

Learn Real Estate at Home!



Since 1969 - Our 42<sup>nd</sup> Year of Continuous Service

The friendliest real estate school in the country!

## CATALOG

general  
information  
and  
regulations

Volume 54 - May 10, 2011

**INFORMATION & REGISTRATION**  
**(303) 421-9078**  
**1-866-311-RETC(7382) TOLL FREE**  
**Website: [www.realestatetrainingcenter.us](http://www.realestatetrainingcenter.us)**  
**E-Mail: [retcadmin@gmail.com](mailto:retcadmin@gmail.com)**

"Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board"

“the innovators in home study education”



Dear Student:

Welcome to Real Estate Training Center! Now in our 42<sup>nd</sup> year of service, we look forward more than ever to helping you achieve your goals. Our aim is to help you become proficient in your profession, see your earnings climb, and to prepare you to meet the continuing challenges of working with new clients and industry-related people. Your success is our success!

Real Estate Training Center's focus is to offer you the finest self-paced instruction available anywhere. You will graduate with all the basic tools needed to become successful in your profession. Using these tools, and adding a generous measure of honest hard work and determination, you can achieve your goals.

Our all new 2011 approach to three ways to learn (Internet, Home Study and/or CD). Students have 6 full months to complete. Included is CD, real estate dictionary, extensive exam prep and processing. A live all day tuneup workshop with an instructor to be given once a month. We sincerely believe to be "something for everyone". No matter what your preferred method of learning it is here for you.

Real Estate Training Center's reputation of preparing people for the challenges of their career is second to none. Many of our former students come back to thank us and say, "the Real Estate Training Center way is the only way."

Our responsibility and interest in you does not stop at graduation. As you grow and mature in your career, you will need and want to continue your education. We offer continuing education courses in timely subjects to assist you in your advancement, and to provide the courses required for renewal of your license. By keeping in touch after graduation you will enable us to further help in fulfilling your particular needs. Your feedback and referrals are important to us.

Again, thank you for choosing Real Estate Training Center. Your confidence is appreciated.

Successfully yours,

REAL ESTATE TRAINING CENTER



Dick Williams  
President/Director

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## SCHOOL FACILITY

Real Estate Training Center of Colorado, Inc.  
3110 S. Wadsworth Blvd., Suite 104  
Lakewood, CO 80227  
Phone: (303) 421-9078 or (866) 311-RETC(7382)  
Fax: (303) 984-0775  
WEBSITE : [www.realestatetrainingcenter.us](http://www.realestatetrainingcenter.us)  
E-MAIL: [retcadmin@gmail.com](mailto:retcadmin@gmail.com)

**PHYSICAL DESCRIPTION** - Real Estate Training Center's Home Office facility is located on the 4<sup>th</sup> floor of the FirstBank building.

**ADDITIONAL LICENSED AGENTS** - We currently have licensed recruiting agents throughout the state. Call or email [retcadmin@gmail.com](mailto:retcadmin@gmail.com) to see how Real Estate Training Center can help with your real estate education needs.

**SCHOOL PLACEMENT ASSISTANCE POLICY** - Advice and counsel in finding employment is available to all graduates. The promise of employment or keeping you employed **IS NOT AND CANNOT BE MADE BY REAL ESTATE TRAINING CENTER** or any other reputable organization, and no such promise is made or implied. Current Colorado Law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## OFFICE HOURS

Home Office Facility                      Monday - Friday                      9:00 a.m. - 5:00 p.m. (Mountain Time)

Students may enroll and/or go to class on-line anytime day or night.



**REAL ESTATE TRAINING CENTER STAFF**

DIRECTOR ..... Dick Williams, Author, Instructor  
Licensed Colorado Real Estate Broker  
President, Real Estate Training Center of Colorado, Inc.  
Co-Owner Learnrealestatenow.com  
Co-Owner Examprepusa.com  
Co-Owner ExamStudy.net

CORPORATE SECRETARY/VICE PRESIDENT ..... Orié Vaye Williams  
Licensed Colorado Real Estate Broker  
Co-Owner Learnrealestatenow.com  
Co-Owner Examprepusa.com  
Co-Owner ExamStudy.net

OFFICE MANAGER ..... Ramona Adkins

ADMINISTRATIVE ASSISTANT ..... Bobbie Smith

COURSE DEVELOPMENT & INSTRUCTION ..... Dick Williams & James Harris

WEB DESIGN ..... Billy Dunn

LICENSED RECRUITING AGENTS ..... Ramona Adkins  
John Gain  
John Braswell  
Kent Martin

INSTRUCTORS ..... Dick Williams  
Jim Harris



**OWNERSHIP** - Real Estate Training Center of Colorado Inc., is a Colorado Corporation. The principal stockholder is Dick Williams, President.

**ABOUT OUR DIRECTOR** - Dick Williams has long realized the importance of the real estate and appraisal industries as they relate to our economy. Dick reflects back to his beginnings only to realize that each successful endeavor has contributed to the knowledge he uses on a daily basis.

In 1967, he launched his career by becoming a Colorado real estate broker and forming Dick Williams & Co. In an effort to expand, and being acutely aware of the need for continued recruiting, he created a real estate prep course to attract new sales associates. Both the writing and teaching of these courses enhanced his knowledge of the real estate field and he soon found himself running a real estate school in addition to managing a busy real estate brokerage operation. Based in Jefferson County, Colorado, Real Estate Training Center is one of the oldest private Real Estate schools in the state, with facilities there and Independent Licensed Agents in other key cities and towns throughout Colorado. In addition, we are the only real estate school who still has the original owner.

Since 1969, when Real Estate Training Center began, over 60,000 students have been trained using Dick's facilities throughout Colorado, not to mention the worldwide distribution of the Home Study Program. Real Estate Training Center was the first school in Colorado to offer a real estate program using video instruction and one of the first via the Internet. In 1991, programs meeting the requirements for Real Estate Continuing Education became a part of the curriculum.

The year 2000 was a milestone in the method of course presentation with the introduction of courses on CD. In late 2003 and early 2004, Dick developed a 100% interactive internet course for the Colorado 168 Hour Broker Program and multiple continuing education courses, which is accompanied by a CD back-up and optional textbooks. For 2011 he has designed a study program (Internet, and/or CD). Real Estate Training Center will continue to adapt course delivery to the technology of the 21<sup>st</sup> Century.

NOW, THAT'S INNOVATION!!!

**PURPOSE** - The primary purpose of these courses is: (1) to meet the continuing demands of adult education in the ever-changing world of Real Estate (2) to prepare students to enter the Real Estate profession, and (3) to meet continuing education needs for Real Estate professionals.

All sessions and practice tests contained in our programs and courses are specifically designed to fully prepare you for passing the appropriate State Exam. Each course is self-contained and independent of the others and meets all requirements of the Colorado Real Estate Commission.

**TEXTBOOKS** - The State Exam for real estate licensure is based, in part, on the current Colorado Real Estate Manual, published by the Colorado Real Estate Commission. The current manual is recommended for all students and can be purchased from Real Estate Training Center or many other sources. Real Estate Training Center provides comprehensive study manuals as part of its course offerings at no additional cost. Students are cautioned about reading or studying other books that may be too general or may not apply. Appropriate texts are also used for the Continuing Education courses.

**ENTRANCE AND EDUCATIONAL REQUIREMENTS** - All courses are available to anyone, without regard to education, age, race, creed, color, or sex. Broker applicants for licensing must be 18 years of age prior to taking the State Exam and have a reputation for honesty and truthfulness, as applicable for Colorado licensing requirements.



**POSTPONEMENT OF A STARTING DATE OF A CLASS** - Whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth a) whether the postponement is for the convenience of the school or the student, and b) a deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

**CREDIT FOR PREVIOUS EDUCATION** - Credit is given by the Colorado Real Estate Commission for previous education in Commission approved courses. Any previous education given shall not impact any potential refunds. **NOTE:** We can truly tailor make a program to meet their requirements, including credit for previous education where applicable.

**LICENSE RECOGNITION JURISDICTIONS** - The Division of Real Estate is authorized by statute to enter into license recognition agreements with states that allow the issuance of real estate licenses to applicants from Colorado in substantially the same manner as outlined in Colorado License Law. Current information can be found at [www.dora.state.co.us/real-estate](http://www.dora.state.co.us/real-estate)

**ENROLLMENT PROCEDURE** - Students may enroll in person at the Home Office or throughout the state with Independent Recruiting Agents. They may also enroll by mail, telephone, or on our website (See front cover). Courses are available at any time or any day via the Internet.

**PROGRAM OUTLINES** - All courses are available as Internet and/or CD at the student's option.

## **REAL ESTATE**

- Associate Broker Training - (\$399.00)** **168 Hours**  
Includes all required courses for Colorado Real Estate Broker license (Real Estate Law & Practice, Colorado Real Estate Contracts and Regulations, Recordkeeping & Trust Accounts, Closings, Practical Applications, and Current Legal Issues). Essentials of Real Estate Math, Commission Update and Exam Prep are included in the Associate Broker program at no additional tuition. Exam Prep is not an accredited course and no credit is given for its completion. Appropriate CD is included. Textbooks are available at an additional cost of \$100.00.
- Examstudy.net - (Included)** N/A  
ExamStudy.net is a national exam prep company that provides a series of in depth questions and answers designed to test your knowledge of both individual state and general portions of real estate exams. Real Estate Training Center has entered into an agreement with ExamStudy.net to make these practice tests available to all Real Estate Training Center students in good standing at no additional cost to the student.
- Live Test Prep Workshop** N/A  
A live workshop by a qualified instructor is provided once a month as an additional study aid. No credit is given for this workshop. This is an in-depth exam prep tool and no additional charge is made. It is required to activate the Assured Passing Plan.



**ASSURED PASSING PLAN**

N/A

The Assured Passing Plan is only activated if the following conditions are met. (1) Completing Exam Prep test preparation on the internet and scoring 90% or better on 5 General exams, 5 Colorado exams and on each portion (General & State) of the final certification exam as well as at least one complete Certification test with a 90% or better average; and (2) Attending a Live Test Prep Workshop. Students who complete the two (2) steps above and do not pass the State Exam, may retake the course and Exam Prep test preparation without additional tuition. Ask your Real Estate Training Center representative about the details of this plan.

**PAST OR CURRENT SALESPERSON LICENSED IN ANOTHER JURISDICTION**

Individual courses are packaged to meet requirements established by the Colorado Real Estate Commission for each individual student.

**PAST OR CURRENT BROKER LICENSED IN ANOTHER JURISDICTION**

120 Hours

Includes Colorado Real Estate Contracts and Regulations, Recordkeeping & Trust Accounts, Closings, Practical Applications, and Current Legal Issues. Exam Prep is included with this program.

**EXPIRED BROKER LICENSED IN COLORADO OR ANOTHER JURISDICTION**

72 Hours

Required Colorado Real Estate Contracts and Regulations and Closings. Exam Prep is included with this program.

**CURRENT BROKER LICENSED IN ANOTHER JURISDICTION (Associate Broker)**

72 Hours

Requires Colorado Real Estate Contracts and Regulations and Closings. Exam Prep is included with this program.

**ATTORNEYS**

32 Hours

Requires Closing and Recordkeeping and Trust Accounts. Exam Prep is included with this program.

**REQUIRED COLORADO BROKER COURSES****Real Estate Law & Practice**

48 Hours

Covered subjects include (1) Real Property: Definitions & Components, Transfer/ Alienation, Assurances of Title, Land Use Controls, and Encumbrances, (2) Government Controls & Laws Affecting Real Estate: Real Property Tax Computations, Income Tax Considerations, Federal Fair Housing and Americans With Disabilities Act, (3) Valuation & Appraisal: Concepts & Purpose, Appraisal Techniques, Elements of Depreciation, Principles of Real Property Value, Approaches to Valuation, Economic Trends, Neighborhoods, Site Analysis & Valuation, Gross Rent Multiplier, Principles of Capitalization, and the Appraisal Report, (4) Real Estate Finance: Financing Components, Lender Requirements, Truth in Lending, and other financing issues, (5) Settlement/Closing: Settlement Procedures, Documents, RESPA, and Closing Costs/Prorations, (6) Contracts/Agency: Types/ Characteristics, Elements/ Requirements, Listing Contracts, Purchase/Sales Contracts, Property Management Contracts, Agency Relationships & Responsibilities, and Disclosures. The practical application of real estate mathematics is also included in the course content.



Colorado Real Estate Contracts & Regulations 48 Hours  
Major topics include: Colorado license law, a review of contract law and contractual relationships, listing contracts and related forms and residential and nonresidential contractual forms and miscellaneous forms. This course is also required for out-of-state licensees.

Recordkeeping & Trust Accounts 8 Hours  
Topics covered include: Legal requirements of trust accounts and recordkeeping

Colorado Real Estate Closings 24 Hours  
This course covers: Broker's responsibility and preparation of Colorado required closing documents

Practical Applications 32 Hours  
This workshop style course includes coverage of the following topics: Entering the Field, Developing Your Market, Establishing a Brokerage Relationship, Showing a Property, Preparing & Presenting an Offer, The Bumpy Road to Closing, Failed Transactions, Closing the Transaction, Recordkeeping, Additional Education, and Technology. This course includes exercises for successfully entering the real estate profession and showing listings, closing the sale and record keeping for real estate transactions.

Current Legal Issues 8 Hours  
An overview of Colorado Real Estate Rules, Regulations, Policies, Position Statements, and instructive Disciplinary Proceedings. Additional covered topics include recent and relevant Federal & State case and statutory law discussions.

**REAL ESTATE CONTINUING EDUCATION COURSES** - Continuing education tuition is currently \$10.00 per credit hour plus processing fee. Real Estate Training Center is continually adding new courses. Call the school for offerings not listed in this catalog.

### **Mandatory Course**

4 Hour Real Estate Commission Update 4 Hours  
The Commission Update Course is available on the internet at all times from Real Estate Training Center. The Colorado Real Estate Commission requires at least 12 credit hours of Colorado Real Estate Commission (CREC) Annual Update Courses (4-hour course taken annually each of 3 years). For more information, please refer to the rules in the Colorado Real Estate Manual

Brokerage Administration 24 Hours  
Includes (1) Governmental Considerations, (2) Business Plan & Goals (3) Supervision & Training, (4) Recordkeeping, (5) You and the Real Estate Commission, (6) Other current issues.

Broker Transition 24 Hours  
Major topics covered include: Levels of authority and Broker responsibility, Contract to Buy and Sell Real Estate, miscellaneous related forms, Closings and current Commission Update Course.

### **Appraisal Series**

Valuation & Appraisal 8 Hours  
Basics of Appraisal requirements needed by the real estate agent.



## **General Real Estate Series**

Real Property	8 Hours
Discussion of real vs. personal property and inclusions.	
Essentials of Real Estate Math	8 Hours
An intensive review of not only math basics but all areas of math regarding real estate. Covered topics include: Finance, Taxation, Capitalization, Profit & Loss, Area Calculations, and Commissions. This course is included in the required Real Estate Law & Practice course for new broker candidates at no additional cost.	
Government Controls	8 Hours
Governmental influences and controls on the real estate profession.	
Contracts & Agency	8 Hours
Creation of agency relationships and enforceable contracts.	
Practical Applications - Part 1	16 Hours
A workshop style on-line course for successfully entering the real estate profession.	
Practical Applications - Part 2	16 Hours
A workshop style on-line course for showing listings, closing the sale and record keeping for real estate transactions.	
Current Legal Issues	8 Hours
State and Federal statutory discussions and position statements.	
Contracts & Regulations - Part 1	16 Hours
Colorado license law, a review of contract law and contractual relationships.	
Contracts & Regulations - Part 2	16 Hours
Listing contracts, related forms and practical listing problems.	
Contracts & Regulations - Part 3	16 Hours
Residential sales contract forms and practical sales contract problems	
Contract to Buy and Sell Real Estate (CBS1-08-10)	4 Hours
How to Complete the new Contract to Buy and Sell Real Estate	
Exclusive Right-to-Sell Listing Contract - LC50-08-10	4 Hours
How to Complete the new Exclusive Right-To Sell Listing Contract	

## **Finance Series**

Commercial Real Estate Finance	4 Hours
This course covers basic commercial real estate lending law and provides definitions for terms one rarely, if ever, encounters in residential real estate work. Terms such as ground lease, attornment, estoppel, bridge loan, take-out loan, and tri-party agreement among others are discussed.	
Closing Techniques	8 Hours
A workshop style course on closing new FHA, VA, Conventional loans, and a loan assumption. Students complete the settlement statements for each closing.	
Recordkeeping & Trust Accounts	8 Hours
Legal requirements of trust accounts and recordkeeping and practical problems.	
Real Estate Finance	8 Hours
Introduction, sources of funds, secondary mortgage market and types of financing.	



Settlement/Closing 8 Hours  
Introduction to the use of settlement sheets and entry level closing problems.

Colorado Real Estate Closings 24 Hours  
Broker's responsibility and preparation of Colorado required closing documents and advanced closing problems.

### **Investment Series**

Wealth Through Mortgages - Part 1 4 Hours  
An introduction to the world of mortgage investing. Covered subjects include: Individual investing, second mortgages, benefits to the homeowner, ability to pay, safety formulas and accelerating your growth.

Wealth Through Mortgages - Part 2 4 Hours  
A continuation of the individual investing theme in Part 1. Course includes other forms of mortgage investment, educating and qualifying the borrower, encouraging prompt payments and protecting your investments legally.

Wealth Through Mortgages - Part 3 4 Hours  
An overview of group investing including discussion on developing good habits, exercising care and the benefits of group investing.

Real Estate Investment Taxation 4 Hours  
The fundamentals of taxation including discussions on passive activity interests, rental real estate, tax shelters, gains & losses, and a basic overview of the "what is" of taxation.

"Why Invest in Real Estate?" 8 Hours  
One of our most popular courses, "Why Invest" is an introduction to real estate investment, which explores the major motivating factors involved in utilizing real estate as a vehicle to greater financial security!

Magic Ingredients of Real Estate Investing 8 Hours  
The foundation for logically analyzing and investing in real estate is thoroughly explored and covered through the development of "6 Magic Ingredients" necessary for profitable real estate investments.

Introduction to 1031 Exchanges 8 Hours  
Basics of tax deferred exchanges for the beginner.

### **Property Management Series**

Basics of Property Management 12 Hours  
A legal overview of the civil rights of handicapped persons is the focus of this course and the duties and obligations of licensees entering into, or operating as, professional property managers.



Successful Management 12 Hours  
An in-depth study of the necessary elements of a proper Residential Lease and preparing the novice property manager on how to make your property management business successful and profitable.

### **Office Management Series**

Opening & Organizing a Real Estate Office 8 Hours  
The practical aspects of operating your own office. Covered subjects including Administration, Advertising, Training, Sales Meetings, Continuing Education, and Government Regulations.

Hiring Employees 8 Hours  
This program provides a strong insight into people; yourself as well as your current and future agents. When completed you should have a greatly increased comfort level with recruiting, managing and retaining good personnel.

The Policy Manual 8 Hours  
Suggested topics and related discussions on the development of a working policy manual. Additional areas covered are the Associate Broker contract and contents of an effective independent contractor agreement.

How to Start & Profitably Run a Real Estate Office 4 Hours  
In-depth coverage of the requirements for starting a properly structured real estate office. Topics include legal structure, financing, insurance, marketing, the business plan and running a profitable business.

### **Professional Selling Series**

How to Successfully List & Sell Businesses 4 Hours  
Introduction to the art of business brokerage. Topics include listing a business, analyzing financial health and value, working with the buyer, financing the sale, and putting the transaction together.

Professional Selling Strategies 4 Hours  
This program introduces three techniques to increase sales through a better understanding of your client's needs and personality. Topics include behavioral styles, trust and rapport, as well as the use and understanding of language patterns.

Setting & Achieving Goals 8 Hours  
This practical self-management workshop is designed to increase organizational and personal effectiveness. Skills developed through this course include goal achievement, self-promotion, decision making, stress management and risk taking.

Business Planning for Brokers & Agents 8 Hours  
Upon completion of this course you should have all the necessary information to run a successful and profitable real estate office. You should be able to not only build a realistic business plan but also have a broad understanding of the factors that are important to managing a dynamic office.

The Creative Loan Process 4 Hours  
Innovative financing to increase sales. A must for active real estate practitioners.

**FINAL EXAMS** - Examinations on the individual courses required by the Colorado Real Estate Commission for certification are given by Real Estate Training Center.



**PROGRAM OUTLINE AND CREDITS - REQUIRED COLORADO BROKER COURSES**

<b>COURSES BY SECTIONS</b>	<b>CREDIT HOURS</b>
<b>I. REAL ESTATE LAW &amp; PRACTICE</b> Terminology, Real Property, Real Estate Math, Valuation and Appraisal, Contracts, Agency & Federal Requirements, Real Estate Finance & Settlement, Property Management	48
<b>II. COLORADO REAL ESTATE CONTRACTS &amp; REGULATIONS</b> Regulations, Colorado Statutory Relationships, Brokerage Relationship Agreements, Sales Contracts and Related Forms, Other Considerations in Real Estate Contracting	48
<b>III. CLOSINGS</b> Broker's Responsibility Relating to Closing, Introduction to a 6-Column Worksheet, Closing to a Prepared Contract, Legal Documents, Preparation of Closing Problems	24
<b>IV. RECORDKEEPING &amp; TRUST ACCOUNTS</b> Legal Requirements, Recordkeeping, Special Areas of Concern, Termination of Brokerage Relationship	8
<b>V. PRACTICAL APPLICATIONS</b> Entering the Field, Developing Your Market, Establishing a Brokerage Relationship With a Buyer or Seller, Showing a Property, Preparing and Presenting an Offer, The Bumpy Road to Closing, Failed Transactions, Closing the Transaction, Recordkeeping Summary, Additional Educational Sources, Technology	32
<b>VI. CURRENT LEGAL ISSUES</b> Colorado Real Estate Rules, Regulations, Policies, Position Statements, and instructive Disciplinary Proceedings	8
<b>VII. EXAM PREP</b> Exam Preparation only - not accredited or approved (required for Assured Passing Plan)	None
<b>VIII. LIVE TEST PREP WORKSHOP (Optional)</b> Extensive Exam Preparation with an instructor - not accredited or approved (required for Assured Passing Plan)	None
<b>TOTAL CREDIT HOURS</b>	<b>168</b>

**TUITION PAYMENT** - Payment arrangements will be considered upon request for real estate programs at the time of enrollment. For your convenience, in addition to checks and cash, we accept Discover, Master Card, Visa, American Express and ITEX trade credit. A deferred payment plan is available. Please call 1-866-311-7382 for details.



**TERMINATION AND REFUND POLICY-** Student must provide notice of termination by sending a written request to:

Real Estate Training Center  
 3110 S Wadsworth Blvd., #104  
 Lakewood, CO 80227  
 Fax: (303) 984-0775  
 E-Mail: [retcadmin@gmail.com](mailto:retcadmin@gmail.com)

Students not accepted to the school are entitled to all moneys paid. Note: Any charges for textbooks, manuals, workshops, special handling or processing fees, if any, are non-refundable. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price whichever is less. In the case of students withdrawing after commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of days enrolled in the Program/Stand Alone Course, as described in the table below. The refund is based on the official date of termination or withdrawal.

**REFUND TABLE**

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
Within first 10% of program ( 1 – 18 days from Enrollment)	90% less cancellation charge
After 10% but within first 25% of program (19 – 45 days from Enrollment)	75% less cancellation charge
After 25% but within first 50% of program (46 – 90 days from Enrollment)	50% less cancellation charge
After 50% but within first 75% of program (91 – 135 days from Enrollment)	25% less cancellation charge
After 75% (NO REFUND AFTER DAY 136) [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the school receives notice of the student’s intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition & fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.



5. Students are permitted up to 180 days from the original Enrollment Date to complete. If additional time is needed, See "Extension Policy" below.

**EXTENSION POLICY** - Extensions can be obtained on the internet. Cost for additional extensions will be as follows:

<b>ADDITIONAL EXTENSION PERIOD</b>	<b>EXTENSION FEE</b>
1 - 30 days inclusive	\$100.00
31 - 60 days inclusive	\$200.00
61 - 90 days inclusive	\$275.00
91 - 120 days inclusive	\$325.00
121 - 180 days inclusive	\$399.00

- (3) An extension can be purchased by completing the Extension Request Form on the Internet. This form is available from inside the course program on the left side of your screen.

**EXAM PREP: ELIGIBILITY REQUIREMENTS FOR RETAKE OR REFUND** - Exam Prep is for exam preparation only. It is not accredited or approved by any regulatory agency. Students who do not complete Exam Prep practice tests are eligible for refunds in the same manner as described in "Termination and Refund Policy" above. Only students who complete the Exam Prep program are eligible to retake the course or receive a full refund as described below, if the following requirements are met:

1. Student must complete all required internet courses at least once, or if a correspondence course, must turn in all progress tests with a passing grade.
2. Student must participate in the Exam Prep Program and comply with the following conditions:
  - (a) Student must complete the entire course required by the Colorado Real Estate Commission for licensure enrolled for herein and complete all the applicable practice exams and reviews and Real Estate Training Center's Essentials of Real Estate Math, and take the appropriate State Exam within thirty (30) days after completion of this course.
  - (b) Student must score a passing grade of 90% or better on a minimum of (5) General Practice Exams, (5) Colorado Practice Exams and on both portions (General & Colorado) of Real Estate Training Center's Certification test, as well as at least one complete certification test with a 90% or better average, as provided in the Exam Prep Program.
  - (c) Student must report State Exam results within 10 days of being notified of same by providing a copy of the exam notice Student receives from the Testing Service to the Real Estate Training Center Home Office, 3100 S. Wadsworth Blvd., Suite 104, Lakewood, CO 80227.
3. Student must attend one Live Test Prep Workshop. The Workshop is offered at least once each month. Call (303) 421-9078 or (866) 311-7382 for schedule.

Failure to comply with any or all of 1 and 2 above shall constitute a failure of condition, and Real Estate Training Center will have no further liability or responsibility herein.

Students who comply with the above requirements but fail to pass the State Exam are eligible for retake privileges or refunds as described in the following options:

1. Apply the amount paid to any courses available through Real Estate Training Center; or



2. Retake the entire program and Exam Prep practice tests again for no additional charge. If Student completes the entire program and the Exam Prep practice tests with same requirements as outlined in 2(a), (b) & (c) above, a second time and still does not pass the State Exam, Student may:
- (a) be refunded full tuition, less non-refundable materials and processing fees; or
  - (b) again retake the entire program instead of receiving the refund, but may not thereafter elect to receive a refund.

Retake privileges will be extended without cost only if Student starts begin the course within 180 days after date of failure of the State Exam. Subsequent retakes after 180 days will be at full tuition rates currently in effect.

**HOLIDAYS** - Home Office is closed for the following holidays:

New Year's Day	Independence Day	Labor Day
Memorial Day	Thanksgiving Day	Christmas Day

**ATTENDANCE POLICY** - Testing may be done at the Student's convenience on the internet. **NOTE:** Progress in both internet and/or correspondence courses shall be monitored based upon completion of progress tests or final exams with passing grades as outlined below.

All real estate programs and/or courses, must be completed within 180 days of original enrollment date unless the Student has been granted an extension. Any program and/or course not completed within 180 days of enrollment date without prior extension, will have a termination date based on the enrollment date.

**NOTE:** In the case of students requiring additional time, upon granting additional extension period appropriate credit will be given for the unearned portion of their previous contract and course or courses completed. (See refund policy for students dismissed for unsatisfactory progress who do not desire re-admission.)

**CONDUCT POLICY** - This is an open book environment.

**TESTING** - Consists of:

- (1) Progress tests with each course.
- (2) An unlimited number of practice tests for General, Colorado and Category subjects plus a final Certification Test as provided by Exam Prep.
- (3) Certification upon completion of the entire program.

**GRADING SYSTEM**

95 - 100	Excellent
90 - 94	Good (minimum requirement for school guarantee)
Below 90	Unsatisfactory

**MINIMUM GRADE CONSIDERED SATISFACTORY** - Student must score a passing grade of 80% on individual course progress tests and 90% or better on a minimum of (5) General Practice Exams, (5) Colorado Practice Exams and on both portions (General & Colorado) of Real Estate Training Center's Certification test, as well as at least one complete certification test with a 90% or better average, as provided in the Exam Prep Program to receive an REC33 Certification of Completion.



**PRIVACY** - We protect personal information we collect about you by maintaining physical, electronic, and procedural safeguards that meet or exceed applicable law. We will not reveal your personal information to any external organization.

**SHIPPING** - All materials are shipped via Priority Mail through the U. S. post office. You should receive any shipped material within 7 - 10 days from date of enrollment. There is no additional charge for shipping.

**COMPLAINT PROCEDURES** - Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed online with the Division of Private Occupational Schools of the Colorado Department of Higher Education, at [higher.ed.colorado.gov/dpos](http://higher.ed.colorado.gov/dpos), (303) 866-2723. All student complaints submitted to the Division must be in writing and "will be filed within two years after the student discontinues training at the school."

**TRANSFERABILITY OF EDUCATION** - Real Estate Training Center does not guarantee the transferability of its credit(s) to other institutions unless there is a written agreement with those institutions.

For further information and registration call:

Home Office:  
(303) 421-9078 or TOLL FREE 1-866-311-RETC(7382)

Visit our website at: **[www.realestatetrainingcenter.us](http://www.realestatetrainingcenter.us)**

Sincerely,

RETCY & Staff

