



2025 Annual Commission Update Teaching Requirements & Guide

Education Providers And Course Instructors, **Read This Document First.**

I. Purpose of the Annual Commission Update (the “ACU”)

Pursuant to section 12-10-213(2), C.R.S.;

The real estate commission shall develop twelve (12) hours of credit designed to assure reasonable currency of real estate knowledge by licensees, which credits shall include an update of the current statutes and the rules promulgated by the commission that affect the practice of real estate.

II. Provider Requirements and Guidance

By applying for and obtaining approval as an educational provider or instructor for the Annual Commission Update, you understand and acknowledge the following:

- The provider agrees to comply with relevant Commission statutes and rules and permit Commission audit of a course at any time. The provider agrees that any Division audit shall be at no cost to the Division.
- All instructors must be approved by the Division.
- Slide content of the PowerPoint deck is not to be altered.¹
- Providers and Instructors are responsible for managing the course clock/timeline to ensure all information is presented within the four (4) hour time period.²
- Each one-hour segment must contain at least fifty (50) instructional minutes. Breaks are encouraged for approximately ten (10) minutes each hour.
- Instructor notes have been provided with each slide to expand upon and clarify slide information. Timing notes may be added to help ensure a schedule is followed. Additional instructor notes may also be added.
- Broker students must complete an entire course to receive **any** continuing education credit. Providers are not allowed to grant partial credit or waive the requirements of the rules related to continuing education as established by the Division of Real Estate.
- On Demand providers shall comply with the On-Demand Checklist requirements, including but not limited to, beginning each course Unit by stating learning objectives

¹ Please note that simply displaying the slides and/or reading the ACU slide deck notes is not sufficient education. Furthermore, it will not satisfy the requirement of four (4) hours of fifty (50) instructional minutes each. The provided instructor notes are designed to encourage discussion and should be expanded upon by the instructor to clarify the topics and concepts on each slide.

² All instructors, and particularly On-Demand providers, should be aware that instructional time expectations will be met through elaboration on instructor notes.



and ending each Unit with an assessment that covers the information discussed within the Unit.³

- Course providers must provide to each student who successfully completes an approved course for continuing education credit with an affidavit, certificate, or official transcript.
- Upon approval of an application, a provider will be issued a course completion certificate template that may be issued to students. If using an alternate template, the following information must be included:
 1. Name of the course provider
 2. Course title
 3. Course number (proprietary, if applicable)
 4. Number of continuing education hours/credits
 5. Course date(s)
 6. Name of the student
 7. Authentication (generally, a signature) by the course provider
 8. Course approval number as issued by the Division
- Course approval is valid through the end of the calendar year.
- The provider must retain copies of all course related documents and attendance records for a period of four (4) years from the date of the course and provide the records to the Commission upon request.

III. Course Outline And Unit Assessments

Welcome/Introduction Objectives:

- a. Explain the purpose of the Annual Commission Update Course
- b. Disclose that the course is an overview. Topics that are more important to a broker’s real estate practice may require the completion of additional education which pertains to those matters
- c. Advise students of attendance requirements
- d. Introduce topics/agenda

Section	Slide No.	No. of Slides	Time to Complete
Welcome/Intro	1	1	1-3 minutes
Agenda/Course Topics	2	1	0.5 minute
TOTAL		2	1.5-3.5 minutes

1. Unit One: Compliance Objectives

For Brokers to gain awareness of actions necessary to enable compliance with several important regulatory areas.

Section	Slide No.	No. of Slides	Time to Complete
Title Slide	3	1	0.5 minute
Broker Competency	4-10	7	7.5 minutes

³ A Unit is the numerically identified sections of the course in the enclosed outline.



Continuing Education Audits	11-20	10	14.5 minutes
Transaction Files and Retention	21-25	5	4.5 minutes
Complaint Process	26-31	6	7 minutes
TOTAL		29	34 minutes

Unit One Assessment and Answer Key:

- A. What is the maximum number of continuing education credits that a Broker can earn per calendar day?
 - i. 4
 - ii. **8**
 - iii. 12
 - iv. 24

- B. True or False: A Broker can use the same continuing education credits to satisfy broker discipline and compliance with education requirements for the current license cycle.
 - i. True
 - ii. **False**

- C. True or False: Broker signed up for a four (4) hour continuing education course. After two (2) hours, the Broker was pulled away on business and was unable to finish the course. The Broker can claim partial credit, two (2) CE credits, for attending one-half of the course.
 - i. True
 - ii. **False**

2. Unit Two: General Practice Issues Objectives

By learning from situational guidance, students will be able to better prepare for and respond to practice issues encountered in their practice.

Section	Slide No.	No. of Slides	Time to Complete
Title Slide	32	1	0.5 minute
Contract Terminations	33-38	6	7.5 minutes
Referral Business	39-44	6	6.5 minutes
Leasing Issues	45-87	43	57.5 minutes
Social Engineering	88-97	10	10.5 minutes
Data Security/CP-30	98-102	5	7.5 minutes
Post-Closing Occupancy Agreements	103-107	5	4.5 minutes



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NAR Settlement	108-113	6	10.5 minutes
New Contracts and Forms	114-126	13	13.5 minutes
TOTAL		95	126 minutes

Unit Two Assessment and Answer Key:

- A. True or False: The State of Colorado is subject to the National Association of Realtors® Settlement.
 - i. True
 - ii. **False**

- B. True or False: In a lease, Tenant can waive the reasons for no-fault eviction.
 - i. True
 - ii. **False**

- C. True or False: Tenant is NOT permitted to withhold rent after providing written notice of a breach of the warranty of habitability.
 - i. **True**
 - ii. False

3. Unit Three: Legislation Objectives

Students will have a better understanding of the numerous new laws that have taken effect since the end of the legislative session and have the availability to use these resources throughout the year.

Section	Slide No.	No. of Slides	Time to Complete
Title Slide	127	1	0.5 minute
HB24-1175	128-132	5	6 minutes
HB24-1152	133-135	3	3 minutes
Summary of Other Legislation	136-139	4	8 minutes
TOTAL		13	17.5 minutes

Unit Three Assessment and Answer Key:

- A. When building a new accessory dwelling unit, the owner needs to provide for additional street parking in the following situation:
 - i. **The applicable zoning district requires additional parking**
 - ii. The property has an existing garage spot
 - iii. The ADU is to be owner-occupied
 - iv. The property has an existing driveway parking space



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B. True or False: The right of first refusal established by HB24-1175 allows local governments to purchase single family residences.

- i. True
- ii. **False**

4. Unit Four: Commission News & Resources Objectives

The Commission diligently works to keep licensees and the general public abreast of current events and happenings at the Division and with the Commission. Students will gain an awareness of key materials which will help facilitate the licensee's access to relevant and up-to-date information.

Section	Slide No.	No. of Slides	Time to Complete
Title Slide	140	1	0.5 minute
CREC Rules Updated	141	1	1 minutes
2025 Colorado Real Estate Manual	142	1	0.5 minute
Division of Real Estate Website	143	1	1 minute
Resources For Licensees and Consumers	144	1	0.5 minute
Feedback Survey	145	1	0.5 minute
Examination	146	1	10 minutes
TOTAL		7	14 minutes

Unit Four Assessment and Answer Key:

A. True or False: The Colorado Real Estate Manual is available for purchase directly through the publisher, LexisNexis.

- i. **True**
- ii. False

B. Which of the following is not an available feature on the Division's website?

- i. Updated Commission-approved contracts & forms
- ii. Important information from the HOA Information and Resource Center
- iii. Colorado Open Records Act Directions
- iv. **Legal referral program**
- v. Links to Division education and Commission recording

IV. Examination



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The exam questions are provided by the Division, pursuant to CREC Rule 4.3.C:

Each Broker must complete the Annual Commission Update by achieving a passing score of seventy percent (70%) on a written or on-line course examination developed by the Commission. The Commission will provide an alternate examination for successive use by Brokers failing the end-of-course examination.

- The exam may be offered as an open or closed book exam, however, exam questions may not be shared or given to students during the course.
- A group discussion of exam questions after student completion is recommended.
- Successful pass rate for exam is 70% questions answered correctly (7 out of 10).
- Students who fail the first exam must successfully complete the alternate exam (included in the Provider File).

V. Assistance

Should you have questions or need assistance, please contact the Division by email at: Dora_RealEstateBrokereducation@state.co.us.