



Colorado Real Estate

Licensing Requirements

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# Colorado Real Estate Licensing Requirements

The information contained below is designed to provide a summary of the minimum education, experience, and examination requirements established by the Colorado Real Estate Commission. The information provided below can be found on the Board's website. However, we recommend you contact the Real Estate Commission for more detailed information and for any changes which may have occurred in the Colorado Administrative Code.

## Broker Pre-License Requirements

### Associate Broker/Broker

#### Step 1 Education required:

- 48 Hours in Real Estate Law and Practice
  - 48 Hours in Colorado Contracts and Regulations
  - 8 Hours in Trust Accounts and Record Keeping
  - 8 Hours in Current Legal Issues
  - 24 Hours in Real Estate Closings
  - 32 Hours in Practical Applications
- Complete the Education, Experience and Exam Requirements

Education certificates are furnished by the real estate schools after completion of the course requirements. Official transcripts are required for applicants who qualify based on a degree with a major course of study in real estate from an accredited college or university.

An exam score report is furnished immediately upon completing the exam. Exam scores will be sent to the DRE electronically and you will not need to include score reports with your application. The real estate license examination is made up of two parts, the general part, and the local (state) part. Applicants for licensure who must receive passing scores on both the general part and the state part of the examination need not receive them on the same administration date. If one part is failed, the applicant may retake it at a subsequent time. In no event will a passing score on either part be accepted beyond one year.



# Colorado Real Estate Licensing Requirements

## Salesperson Pre-License Requirements

### Step 1. Education required (continued):

You must obtain a certificate of license history from each jurisdiction in which you hold or have held a real estate license. If the other license is current (active or inactive), the certificate must be less than 90 days old when you submit your Colorado application. If the other license is expired, the certificate must be dated after the license expiration date. (NOTE: Each state/jurisdiction responds to requests for certification of license history with varying degrees of timeliness. Plan ahead for this so as to avoid delay in submitting your Colorado application.

### Step 2. Background Check:

In addition to determining competency standards, the Real Estate Commission is authorized by statute to require and procure proof of the truthfulness, honesty and good moral character of any applicant.

PRIOR to submitting an application for a license: each applicant shall submit a set of fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national criminal history record check. [Click here for more information.](#)

### Step 3. Errors and Omissions (E&O) Insurance:

- You must have E&O insurance in place on your license before it will be issued on active status. Talk to your employing broker, as some have purchased independent E&O policies.
- If you or your broker use the **state-endorsed group policy**, the vendor, Rice Insurance Services Company (RISC) will automatically download your coverage into our database.
- You may enroll in the group policy on-line at [www.risceo.com](http://www.risceo.com) or call them at 1 (800) 637-7319.
- If you have **independent** coverage, you must certify coverage to the commission on the form "[Certificate of Independent Coverage](#)".
- E&O is not required if you are requesting an "Inactive Status" license. A license will not print if you are issued an Inactive license. You will need to check for your status at [Online Services](#) .



# Colorado Real Estate Licensing Requirements

## Salesperson Pre-License Requirements (continued)

### Step 4: Complete the [application form](#):

Enclose all required documentation and appropriate application fee. You may deliver or mail the application to the DRE. Don't forget that exam scores are only valid for one year. Processing of your application may take up to six weeks. Initial licenses will be issued for a three-year period expiring on the anniversary date of the issuance.

Your application must include:

- a) Proof of Error and Omission Insurance must be in place at the time of application in order to be issued an active license. See item 14 of this application. Applications received without E & O in place at the time of application will result in an inactive license status. You can apply for E&O online by accessing the Division of Real Estate's website: <http://www.dora.state.co.us/real-estate/>
- b) Application Fee. Fee information is online and also printed on exam score reports. Fees are subject to change every year. **(Application fees are not refundable.)**
- c) BEFORE submitting an application for a real estate broker license, each applicant shall submit a set of fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record. Information on the Fingerprint Requirement is available on the Division of Real Estate's website. Do not wait for clearance before submitting application, CBI notifies CREC of the results.
- d) Proof of Education. A certificate of completion (form #REC-33) or other form and method acceptable to the Commission. (See page 2 for education requirements). Legible photocopies are acceptable. Information on Colorado schools that offer pre-licensing courses is available on the Division of Real Estate's website.
- e) Applications must be complete and received by DRE within one year of the date the exam is passed or all rights to a passing score will be terminated and your application will be canceled. The real estate license examination is made up of two parts, the general part, and the local (state) part. Applicants for licensure who must receive passing scores on both the general part and the state part of the examination need not receive them on the same administration date. If one part is failed, the applicant may retake it at a subsequent time. In no event will a passing score on either part be accepted beyond one year. (See page 2 for examination requirements). Information about the Real Estate Broker Examination Program, including reservation and application processes is available on the Division of Real Estate's website.



# Colorado Real Estate Licensing Requirements

## Continuing Education Requirements

All license expire three years from the date of licensure

May obtain CE credit by passing the state portion of the broker licensing examination during your renewal cycle, OR

Each active licensed broker must complete the 4 hour "Annual Commission Update" each year of the three year cycle (12 hours per cycle), plus electives for a total of 24 hours of CE during your renewal cycle. A licensee may not take the same version of the Update Course more than once during each license period OR

Maximum of 8 hours of credit may be earned per day

No credit may be given for the same course more than once per calendar year

Hours in excess of 24 may not be carried forward into the next license period

The Commission Update Course requires a written test (70% score minimum)

Elective courses may or may not be tested at the discretion of the provider

**NOTE:** It is advisable to check with the appropriate Colorado Regulatory Agencies to confirm program/course work will satisfy initial or renewal licensing or certification of that agency.

