



John W. Hickenlooper  
Governor

November 15, 2011

Barbara J. Kelley  
Executive  
Director

**NOTICE OF REAL ESTATE CONTINUING EDUCATION AUDIT**

Dear Real Estate Broker,

Your license number was pulled to be part of The Division of Real Estate's Real Estate Broker continuing education audit. Licensees have been chosen at random to show compliance for the three-year period from **July 1, 2008 through September 30, 2011**.

Please send proof of having met the license renewal continuing education requirement by one of the following means:

- (1) Course completion certificates for 24 hours of approved continuing education courses consisting of the following:
  - (a) 12 hours required "Annual Commission Update" course, completed in 4 hour increments **and**
  - (b) 12 hours of Commission-approved elective credit hours during the licensing period in subject areas listed in C.R.S. 12-61-110.5(3). **OR**
- (2) Completion of the Commission-approved 24-hour "Broker Transition" course taken during the stated time period. *(This option is permitted once to each licensee in lieu of requirements in section (1)).* **OR**
- (3) Completion of the Commission-approved 24-hour "Brokerage Administration" course taken during the stated time period. *(This option is permitted once to each licensee in lieu of requirements in section (1)).* **OR**
- (4) Passing the Colorado state portion of the licensing exam taken during the stated time period. **OR**
- (5) Completion of 72 total hours in the Colorado Contracts and Regulations courses (48 hours) and Real Estate Closings (24 hours) during the stated time period.

Please complete the attached worksheet (page 2 of 2), and return documents along with **copies** of your continuing education course completion certificates by the end of business on **November 30, 2011**. **DO NOT SEND ORIGINAL COURSE CERTIFICATES, AS THEY WILL NOT BE RETURNED TO YOU.**

**YOU MUST RETURN COMPLETED WORKSHEET AND COURSE CERTIFICATE COPIES BY  
EMAIL, FAX, OR MAIL**

Email: [crec.audits@dora.state.co.us](mailto:crec.audits@dora.state.co.us)  
Fax: 303-869-0497

Mail to: Colorado Division of Real Estate  
ATTN: CREC CE Audit  
1560 Broadway, Suite 925  
Denver, CO 80202

This is the only notice you will receive. Failure to send verification of course completion by the due date may result in disciplinary action. A complete list of licensees included in this audit can be found on The Division of Real Estate website at [www.dora.state.co.us/real-estate/licensing/education/broker/CREC\\_CE\\_Audit\\_List\\_11-2011.pdf](http://www.dora.state.co.us/real-estate/licensing/education/broker/CREC_CE_Audit_List_11-2011.pdf). If you have any questions about this audit of continuing education, please call 303-894-2166.

