



## COLORADO REAL ESTATE COMMISSION CONTINUING EDUCATION COURSE APPLICATION

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

### SECTION 1: Provider Information

**Provider**

**Name:**

The entity through which courses are provided. (May be the same as the contact person)

**Contact**

**Person:**

The point of contact designated by the Provider to handle communication related to courses.

**Responsible  
 Party:**

**Contact Person  
 Provider**

The Responsible Party ensures compliance with all parts of  
 -> **Rule 4.7** including records retention for the period  
 prescribed by CREC and granting of credit to students.

**Contact Person:** When "Contact Person" is selected, the Contact Person is responsible for ensuring that course content and delivery, approved instructors, student attendance tracking, and record retention comply with Commission rules and expectations at all times. This responsibility remains in effect even if the Contact Person separates from the Provider unless the Division is notified in writing of any change. The Division must be notified within 30 days if the Contact Person information changes or is updated. *Select this option if the Contact Person is the course owner and retains course records when moving to a new company.*

**Provider:** When "Provider" is selected, the Provider (school, company, brokerage, agency, individual, etc.) is responsible for ensuring that course content and delivery, approved instructors, student attendance tracking, and record retention comply with all Commission rules and expectations at all times. The Contact Person serves as the designated custodian and responsible party on behalf of the Provider. In the event the Contact person separates from the Provider, the Division must be notified of the personnel change within 30 days or before the next scheduled class, whichever occurs first. *Select this option if the Provider is the course owner and retains course records, even in the event that the Contact Person separates.*

**Email  
 Address:**

**Telephone  
 Number:**

**Address:**

**City:**

**State:**

**Zip Code:**

## SECTION 2: Provider Type (select one that most closely describes the Provider)

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 their 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:

Proposed Instructor(s):

If you require additional space, include a **complete** list of all proposed instructors as an additional attachment with your application or within the body of the email.

Course Duration (hours):

-> Each hour must contain a minimum of fifty (50) minutes of instructional material as defined in **Rule 4.4.A.4.**

Credit Hours Requested:

-> Credit must be requested in whole-hour increments.  
-> No course may exceed eight credit hours per day per **Rule 4.5.**

Course Fee:

-> The planned amount, if any, that students will be charged for the course.

Requesting Emp. Broker Upgrade Credit:

Yes

-> This course consists of advanced topics that qualify for education credit toward the Employing Broker license upgrade, as defined in **Rule 4.4.D.**

Course Frequency:

Once

-> **Course Date:** -> Approval will be valid for three (3) months from this date.

Recurring

-> Approval will be valid for up to three (3) years from the approval date.

Delivery Method(s):

In-Person

-> All course offerings will have In-Person attendees **only** (no Live Online component).

Live Online

-> All course offerings will have virtual attendees **only** (no In-Person component). [Live Online Checklist](#) required.

Hybrid

-> Some or all course offerings will have both In-Person and Live Online attendees simultaneously. [Live Online Checklist](#) required.

On-Demand

-> Course will be offered asynchronously through a virtual platform. [On Demand Checklist](#) required.

Course Created and Owned By:

Applicant

-> The course content and any applicable copyright is owned by the Provider or Responsible Party listed in Section 1.

Other

-> Evidence must be provided of the owner's permission for the applicant to seek approval to offer the course.

## SECTION 4: Course Subject Area(s)

Agency	RE Marketing Principles	RE Energy Concerns
RE Finance	RE Computer Principles	RE Closing
RE Ethics	Condominiums and Cooperatives	RE Time-Sharing
RE Contracts	Water and Waste Management	Property Exchanges
RE Law	Property Management	Commercial RE
RE Geology	RE Securities and Syndications	RE Construction
RE Appraisal	Brokerage Administration and Management	Land Development

## SECTION 5: Required Documentation

A copy of each instructor's teaching credentials or resume(s). Documentation must include sufficient educational, professional, and instructional qualifications to teach the course and to ensure Colorado brokerage practice-related questions can be accurately addressed.

For on-demand courses, the "instructor" is the individual(s) who will be available to support students with questions related to the subject matter.

A course outline ([sample](#)) that provides:

A synopsis of the course content explaining how the course will maintain and enhance a real estate broker's skill, knowledge, and competency in Colorado brokerage practice; reinforce compliance with Colorado brokerage laws, rules, and regulations; and highlight how the subject matter relates to brokerage regulatory obligations and consumer protection.

Sufficient detail for each topic to justify content eligibility and the number of credit hours requested.

A timing breakdown with segments organized into approximately 5-20-minute intervals.

One comprehensive learning objective statement for the entire class that clearly identifies the intended learning outcomes and, if applicable, for on-demand courses, learning objectives for each segment.

(If applicable) Details of the content and timing for group discussions, interactive activities, or other engagement components, along with an explanation of how they serve as measures of the related learning objectives and how they will be instructor-led and monitored.

(If applicable) Details of structured Q&A intended to serve as instructional material. Open Q&A sessions that cannot be evaluated for content or timing eligibility are not eligible.

(If applicable) An additional objective statement detailing how the course meets the Employing Broker license upgrade education eligibility requirements of **Rule 4.4.D**.

(If applicable) [Live Online Checklist](#).

(If applicable) [On-Demand Checklist](#).

(If applicable) For on-demand courses, copies of all quiz and exam Q&A banks, mapping each question to the appropriate learning objective.

(If applicable) Evidence of Course Owner's permission to offer the course.

Any other materials that would assist the Commission in making a determination on course eligibility.

## SECTION 6: Responsible Party Attestation

If “Contact Person” was selected as the Responsible Party in Section 1, this section must be completed and signed by that individual. If “Provider” was selected, this section must be completed and signed by an authorized representative of the organization with the authority to bind the Provider to term and conditions.

As the Responsible Party, I certify and acknowledge:

- I have reviewed and understand Chapter 4 of the Colorado Real Estate Commission (CREC) Rules.
- I am responsible for this course, delivery method, instructors and attendance monitoring, as well as for retaining course materials and attendance records for four (4) years after the last date this course is offered and will furnish said records to the Commission upon request per **Rule 4.7.C**.
- A reliable method for monitoring will be developed and maintained for live student attendance throughout the full duration of each approved continuing education course. Student participation, including start and end times, break periods, and any observable inattentiveness, will be tracked to ensure that students are continuously present and engaged for the entirety of the instructional time per **Rule 4.7.E**.
- Accurate attendance records will be maintained. For each Live Online continuing education course delivered, records must include student names, the name, date, and duration of the course, and verification of full attendance by recording any instances of breaks, departures, or observable inattentiveness that may affect a student's eligibility for credit per **Rule 4.7.F**. For each On-Demand course, records will include student names, course duration, the number of hours a student spent in the course, and the date of completion.
- Once the Commission has approved a course, no alterations may be made to the course title, content, delivery method, or any other material component without prior written approval by the Commission per **Rule 4.7.G**.
- The Division will be notified of any change to the information in Section 1 of this application within 30 days or prior to offering any Commission-approved courses, whichever comes first, or seeking approval for new courses per **Rule 4.7.H**.
- The Division has the right to conduct audits to ensure compliance with applicable law. Access to courses and related records will be provided to the Division upon request, pursuant to **Rules 4.7.C** and **4.7.D**.
- Failure to comply with any of the requirements or standards set forth in **Chapter 4** of the CREC Rules or the application forms may result in denial or revocation of approval for the Course Provider, Responsible Party, instructor, or the course.
- The Commission may revoke course or course provider approval if the Responsible Party or instructor(s) do not comply with applicable law including, but not limited to, course standards; dissemination of inaccurate or misleading information regarding Commission regulations; issuance of course completion certificates containing incorrect or misleading information; and engagement in business practices that result in substantiated complaints filed with the Commission.

Signature:

Printed  
Name:

Date:

Title: