and Delivery Requirements

A unit consists of a distinct segment of instruction focused on a specific topic or subtopic. Each unit described in the **detailed, timed course outline** includes quantifiable evidence supporting the number of requested credit hours, such as:

- A word count for all text-based content, calculated at a minimum reading rate of approximately two-hundred fifty (250) words per minute.

- The duration of any provider-created embedded video or audio content that directly supports the course material.
  NOTE: The duration of any external videos is not eligible.

- The number of quiz questions for each unit, calculated at approximately thirty (30) seconds per question.
  NOTE: True/False questions may not be included in the timed calculation.

- A description of any additional content or activities, along with details of the method(s) used to justify the requested time.

Each unit begins with clearly stated objectives to be learned.

Each unit concludes with a quiz that presents at least five (5) questions (not including True/False questions) directly tied to each learning objective.

The fast-forward functionality of any written, video, or audio content in the course has been disabled for students.

The quiz and exam banks maintain a minimum 2:1 ratio of available questions for every question delivered, ensuring alternate questions are presented if a student fails an assessment.

A final exam is included that covers all major topics and is designed to effectively assess whether students have achieved mastery of the material.

The course includes instructions explaining how students may contact the instructor or other qualified, Division-approved individuals for content-related questions and learning support.

The course will remain available to students throughout the approval period and will expire at 11:59 PM Mountain Time in Colorado on the final day of that period, unless earlier withdrawn or an exception is agreed to by the Division.

SECTION 4: Responsible Party Attestation

As the Responsible Party, I attest that I have read and will comply with the requirements stated above for on-demand course delivery.

Signature:

Printed Name: **Date:**