

Real Estate College of Colorado **2020 Catalog**



Classroom
Online / Self-Study

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INTRODUCTION

About Our College

The original real estate school, which has now become the Real Estate College of Colorado, Inc., was established in 1978. By consistently providing a wide variety of easy-to-use education formats along with trained coaches for that essential "personal" touch, the Real Estate

College of Colorado has maintained its position as a leader in Colorado real estate education for four decades. The school is owned by the Diem Family: Aaron Diem – President, Ernestine Diem – Treasurer, LeRoy Diem – Secretary.

The School Offers:

- Comprehensive, enjoyable, easy-to-understand courses.
- All "coaches" with the college are practicing real estate professionals and are available by phone and email to answer student questions.

State Approval and School Facilities

The Real Estate College of Colorado, Inc. is approved and regulated by the Division of Private Occupational Schools, Colorado Department of Higher Education School Board. All pre-license courses meet the specific requirements of the State of Colorado to obtain a real estate license. Also all Continuing Education offered by the college is approved by the Colorado Division of Real Estate. **Students are encouraged to check with the Division of Real Estate to confirm that this program will satisfy the Division's licensing requirements.**

School facilities and student files are maintained at our administrative office location in Colorado Springs. Office space is provided for enrollment or one-on-one study assistance. Live Pre-License training is offered at our Colorado Springs location. Continuing education classes are offered by correspondence, online, or held live at various locations across the state.

State Education Requirements

Colorado issues only a Broker License to all new licensees.

Real estate licensing requirements are set by the State of Colorado.

Colorado law provides for three levels of responsibility for those with a Broker License. An **Associate Broker** must work under the supervision of an Employing Broker for at least two years of active licensure. After two years, an Associate Broker may apply to upgrade to **Independent Broker** status and may then operate independently but may not employ other licensees. An Associate Broker or Independent Broker may qualify as an **Employing Broker** by having two years of active experience and completing an additional 24 hour Brokerage Administration course.



We Are Committed To

FOUR GOALS

To Provide Quality, Competent Coaching for our Students

All instructors are required to be licensed and active in the business. Instructors are available by phone and email for study support.

To Provide the Most Accurate, Updated Materials

All material is updated each year (sometimes multiple times) to capture any new contract and statutory changes which affect real estate laws and practice.

To Provide the Most User-Friendly Real Estate Course on the Market

The material is developed in a step-by-step format that allows even the most undisciplined student the ability to easily navigate the material.

To Remain Committed to Our Students' Success After They Pass the Exam

We strive to maintain an ongoing dialog with our students to provide assistance and coaching after they pass the real estate exam.

What Does It Take To Obtain A

REAL ESTATE LICENSE



Complete The Required Education

- 48 hours in Real Estate Law and Practice
- 48 hours in Colorado Contracts and Regulations
- 8 hours in Trust Accounts and Record Keeping
- 24 hours in Real Estate Closings
- 8 hours in Current Legal Issues
- 32 hours in Practical Applications

Fingerprinting And Background Check

Prior to submitting an application for licensure, each real estate Licensee applicant must submit a set of fingerprints to the Colorado Bureau of Investigation (CBI) for the purpose of conducting a Colorado and national fingerprint-based criminal history background check.

Exam Prep Review

Taking time to thoroughly prepare for the examination is one of the most crucial steps to successfully passing the State's licensing examination. Our exam prep comprised of online test simulations, thousands of test questions and thorough and easy-to-use topical reviews will help prepare you to pass the examination.

Take The Examination

Although there is no way to entirely take the stress out of taking an examination, utilizing the proven Real Estate College of Colorado system will help take much of the anxiety out of the process. Our students who take time to thoroughly prepare approach the exam with confidence on test day.

Apply For Your License

With your coursework and fingerprinting completed you will need to submit an application, approved by your new Employing Broker, to the Colorado Division of Real Estate. This is a simple online process. Licenses are issued in a timely fashion once all background checks are completed.

Two Ways To Complete Your **E d u c a t i o n**



Classroom

(Colorado Springs Only)

\$1,050.00

Over 90 hours of instructor-led training in Colorado Springs!

Complete selection of printed course materials.

Access to our easy-to-use multimedia-rich online lessons.

Comprehensive Exam Prep with online practice test simulations.

Self-Paced Study

\$525.00

Study at your own pace and on your own schedule!

Complete selection of printed course materials.

Easy-to-use multimedia-rich online lessons.

Comprehensive Exam Prep with online practice test simulations.

Instructor support!



SELF-PACED

Includes all online & printed material.

No extra or hidden charges.

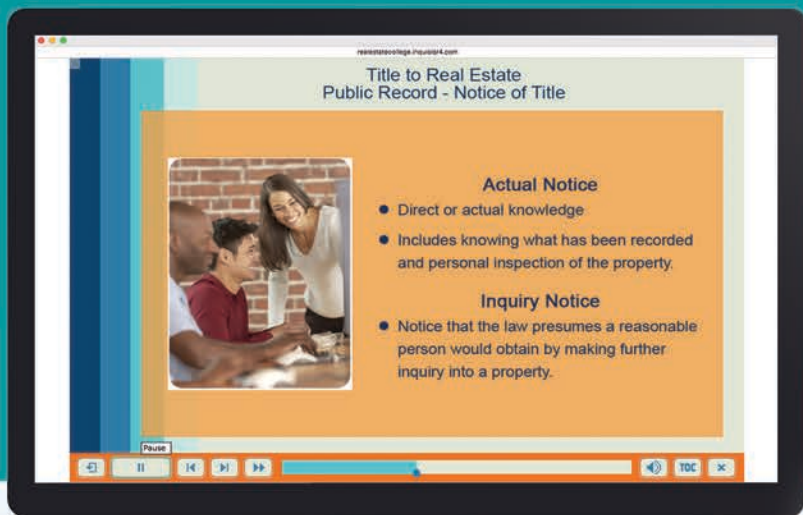
\$525.00

(+ shipping and handling)

- Printed, easy-to-use high quality text books.
- Our interactive online instruction program is complete with “Audio” and helpful “Talking Points” taught by a practicing Colorado Real Estate Broker (not someone in a recording studio in some other state). “Highly interactive”, “colorful” and “engaging” are some of the ways our previous students have described the online materials.

- Exam Prep Review covering both the National and State portions of the examination. Our review includes high quality printed reviews with quick topical summaries and hundreds of practice questions to make your review for the examination trouble free. Likewise students have access to our online Exam Simulations with over 3000 practice questions simulating the style and structure of the State’s examination. Students may take them as many times as they like while preparing to take the State exam.

- Access to our trained instructors, who are experts in their respective fields, available to answer questions by phone and email. Instructors strive to respond to questions from our self-study students within a 24 hour time frame.



CLASSROOM

\$1,050.00

Military discount and payment plans are available

*Includes all online & printed material
No extra or hidden charges.*

Our Classroom Program Includes:

- **Printed**, easy-to-use high quality text books.
- Convenient classes designed to fit the lifestyles of our busy students. Both day and evening classes are available. Classroom sessions are energetic and designed to keep the students engaged.
- All Classroom students also receive our Exam Prep Review covering both the National and State portions of the examination. Our review includes high quality printed reviews with quick topical summaries and hundreds of practice questions to make your review for the examination trouble free. Likewise **students have access to our online Exam Simulations** with over 3000 practice questions simulating the style and structure of the State's examination. Students may take them as many times as they like while preparing to take the State exam.



- In addition all our Classroom students receive **access to our interactive online instruction program** for further review of the materials that they are learning in the classroom.
- Classroom students not only have access to an instructor during the classroom session but also access to our instructors by phone or email whenever a question arises. Instructors are all experts in their respective fields and are required to be actively licensed and to have been practicing real estate for a minimum of 5 years. Instructors strive to respond to questions from our self-study students within a 24 hour time-frame.

CONTACT US

719-602-0409

www.realestatecollege.com

Classroom SCHEDULE

2020 DAY SESSIONS

Tuesday, Wednesday & Thursday
9 a.m. - 1 p.m.

WINTER (January - March)

Class	Dates
Law and Practice	January 7, 8, 9, 14, 15, 16, 21, 22, 23
Colorado Contracts and Regulations	January 28, 28, 29, 30 February 4, 5, 6, 11, 12, 13
Current Legal Issues/ Practical Applications/ Trust Accounts	February 18, 19, 20
Colorado Closings	February 25, 26, 27
Exam Prep	March 3, 4, 5, 10

SPRING (April - June)

Class	Dates
Law and Practice	April 28, 29, 30 May 5, 6, 7, 12, 13, 14
Colorado Contracts and Regulations	May 19, 20, 21, 26, 27, 28 June 2, 3, 4
Current Legal Issues/ Practical Applications/ Trust Accounts	June 9, 10, 11
Colorado Closings	June 16, 17, 18
Exam Prep	June 23, 24, 25, 30

FALL (August - October)

Class	Dates
Law and Practice	August 11, 12, 13, 18, 19, 20, 25, 26, 27
Colorado Contracts and Regulations	September 1, 2, 3, 8, 9, 10, 15, 16, 17
Current Legal Issues/ Practical Applications/ Trust Accounts	September 22, 23, 24
Colorado Closings	September 29, 30 October 1
Exam Prep	October 6, 7, 8, 13

2020 NIGHT SESSIONS

Tuesday, Wednesday & Thursday
6 p.m. - 9 p.m.

Classroom SCHEDULE

SPRING (February - May)

Class	Dates
Law and Practice	February 12, 13, 18, 19, 20, 25, 26, 27 March 3, 4, 5, 10
Colorado Contracts and Regulations	March 11, 12, 17, 18, 19, 24, 25, 26, 31 April 1, 2, 7
Current Legal Issues/ Practical Applications/ Trust Accounts	April 16, 21, 22
Colorado Closings	April 23, 28, 29, 30
Exam Prep	May 5, 6, 7, 12

SUMMER (June - August)

Class	Dates
Law and Practice	June 11, 16, 17, 18, 23, 24, 25, 30 July 1, 2, 7, 8
Colorado Contracts and Regulations	July 9, 14, 15, 16, 21, 22, 23, 28, 29, 30 August 4, 5
Current Legal Issues/ Practical Applications/ Trust Accounts	August 6, 11, 12
Colorado Closings	August 13, 18, 19, 20
Exam Prep	August 25, 26, 27 September 1

FALL (Sept. - December)

Class	Dates
Law and Practice	September 24, 29, 30 October 1, 6, 7, 8, 13, 14, 15, 20, 21
Colorado Contracts and Regulations	October 22, 27, 28, 29 November 3, 4, 5, 10, 11, 12, 17, 18
Current Legal Issues/ Practical Applications/ Trust Accounts	November 19 December 1, 2
Colorado Closings	December 3, 8, 9, 10
Exam Prep	December 15, 16, 17, 22

Licensing for **Attorneys**

Licensed in **Another State**

Attorneys Looking to be Licensed

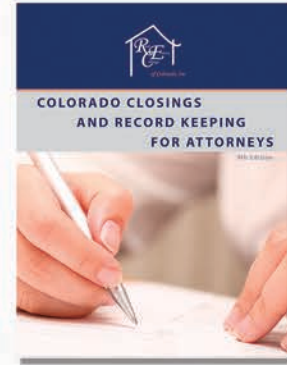
Colorado Closings and Record Keeping for Attorneys (Self-Study)

What's Required:

- 12 Hours of education in Closings, Trust Accounts and Record Keeping and passing both portions of the Real Estate Examination.

What's Included:

- High Quality Printed Materials
- Access to our easy-to-use online program
- Access to our exclusive on-line Exam Prep review to help thoroughly prepare you for the examination.
- Access to our instructors by phone or email for questions



\$200.00 (+ shipping and handling)

Online Course With Printed Materials

Already Licensed In Another State?

If you are licensed in another state your requirements to obtain a license in Colorado may be as little as passing the examination. Some education classes may be required depending on your length and level of licensure in your state. Contact the school directly to determine what education requirements, if any, you may be required to fulfill.

Upgrading or Reactivating Your License

Upgrading to Employing/Managing Broker Status

Brokerage Administration (Self-Study)

This course meets the statutory requirements to qualify a broker as an Employing Broker. Tenure and testing requirements may also apply. This course counts for 24 hours CE credit.

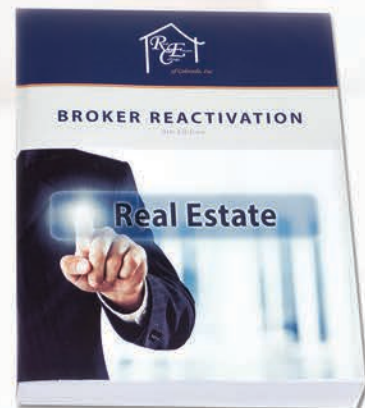
\$200.00 (+ shipping and handling)

Printed Materials Only

Reactivating a Colorado License & Satisfying Deficient Continuing Education Requirements

Broker Reactivation (Self-Study/Online)

This course is designed for Inactive Licensees wishing to activate their license, Expired Licensees (less than three years) wishing to reinstate their license, or Active Licensees deficient on continuing education (pre-renewal). This course counts for 24 hours CE credit.



\$200.00 (+ shipping and handling)

Printed and Online Materials

Exam Prep

Courses

Colorado License Exam Prep

\$125.00

(+ shipping and handling)

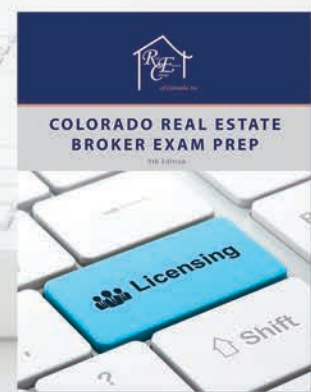
Printed Materials
(Includes National and
State Review)

\$75.00

(+ shipping and handling)

Colorado Review
Only

These exam review courses are designed to help you study for the National and State portions of the Real Estate Broker Exam. These courses are aimed to assist a real estate licensee (in Colorado or from another state) who needs to take the National, Colorado or both licensing examinations. This program is comprised of an in-depth, but easy-to-use, review of all important facts pertaining to National and Colorado laws and contracts. It is complete with hundreds of study questions (thousands if taken in conjunction with our online test simulation tool) to help you be as prepared as possible. (Note: Exam Prep is already included with our pre-licensing courses).



Continuing **Education**



The Real Estate College of Colorado, Inc. offers several continuing education courses to meet various needs and requirements for licensees. Credit hours vary and the courses are offered both in classroom or in an online format. On-line courses can be accessed by logging on to the school's website:

www.realestatecollege.com

CREC Mandatory Annual Update

The required annual update course is offered in live and online formats. Our innovative approach has taken a class notoriously known as being dry and boring and has made it more interactive and enjoyable to help hold the student's attention. This course is taught live statewide periodically through the year. Contact the Real Estate College of Colorado, Inc. for locations and details.

\$35.00

4 hours

Policies

Enrollment Procedures

Registration for correspondence courses may be done in person, by telephone, mail, or online. Attendance at a scheduled classroom program does require pre-registration. An Enrollment Agreement will be completed and tuition paid prior to beginning a course.

Payment of Tuition

Tuition and material fees may be paid in advance or are due and payable on the first course date. On request, a student may split payment into two payments based on the course schedule for which the student enrolls. Each payment is due as scheduled. The College charges a nominal handling fee. Promissory notes are not solicited or accepted. Authenticated VISA, Discover, Mastercard and American Express are accepted. Upon request, the College will invoice a party designated by the student provided; however, the student shall continue to be the primary party responsible for timely tuition payments. Under the Private Occupational Education Act of 1981, the College may and will withhold any earned certification of successful completion until all tuition or material charges are paid in full.

Entrance Requirements

There are no prerequisites for enrolling with the College in the pre-licensing program or in continuing education courses, and there are no age requirements affecting admission to the College. However, the Colorado Real Estate Commission cannot issue a real estate license to anyone under the age of 18. The College does not guarantee that a student accepted for enrollment will be permitted to take the state licensing examination or if successful in passing the state exam, that a license will be issued. Prospective students should consult the appropriate regulatory agency regarding any question about eligibility for licensing.

Calendar

Correspondence students may enroll at any time. Scheduled classroom programs are posted with Realtor® associations, online, and in the school's catalog available to prospective students. These are available upon request. Instructors are available during normal business hours Monday through Friday. When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone, email and/or radio, and/or TV who provide closure information as a public service. The College does observe the following holidays: New Year's Day, Easter, Passover, Memorial Day, July 4th, Labor Day, Rosh Hashanah, Yom Kippur, Thanksgiving and Christmas.

Review sessions are available by appointment. Please contact the school to schedule..

Attendance

The number of hours to be eligible to sit for the State exam is established by law; therefore, no absence is considered excused for any classroom sessions. Students are expected to arrive on time for class with proper materials. If a class is missed, the student will be required to complete the missed section online and turn in all respective quizzes and exams for that missed class prior to receiving the certificate of completion for that particular class. Students who are unable to continue classes for medical reasons or severe or personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

All students enrolled in the pre-license correspondence course are considered to be correspondence or home-study students and therefore classroom attendance is not required.

Postponement of Start Date

Postponement of the start date 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 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.

Standard of Progress

Students are expected to maintain a minimum standard of progress as follows: This Standard of Progress is used as a gauge for normal progress through a course or a series of courses in a program of study. The time periods are used to calculate completion rates for the refund policy described below. Satisfactory progress for all classroom courses is based on attendance at every class session and on grade average for all of the quizzes and passing the final exam given in that course. A satisfactory or “passing” average is 75% or higher. The grading standards of the college for real estate courses are as follows: A=95% to 100%, B=85% to 94%, C=75% to 84%, F=74% or less. Correspondence students must complete each course with a satisfactory grade average and must complete the course within specific time limits. Some lessons include a quiz and each course has a final exam. Completing online lessons and their corresponding quizzes and tests will demonstrate that each lesson and course was completed in a timely manner. **Correspondence students are expected to study the equivalency of six hours or more per week.** Correspondence students must complete the course work within six months of enrollment. The school maintains a Student Progress Record on each student which contains the scores and dates of each final exam. This record is available to the student upon request. Any student who is making unsatisfactory progress in grade average will be notified by mail, email, or in person. If the unsatisfactory performance is not corrected, the student may be terminated from the course or program.

Refunds

Students who withdraw from classes may be eligible for a refund based on the following. The college will pay: 1) A full refund of all money paid by the student if a prospective student is not accepted by the college; 2) A full refund of tuition and fees paid if a student notified the college of his or her intention not to commence the course within three days of Enrollment, provided that training has not started; 3) a full refund of tuition and fees paid if the college discontinues a course or program of study during the period of time within which a student could reasonably have completed the course or program of study as defined in the Standard of Progress, except that this provision shall not apply in the event that the school ceases operation. Except for the conditions stated above, no refund is available for Exam Prep Review purchased separately. The college will retain a cancellation charge of 20% of the tuition (but not to exceed \$150.00) for real estate courses. This cancellation charge does not apply to the full refund conditions described above. Refunds apply to full tuition and fees after deducting the cancellation charge. There is no refund on materials. If a student discontinues training or is terminated by the college, the following refund will be made to the student within 30 days of official determination of the termination date, the date on which the college receives written notice of a student's intention to discontinue training, or the date on which the student violates published attendance policy or correspondence course progress standards. Refunds for pre-license students will be calculated as follows: within first 10%, 90% refund; within 11% to 25%, 75% refund; 26% to 50%, 50% refund; 51% to 75%, 25% refund; after 75% completed no refund. Completion percentages will be determined by the number of classroom sessions attended, the number of correspondence lesson quizzes returned, or number of correspondence lessons which should have been completed beginning at the date of enrollment based on the “Standard of Progress.” The following chart should help to clarify:

Within first 10% of program	3 weeks or through Chapter 8 of L&P	90% after cancellation charge
After 10% or within first 25%	3 to 8 weeks or completion of L&P	75% after cancellation charge
After 25% but within first 50%	8 to 14 weeks or completion of CCR	50% after cancellation charge
After 50% but within first 75%	14 to 21 weeks or completion of 4 courses	25% after cancellation charge
After 75% of program	21 weeks +	No refund

For Students Enrolled in In-Classroom Sessions the Refund Policy is as Follows:

Within first 10% of program	Class sessions 1, 2, 3, 4, 5, 6	90% after cancellation charge
After 10% or within first 25% of program	Class sessions 7, 8, 9, 10, 11, 12	75% after cancellation charge
After 25% but within first 50% of program	Class sessions 13, 14, 15, 16, 17, 18	50% after cancellation charge
After 50% but within first 75% of program	Class sessions 19, 20, 21, 22, 23, 24	25% after cancellation charge
After 75% of program	Class sessions 25 through 30	No refund

Policies

Refunds (continued)

If state laws or Real Estate Commission policies render courses offered by correspondence obsolete or no longer adequate for licensing, no refund or credit toward other courses will be available.

Enrollment is valid for up to **one year** from the date of enrollment. Courses must be completed within one year; there will be no refund or credit for enrollments delayed over one year. Students who fail to complete the entire course of study within the one year enrollment period may, at the discretion of the School Director, be allowed to continue their enrollment for three months for a re-enrollment fee of \$180.00 or six months for \$250.00.

Real Estate Continuing Education Courses are not subject to the above stated refund policy with the exception of Items 1, 2 and 3.

Student Conduct

Students are expected to conduct themselves under “accepted rules of conduct.” The following examples are considered unacceptable:

- Disruptive or distracting activities during personal or classroom instruction
- Possession of weapons (excluding legal concealed carry), illegal drugs, and alcohol of any kind at school facilities
- Arriving late or departing early from scheduled classroom courses

Repeated or gross breaches of this standard shall be grounds for dismissal. A student who is dismissed for misconduct will be readmitted only at the discretion of the School Director. If readmission is denied, the refund policy shall apply.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. The School Director, after consultation with all parties involved, makes the final decision. The School Director may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

Credit for Previous Education, Training or Experience

No credit is given for partial completion of classes previously taken at another school or for related experience. It would be the discretion of the Real Estate Commission to accept previous education or experience in place of required hours. Prospective students should contact the Commission directly to determine if this applies to their situation. Likewise, the school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with that institution.

Warranty

A student who successfully completes a full pre-license program (completes every lesson and earns a passing grade in every course) who takes and fails the licensing examination within 30 days following completion of their program, is entitled to retake the full program for up to six months from the completion date without additional cost. A nominal charge will be made for new or updated materials. A student who takes a continuing education course and fails the course exam may retake the course or may study the materials and retake the exam within 30 days at no additional charge.

Discrimination

The Real Estate College of Colorado, Inc. does not discriminate among applicants, participants or employees on the basis of race, color, religion, ethnicity, national origin, age, sex, marital status, handicap or sexual orientation.

Placement Assistance

There is no employment placement assistance available to students. The College does not have a transfer agreement of attendance with other schools.

Statement of Ownership

The Real Estate College of Colorado, Inc. is a corporation in good standing with the State of Colorado. The officers of the Real Estate College of Colorado, Inc. are Aaron L. Diem, President; LeRoy R. Diem, Secretary; Ernestine M. Diem, Treasurer.

Student Complaints

This school does not require exhaustion of its internal grievance/appeal process before filing a complaint of any nature, including, but not limited to a claim of a deceptive sales or trade practice, with the State of Colorado and through the Division of Private Occupational Schools. Any student who has a comment or complaint regarding Real Estate College of Colorado, Inc. is invited to write or call the School Director personally. The student may file a written complaint online with the Colorado Department of Higher Education, Private Occupational School Board at www.highered.colorado.gov/dpos.com or by requesting a complaint form at (303) 862-3001. There is a two-year limitation (from student's last date of attendance or expiration of enrollment) on the Division taking action in student complaints.

CONTACT US FOR MORE INFORMATION

Real Estate College of Colorado, Inc.

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