

Learn Real Estate at Home!



Since 1969 - Our 48th Year of Continuous Service

The friendliest real estate school in the country!

CATALOG

general
information
and
regulations

Volume 61 - March 31, 2017

INFORMATION & REGISTRATION
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"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 48th 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 2017 approach to three ways to learn (Internet, Home Study and/or Live/"Hybrid"): Students have 6 full months to complete. Included is 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
Founder



TABLE OF CONTENTS

SCHOOL FACILITY	6
PHYSICAL DESCRIPTION	6
ADDITIONAL LICENSED AGENTS	6
SCHOOL PLACEMENT ASSISTANCE POLICY	6
OFFICE HOURS	6
REAL ESTATE TRAINING CENTER STAFF	7
OWNERSHIP	8
ABOUT OUR FOUNDER	8
PURPOSE	9
TEXTBOOKS	9
ENTRANCE AND EDUCATIONAL REQUIREMENTS	9
POSTPONEMENT OF A STARTING DATE OF A CLASS	9
CREDIT FOR PREVIOUS EDUCATION	9
LICENSE RECOGNITION JURISDICTIONS	9
ENROLLMENT PROCEDURE -	9
PROGRAM OUTLINES	10
Associate Broker Training -	10
Examstudy.net - (Included)	10
Live Test Prep Workshop	10
REQUIRED COLORADO BROKER COURSES	10
Real Estate Law & Practice	10
Colorado Real Estate Contracts & Regulations	11
Recordkeeping & Trust Accounts	11
Colorado Real Estate Closings	11
Practical Applications	11
Current Legal Issues	11



REAL ESTATE CONTINUING EDUCATION COURSES	12
3-HOUR COURSES	12
Ethics in Real Estate	12
Green Real Estate	12
Short Sales	12
Principles of Commercial Real Estate	12
ADA and Fair Housing	12
Federal Law and Commercial Real Estate	12
4-HOUR COURSES	13
Real Estate Commission Update	13
Anti-Discrimination Laws	13
Ethics: Disclosure and Cooperation	13
Ethics: Pricing, Offers and Advertising	13
Leading and Communicating Effectively	13
Listing & Selling HUD Homes	13
Minimizing Risk with Effective Practices	14
The Creative Loan Process	14
Contract to Buy and Sell Real Estate (CBS1-06-15)	14
Exclusive Right-to-Sell Listing Contract (LC50-08-13)	14
Real Estate Investment Taxation	14
6-HOUR COURSES	14
Financing Residential Real Estate	14
Property Pricing and Residential Real Estate	14
Tax Implications of Home Sales	14
Commercial Finance and Investment Analysis	15
Commercial Leases	15
Commercial Sales and Exchanges	15
Structuring Ownership in Commercial Real Estate	15
Cost Approach Overview	15
Income Capitalization Overview	15
RESPA Reform	15
Sales Comparison Approach	15
Tax Advantages of Home Ownership (v3)	15
8-HOUR COURSES	16
Professional Property Management	16
Valuation & Appraisal	16
Real Property	16
Essentials of Real Estate Math	16
Government Controls	16
Contracts & Agency	16
Settlement/Closing	16
Current Legal Issues	16
Closing Techniques	16
Recordkeeping & Trust Accounts	16
Real Estate Finance	17
Successful Management	17
Opening & Organizing a Real Estate Office	17



12-HOUR COURSES	17
Basics of Property Management	17
16-HOUR COURSES	17
Practical Applications - Part 1	17
Practical Applications - Part 2	17
Contracts & Regulations - Part 1	17
Contracts & Regulations - Part 2	17
Contracts & Regulations - Part 3	17
24-HOUR COURSES	17
Community Association Manager (CAM)	17
Brokerage Administration I	17
Broker Reactivation	17
Colorado Real Estate Closings	17
FINAL EXAMS	17
PROGRAM OUTLINE AND CREDITS - REQUIRED COLORADO BROKER COURSES ...	18
TUITION PAYMENT	18
TERMINATION AND REFUND POLICY	18
EXTENSION POLICY	20
EXAM PREP: ELIGIBILITY REQUIREMENTS FOR RETAKE OR REFUND	20
HOLIDAYS	21
PROGRESS & ATTENDANCE POLICY	21
CONDUCT POLICY	21
TESTING	21
GRADING SYSTEM	22
GRADE REPORTING	22
MINIMUM GRADE CONSIDERED SATISFACTORY	23
SHIPPING	22
GRIEVANCE & COMPLAINT PROCEDURES	22
TRANSFERABILITY OF EDUCATION	22



SCHOOL FACILITY

Real Estate Training Center of Colorado, Inc.
6655 W. Jewell Ave., Suite 211
Lakewood, CO 80232
Phone: (303) 421-9078 or (866) 311-RETC(7382)
WEBSITE : www.RealEstateTrainingCenter.US
E-MAIL: RetcyMgr@gmail.com

PHYSICAL DESCRIPTION - Real Estate Training Center's Home Office facility is located on the Northeast Corner of W. Jewell Avenue and Pierce Street in the Green Gables Professional Park, Building #2.

ADDITIONAL LICENSED AGENTS - We currently have licensed recruiting agents throughout the state. Call or email RetcyMgr@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 10:00 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

PRESIDENT/SCHOOL DIRECTOR C. Brent Hayes
VICE PRESIDENT/CO-SCHOOL DIRECTOR Amy K. Moore
LICENSED RECRUITING AGENTS.....C. Brent Hayes
Amy K. Moore
Richard ‘Dick’ Stephenson
INSTRUCTORS.....
Richard “Dick”Stephenson
Amy K. Moore
Heather Somerville
Paula M. Waterman



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

ABOUT OUR FOUNDER - 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 70,000 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 can be accompanied by a CD back-up and optional textbooks. For 2011 he designed a study program (Internet, and/or CD). Real Estate Training Center will continue to adapt course delivery to the technology of the 21st 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. 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

ENROLLMENT PROCEDURE - Students may enroll in person at the Home Office or 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 by Internet and by Correspondence/Distance Learning Delivery.

REAL ESTATE

Associate Broker Training

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. Textbooks are available at an additional cost.

Tuition:

Online Broker Program: \$729.00

'Optional' Set of 3 Textbooks: \$150.00 {Non-Refundable}

Live/"Hybrid" Broker Program: \$925.00

NOTE: Real Estate Training Center reserves the right to change Tuition Prices at anytime without notice.

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 92% 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.

FOR A PAST OR CURRENT SALESPERSON LICENSED IN ANOTHER JURISDICTION

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

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.

24-HOUR CAM PRE-LICENSING COURSE

Community Association Manager (CAM) Pre-Licensing Course 24 Hours

Major topics covered: Colorado Common Interest Ownership Act, Colorado Revised Nonprofit Act, Financial, Risk & Facilities Management, Governance, Legal Documents of an Association, Ethics, Bid Requests, and Contract Provisions.

Tuition:

Online CAM Program: \$549.00

'Optional' Textbook: \$75.00 {Non-Refundable}

Live CAM Program: \$695.00

NOTE: Real Estate Training Center reserves the right to change Tuition Prices at any time without notice.



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.

3-HOUR COURSES

Ethics in Real Estate

3 Hours

This course discusses the importance of ethical behavior in the practice of real estate, and how a licensee's ethical standards can improve or harm a licensee's career, and the profession as a whole. The course compares and contrasts ethics, morality and the law. It describes principles supporting high ethical standards in real estate, the role of ethics in proper disclosure, and the types of ethical challenges a licensee may face in a competitive market. It discusses ethics as they relate to advertising and pricing, and how a licensee can best be supported to maintain high ethical standards. It concludes with a discussion of the types of ethical complaints commonly made against licensees, and how licensees may best avoid and respond to those complaints.

Green Real Estate

3 Hours

This course is designed to improve real estate licensees' knowledge of green energy, green housing, and the types of green certification available for buildings, systems, and licensees so that licensees may better serve clients who are interested in green living or building. The housing market is becoming increasingly greener, due in part to regulatory demand, and in part to consumer demand. Licensees completing this course will understand the techniques used in green building, the benefits of green building for energy efficiency, resource conservation and marketability; the types of green certification available and how they apply to systems, housing and licensees; and how to appropriately refer green contractors and other vendors. This course serves as a must-have guide for gaining an overall understanding of the green housing movement, and how licensees may best serve clients interested in green real estate.

Short Sales

3 Hours

This course is designed to equip the real estate licensee to assist clients with short sales. It first discusses short sale transactions, short sale alternatives, the HAFA and HAMP program, and the impact of short sales on buyers, sellers, and lenders. It then explains the short sale lender and the licensee's role in a short sale transaction, including how to prepare a short sale packet for a lender. The MARS Rule and how it applies to licensees assisting clients with short sales is examined. The course concludes with a brief discussion of tenant rights during and after a short sale and an identification of the types of lender fraud that may be attempted in short sale transactions.

Principles of Commercial Real Estate

3 Hours

Understand the different types of commercial real estate including office space, retail space and storage facilities. Additional topics include industrial real estate brokerage, site selection, land development, and the effect of local and regional labor markets on commercial real estate.

ADA and Fair Housing

3 Hours

ADA legislation affects the business of every real estate agent. Find out what the laws cover and how it pertains to you, while refreshing your knowledge of the Federal Fair Housing Laws.

Federal Law and Commercial Real Estate

3 Hours

This course acquaints students with specific laws pertaining to commercial real estate ownership. Includes laws governing environmental issues, the Americans with Disabilities Act (ADA), and interstate land sales.



4-HOUR COURSES

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

Anti-Discrimination Laws 4 Hours
Examine fair housing laws from a historical perspective, residential segregation, the Federal Fair Housing Act, familial status discrimination, developing reasonable occupancy standards, the definition of handicap, NAR positions on AIDS disclosure and more!

Ethics: Disclosure and Cooperation 4 Hours
This Ethics course follows the NAR-mandated curriculum for the NAR-required Ethics course. From the ethical responsibilities of agents involving disclosures to ethical issues relating to compensation, this practical course explores the challenges involved in ethical decision-making. Ethics: Disclosure and Cooperation takes a practical look at considerations involved in making ethical business decisions as well as the process of enforcing the Code of ethics. Per the NAR requirements, the course must cover the Preamble and two of the following Articles in the Code of Ethics: Article 1. Article 2. Article 3. Article 9. Article 11. Article 12, Article 16, and Article 17.

NOTE: The Ethics: Disclosure and Cooperation course covers the Preamble and Article 3, 9 and 11.

Ethics: Pricing, Offers and Advertising 4 Hours
This Ethics course follows the NAR-mandated curriculum for the NAR-required Ethics course. In day-to-day real estate transactions, real estate professionals are forced to make decisions that require ethical reasoning. Ethics: Pricing, Offers and Ads explores the agent's obligation to protect a client's interest, plus looks at an agents duties with regard to advertising himself and a property. This must-have guide serves as a blueprint for providing information on making ethical decisions regarding pricing, offers, and ads. Per the NAR requirements, the course must cover the Preamble and two of the following:

Articles in the Code of Ethics - Article 1. Article 2, Article 3, Article 9, Article 11, Article 12, Article 16, and Article 17.

NOTE: The Ethics: Pricing, Offers and Advertising course covers the Preamble and Article 1 and 12. The Ethics: Disclosure and Cooperation course covers the Preamble and Article 3, 9 and 11.

Leading and Communicating Effectively 4 Hours
Do you know how to influence, transform and inspire others? 'Leading and Communicating Effectively' is packed with powerful information and ideas to help you improve your leadership skills! Explore different types of authority-examine ways to build a company image and reputation-discover the most effective communication styles-find out the essential elements of developing a policies and procedures manual. If you want to build your leadership role-this course is for you!

Listing & Selling HUD Homes 4 Hours
With more than 40,000 HUD homes available annually, it is important for licenses to understand how the HUD selling process works. This course teaches licensees how homes enter the HUD home selling market, and how licensees and HUD contractors (field service managers and asset



managers) interact within a HUD transaction. Discussed are HUD's online bidding process, the registration for licensees who wish to bid on HUD-owned homes as selling brokers, and how a licensee may become a HUD listing agent. Also discussed are the components of the HUD Sales Contract Package and the process for completing and delivering the package and delivering it to the Area Manager. The course concludes with a discussion of the regulatory and disclosure issues relating to HUD transactions, how closing costs and earnest money are handled in a HUD transaction; advertising rules relating to HUD-owned properties, and the types of financing available to purchasers of HUD homes.

Minimizing Risk with Effective Practices 4 Hours

There's no question about it: In today's real estate environment, knowing how to avoid legal problems is essential. This must-have-course provides an overview of how to minimize your liability. You'll learn about the importance of establishing agency policies, developing effective marketing and advertising practices, effective anti-discrimination practices, plus how to reduce your risk by maintaining proper records. Stay out of legal hot water - enroll today!

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

Contract to Buy and Sell Real Estate CBS1-06-15) 4 Hours
How to Complete the new Contract to Buy and Sell Real Estate

Exclusive Right-to-Sell Listing Contract-(LC50-08-13) 4 Hours
How to Complete the new Exclusive Right-To Sell Listing Contract

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.

6-HOUR COURSES

Financing Residential Real Estate 6 Hours
There is a dizzying array of financing options available to home buyers today. Where do you begin? You'll discover a myriad of options available through FHA, VA and special financing options. Plus, examine a simplified approach to accurately assessing closing costs.

Property Pricing and Residential Real Estate 6 Hours
The better priced a property is, the easier it is for you to show and sell it. Explore in-depth the appraisal process versus the Competitive Market Analysis, different pricing methods, plus examples and illustrations of pricing residential properties and income-producing properties.

Tax Implications of Home Sales 6 Hours
Real estate professionals can increase their value to their customers by learning the tax implications of home sales in the USA. Discover strategies every real estate agent can use, including how to identify the sources of active, portfolio, and passive income. Discover how long- and short-term capital gains and losses are treated. Learn how depreciation affects taxable income, cost basis, and taxation of capital gains. You will also look at the ownership and use requirements for claiming a section 121 exclusion of gain, how to calculate taxable home sales gains, and more. A great resource in helping agents better understand tax implications and assist their clients.



- Commercial Finance and Investment Analysis** 6 Hours
A brief history of the savings and loan industry progresses into present commercial real estate financing practices. The different types of financing available to commercial properties and their characteristics are explained in detail. Investment evaluation methods including property comparison, appraisal, capitalization rates, and the time value of money are also covered.
- Commercial Leases** 6 Hours
This course analyzes the typical provisions of office, retail, and industrial leases. Formulas used to calculate rent, key negotiation points, and technical issues unique to industrial leases are also covered in great detail.
- Commercial Sales and Exchanges** 6 Hours
Aspects of the commercial sales transaction and tax deferred exchanges are covered in great detail. You will learn the essential elements of the contract, closing procedures, and documentation in a commercial sale along with the benefits and requirements of a tax deferred exchange.
- Structuring Ownership in Commercial Real Estate** 6 Hours
The many different types of ownership available in commercial real estate and their implications are covered in this course. Issues addressed include liability, taxes, regulations, set up, and management as well as the benefits and drawbacks to each.
- Cost Approach Overview** 6 Hours
This course covers the steps in the cost approach to valuation, including methods for estimating cost and estimating depreciation. Students will apply what they learn using numerous examples.
- Income Capitalization Overview** 6 Hours
This course covers the steps in the income approach to valuation, including estimating income and expenses and estimating capitalization rates. Both direct capitalization and yield capitalization are discussed. Students will apply what they learn using numerous examples.
- RESPA Reform** 6 Hours
This course begins with an overview of the Real Estate Settlement Procedures Act (RESPA) and the rationale behind RESPA reform. Revisions to the Good Faith Estimate (GFE) and the HUD-1 and HUD-1A Settlement Statements are described in detail, along with tolerance requirements. The course concludes with some of the most frequently asked questions regarding RESPA reform and the revised GFE, HUD-1, and HUD-1A forms.
- Sales Comparison Approach** 6 Hours
This course covers the steps in the sales comparison approach to valuation. The course explains the data collection process and the various methods for estimating adjustments. Students will apply what they learn using numerous examples.
- Tax Advantages of Home Ownership (v3)** 6 Hours
Course covers types of tax benefits for homeowners and how to calculate the taxes that will impact the purchase of a home.



8-HOUR COURSES

Community Association Manager (CAM) - Part 1 Real Estate Overview, Legal Documents of an Association, Governance, Bid Requests & Contract Provisions.	8 Hours
Community Association Manager (CAM) - Part 2 Financial Management, Risk Management, Facilities Management & Ethics	8 Hours
Community Association Manager (CAM) - Part 3 Community Association Manager Licensure Program, Colorado Common Interest Ownership (CCIO) Act, Colorado Revised Nonprofit Act, Colorado Fair Housing Act and Colorado Civil Rights Act, Colorado Fair Debt Collection Practices Act, Misc. Statutes.	8 Hours
Professional Property Management Professional property managers attempt to balance the needs of property owners with the needs of tenants. To accomplish this, professional property managers need to understand elements of leasing, rent collection, market dynamics, resident retention and building maintenance functions. You'll explore these topics for both residential and commercial property management.	8 Hours
Valuation & Appraisal Basics of Appraisal requirements needed by the real estate agent.	8 Hours
Real Property Discussion of real vs. personal property and inclusions.	8 Hours
Essentials of Real Estate Math 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.	8 Hours
Government Controls Governmental influences and controls on the real estate profession.	8 Hours
Contracts & Agency Creation of agency relationships and enforceable contracts.	8 Hours
Settlement/Closing Introduction to the use of settlement sheets and entry level closing problems.	8 Hours
Current Legal Issues State and Federal statutory discussions and position statements.	8 Hours
Closing Techniques A workshop style course on closing new FHA, VA, Conventional loans, and a loan assumption. Students complete the settlement statements for each closing.	8 Hours
Recordkeeping & Trust Accounts Legal requirements of trust accounts and recordkeeping and practical problems.	8 Hours



Real Estate Finance 8 Hours
Introduction, sources of funds, secondary mortgage market and types of financing.

Successful Management 8 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.

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.

16-HOUR COURSES

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.

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

24-HOUR COURSES

Brokerage Administration I 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 Reactivation 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.

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

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

COURSES BY SECTIONS	CREDIT HOURS
I. REAL ESTATE LAW & PRACTICE Terminology, Real Property, Real Estate Math, Valuation and Appraisal, Contracts, Agency & Federal Requirements, Real Estate Finance & Settlement, Property Management	48
II. COLORADO REAL ESTATE CONTRACTS & REGULATIONS Regulations, Colorado Statutory Relationships, Brokerage Relationship Agreements, Sales Contracts and Related Forms, Other Considerations in Real Estate Contracting	48
III. CLOSINGS Broker's Responsibility Relating to Closing, Introduction to a 6-Column Worksheet, Closing to a Prepared Contract, Legal Documents, Preparation of Closing Problems	24
IV. RECORDKEEPING & TRUST ACCOUNTS Legal Requirements, Recordkeeping, Special Areas of Concern, Termination of Brokerage Relationship	8
V. PRACTICAL APPLICATIONS 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
VI. CURRENT LEGAL ISSUES Colorado Real Estate Rules, Regulations, Policies, Position Statements, and instructive Disciplinary Proceedings	8
VII. EXAM PREP Exam Preparation only - not accredited or approved (required for Assured Passing Plan)	None
VIII. LIVE TEST PREP WORKSHOP (Optional) Extensive Exam Preparation with an instructor - not accredited or approved (required for Assured Passing Plan)	None
TOTAL CREDIT HOURS	168

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, AND American Express. 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
6655 W. Jewell Ave., Suite 211
Lakewood, CO 80232
E-Mail: retcadm@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

Student is entitled to upon withdrawal/termination	Refund
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)	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:

ADDITIONAL EXTENSION PERIOD	EXTENSION FEE
1 - 30 days inclusive	\$200.00
31 - 60 days inclusive	\$225.00
61 - 90 days inclusive	\$250.00
91 - 120 days inclusive	\$275.00
121 - 180 days inclusive	\$325.00

- (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 92% 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 92% 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, 6655 W. Jewell Ave., Suite #211, Lakewood, CO 80232
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 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
Memorial Day

Independence Day
Thanksgiving Day

Labor Day
Christmas Day

PROGRESS & ATTENDANCE POLICY - Progress in both internet and/or correspondence courses shall be monitored based upon the Dated and Time Stamped 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. Should a leave of absence from courses be necessary, the Student must notify RETC in writing no less than five (5) days prior to taking the action. The Student's leave of absence time will be calculated out of the original enrollment time, and the revised expiration date adjusted accordingly.

UNSATISFACTORY PROGRESS - 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, whether online or in a 'live' setting, adult learning environment, and Students are expected to conduct themselves accordingly. Attempts to manipulate Records, Online Course Material or any other such nefarious activities, as determined by the School Director, will result in immediate dismissal, the Student's Coursework permanently locked, no refund will be made, and a Notation will be made in their Student Profile. The Student will not be eligible for re-admission to Real Estate Training Center of CO, Inc.. There is no Probation Period.

TESTING - Testing may be done at the Student's convenience on the internet and 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 92% or better average, as provided in the Exam Prep Program to receive an REC33 Certification of Completion.

GRADE REPORTING - Individual Student Grades are available online, and may be accessed at any time by the Student in their Coursework. The Grades are Dated and Time Stamped and become a part of the Students Permanent Record. The Final, Recorded, Grade cannot be changed.

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.

GRIEVANCE & COMPLAINT PROCEDURES - Real Estate Training Center will make every effort to resolve written Student grievances through direct negotiation with the Student.

“Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention of the Division of Private Occupational Schools online at <http://higher.colorado.gov/dpos>, (303) 862-3001. There is a two-year statute of limitations from the student's last date of attendance for the Division to take action on a student complaint.”

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**

Sincerely,

RETCY & Staff

