

G01 – The Ethical and Professional Practices of REALTORS®

Course Overview

This course will cover the principles contained in the Code of Ethics and how these principles are applied in daily practice. Topics covered include promoting professionalism, working with other professionals and how to provide superior service to clients and customers. This course will present numerous scenarios and examples of ethics in practice. Students will learn how to avoid inadvertent ethical violations and reduce liability for themselves, their brokers and their clients. The course will also include an overview of professional standards processes, complaint evaluation and the arbitration process.

Learning Objectives

Upon completion of this course, students will be able to:

- Explain how professionalism benefits the real estate industry.
- Describe the role of the Code of Ethics in governing the conduct of REALTORS®.
- Describe ethical duties to all parties as outlined in the Code of Ethics.
- Given a scenario, determine whether an ethical violation occurred.
- Explain the duties to the public as outlined in the Code of Ethics.
- Provide at least three examples of violations of the duties owed to the public under the Code of Ethics.
- Describe the duties owed to other REALTORS® as outlined in the Code of Ethics.
- Provide at least two examples of violations of the duties owed to REALTORS®.
- Explain how an ethics complaint is handled.
- Describe the arbitration process.

G02 – Real Estate Technology

Course Overview

This course will focus on the latest technology tips and tools available to REALTORS®. Topics covered will include contact management systems, mobile technology, Web-based business tools, social networking sites, transaction management and business systems technology. This course will not simply describe these tools but instead will address how to use them. Because it's easy to get lost in all the different technology tools available, this course presents these tools from the perspective of their function and utility in business – what problems do REALTORS® commonly face in maintaining efficient business systems and how can a better functional knowledge of technology help you to better manage your time, tasks and energy? This course attempts to answer those questions.

Learning Objectives

Upon completion of this course, students will be able to:

- Use search engines to efficiently access information about their local markets.
- List at least three ways you can achieve more of your goals in less time.
- List ways to more effectively manage email and Web-based communication.
- Identify ways to use mobile communication to save time.
- Explain how to transfer data between mobile devices.
- Explain how to sync mobile devices with home and office workstations to ensure access to files and information.
- Describe how online transaction management systems can be used to manage timelines and deadlines.
- Describe how to use their systems to maintain effective documentation and adhere to timelines and deadlines.
- Identify at least three efficient uses of social networking sites and other Web 2.0 tools.
- Build and maintain a social network profile.
- Describe how specific technology tools can be used to improve the overall efficiency of business systems.
- Create a realistic plan to better systematize your business, including concrete ideas to implement in the next 30 days.

G03 – Taxation and Investments in Real Estate

Course Overview

This course will cover basic principles of taxation in real estate and applicable provisions for residential and investment properties. Topics covered will include federal taxation concepts such as capital gains and 1031 exchange provisions as well as resources for determining county property tax rates and the types of legislation which impact property tax rates. The course will include formulas for calculating tax liability for investment properties, deductible costs and expenses, and investment property income taxation. In addition, the course will provide an overview of the assessment process, approaches to property valuation and example of available tax credits.

Learning Objectives

Upon completion of this course, students will be able to:

- Explain the basic factors affecting taxation of real property.
- Explain the basic approaches to property valuation.
- Describe the assessment process used to determine values for different types of properties.
- Identify the steps in the appeal process to appeal the Notice of Valuation for a residential property.
- Explain the circumstances under which capital gains taxes apply and describe how these taxes are calculated.
- Describe how capital gains taxes may be deferred through the use of 1031 exchange provisions.
- Assist an investor client in creating a budget for an investment property.
- Describe tax liability commonly associated with investment properties

G04 – Finance in Real Estate

Course Overview

This course will cover the principles of financing a transaction. Topics covered will include pre-qualifying vs. pre-approval, the qualifying process, required documentation for transaction financing, various loan program types and criteria, and the loan process. Students will use tools to determine actual costs related to financing a transaction and the effect of changes in interest rates. The course will cover the loan process and steps which take place during the transaction, as well as some preparations buyers can make to ensure financial readiness for homeownership.

Learning Objectives

Upon completion of this course, students will be able to:

- List questions to ask to effectively counsel buyers.
- Describe criteria commonly evaluated by lenders and explain how buyers can improve their credit standing.
- List the steps buyers should take to prepare for the financing process and explain the difference between pre-qualifying and pre-approval.
- Describe the basic advantages and disadvantages of different types of conventional loans.
- Calculate monthly payments for adjustable and fixed rate loans, given a loan amount and interest rate.
- Describe common requirements for FHA and VA loans.
- Identify advantages and disadvantages of alternative types of financing.
- Describe the lending process and the role of various players involved in financing a transaction.
- Explain how the lending process affects contingencies and deadlines included in the standard purchase contract.
- Properly counsel buyers on traditional costs related to homeownership and assist them in preparing a budget.
- Identify common “red flags” which may indicate predatory lending practices.

G05 – Pricing in Real Estate

Course Overview

This course will cover the principles of pricing properties. Topics covered include approaches to property pricing and how to identify positive and negative factors affecting property price. We'll learn how to use appraisers' tools to determine the nature of the market and use appraisers' techniques to value real estate. We'll also learn how to speak the appraisers' language and recognize the significance of certain property characteristics and market conditions when it comes to pricing properties.

Learning Objectives

Upon completion of this course, students will be able to:

- Describe the types of factors which affect property pricing.
- Identify three common methods for pricing properties.
- Describe the appraisal process.
- Identify the role of appraisals in property pricing.
- Identify sources of information for a CMA and how a CMA is used in pricing property.
- Describe the factors considered in preparing a CMA.
- Competitively price properties based on a variety of factors.
- Application of the three approaches to value. Student will be able to determine supply and demand adjustment value.
- Identify dangers of over-pricing and overcome seller objections related to property pricing.
- Properly counsel sellers regarding price.

G06 – New Homes and Construction in Real Estate

Course Overview

This course will address new homes and construction and how to assist parties in these types of transactions. Topics covered include the building process, new home pricing, listing new construction properties and representing buyers in new construction home purchases. The course will address issues related to inspections, state laws and regulations regarding subdivision development, and common barriers to successful new construction transactions. This course will also address some fundamental differences in how new construction loans are structured as compared to traditional loans.

Learning Objectives

Upon completion of this course, students will be able to:

- Briefly describe common considerations for builders planning new home construction and developments.
- Describe Colorado laws and regulations governing new home subdivisions.
- Describe the steps involved in new home construction.
- Identify strategies for pricing new construction homes.
- Identify strategies and considerations for listing new construction properties.
- Identify common concerns of new construction buyers.
- Explain how to effectively represent buyers in new construction purchases.
- Effectively counsel buyers regarding forms used in new construction transactions.
- Identify disclosures required in new construction transactions.

G07 – Sales Contracts

Course Overview

This course will cover the standard, CREC-approved purchase contracts used in Colorado. This course will allow students to gain an understanding of how the complexities of a given transaction are addressed through the proper use of the standard purchase contract and related forms and addenda, as well as how they can limit risks and liability related to improper use of CREC-approved forms.

Learning Objectives

Upon completion of this course, students will be able to:

- Identify elements of an enforceable contract.
- Explain how to properly use the CREC-approved residential resale contract.
- Identify disclosures required under the standard purchase contract.
- Explain how to properly use the CREC-approved Inspection Notice to address problems discovered during the inspection period.
- Identify specific concerns related to vacant land contracts.
- Identify specific concerns related to commercial purchase contracts.
- Explain the significance of the FPA Purchase Contract and identify situations in which it must be used.
- Identify the functions of commonly used addenda and attachments to the standard purchase contract.

G08 – Listing Contracts

Course Overview

This course will cover listing contracts used in Colorado. The listing contract used and terms included govern the agency relationship. This course will explore how to properly use standard listing contracts to establish agency relationships and address the terms of the relationship. You will review other forms and addenda commonly used in conjunction with the listing contract to address specific issues and circumstances.

Learning Objectives

Upon completion of this course, students will be able to:

- Identify primary elements of the standard listing contract.
- Explain how to properly use the CREC-approved standard listing contract.
- Properly execute addenda related to other (non right-to-sell) types of listings.
- Explain the implications of other types of listings.
- Identify commonly used addenda and attachments to the standard listing contract.

G09 – Brokerage Relationships and Risk in Real Estate

Course Overview

This course will cover brokerage relationships in Colorado. State laws and Administrative Rules governing brokerage relationships will be discussed in detail. Students will learn how a brokerage relationship is legally established, the characteristics of an enforceable employment agreement and what duties and disclosures are required in each relationship. This course will also cover how and when it may become necessary to change agency status, as well as the importance of following the brokerage relationship office policy. Finally, the course will address the types of risks associated with real estate business and how to limit liability for licensees, brokers and the public.

Learning Objectives

Upon completion of this course, students will be able to:

- Briefly explain how brokerage relationships came about.
- Identify types of brokerage relationships used in Colorado.
- Describe how a brokerage relationship is and isn't created in Colorado.
- Identify the difference between a disclosure and an employment agreement.
- Explain how to properly change status if necessary.
- Describe the importance of following a consistent office policy for brokerage relationships.
- Identify and explain proper brokerage relationship disclosures as required by Colorado law.
- Identify the brokerage duties required under Colorado law.
- Describe the minimum level of services required under Colorado law.
- Explain brokerage duties that survive the relationship.
- Describe the risks facing brokers each day relating to brokerage relationships and real estate transactions.
- Identify steps a broker can take to reduce risks in daily practice

G10 – Law I

Course Overview

This course will cover the basic principles of our legal system and specific aspects of real estate law in Colorado. Topics covered include the judicial system, reward limits in Colorado, potential causes of legal action, types of ownership rights and interests, alternative methods of dispute resolution and the Fair Housing Act. Real estate law in Colorado is always evolving and courts are continuously interpreting law and the duties and responsibilities upon the licensee. Students are encouraged not to give legal advice to anyone at any time.

Learning Objectives

Upon completion of this course, student will be able to:

- Be aware new CREC Rules and Positions Statements
- Describe the sources of law in Colorado
- Describe the judicial system in Colorado
- Know the reward limits in Colorado courts
- Identify potential causes of legal action and remedies available
- Describe the alternative methods of dispute resolution
- Understand the concept of the unauthorized practice of law
- Describe the legal aspects of brokerage relationships in Colorado
- Identify the areas that are subject to laws of disclosure
- Identify the various types of ownership rights and interests
- Define the various types of deeds and tenancy interests
- Understand the purpose of recording statutes
- Understand the application of the Homestead Act in Colorado.
- Explain the law on stigmatized property in Colorado
- Recognize the necessity of compliance with the Fair Housing Act

G11 – Law II

Course Overview

This course will cover liens, short sale and foreclosures. Topics covered include the priority of liens and how they are perfected, the Public Trustee foreclosure process, the short sale process, the Colorado Foreclosure Protection Act, and the impact of bankruptcy on the foreclosure process. Real estate law in Colorado is always evolving and courts are continuously interpreting law and the duties and responsibilities upon the licensee. Students are encouraged not to give legal advice to anyone at any time.

Learning Objectives

Upon completion of this course, student will be able to:

- Be aware new CREC Rules and Positions Statements
- Define how the priority of liens is determined
- Recognize how mechanic's liens are filed
- Discuss the different types of liens that exist in Colorado and their priority
- Explain how liens are perfected and which offices one should search for evidence of the liens
- Explain the Public Trustee foreclosure process
- Recognize the purpose of a Rule 120 hearing as it applies to a foreclosure
- Discuss the impact of the filing of a bankruptcy petition, including the automatic stop or "stay" of the foreclosure process
- Identify what occurs at the Public Trustee's sale, including disposition of the proceeds and what type of document is provided to the purchaser at the sale
- Summarize who may redeem and the time periods involved
- Recognize the impact of junior liens
- Discuss which liens are not extinguished by a foreclosure
- Identify the impact of a bankruptcy filing
- Explain the short sale process
- Recognize when a party has a deficiency in a short sale
- Complete a Short Sale Addendum
- Know when the Colorado Foreclosure Protection applies
- Display proficiency on the subject matter

G12 – Water Issues in Real Estate

Course Overview

This course will cover water issues affecting Colorado real estate. Colorado's unique conditions relating to supply, sources and use have a significant impact on real estate transactions. This course will cover sources of water, how water rights and use are governed by state law and county regulations, and rules governing the transport and diversion of water for domestic and agricultural purposes. We'll also discuss how water rights are transferred in a transaction and what steps to take and forms to use to ensure parties are protected.

Learning Objectives

Upon completion of this course, students will be able to:

- Describe environmental conditions in Colorado which contribute to water scarcity.
- Describe the origin of water laws in Colorado.
- Explain how water laws affect land use.
- Describe how water rights are administered in Colorado.
- Describe how wells are used to provide access to groundwater.
- Describe common water concerns when listing residential property.
- Explain how water rights are addressed in residential transactions.
- Identify required disclosures related to water rights, usage and source in residential transactions.
- List specific concerns for buyers and sellers when transferring a property on a septic system.

G13 – Environmental Issues in Real Estate

Course Overview

This course will cover environmental issues which impact real estate. Topics covered include energy-reducing property features, characteristics of “green” properties, sustainability, factors affecting land use in Colorado, smart growth policies, environmental regulations and clean energy initiatives. This course will provide students with comprehensive coverage of environmental issues affecting the purchase, sale and construction of homes throughout Colorado. Included will be coverage on environmental hazards buyers should be aware of and what type of testing is appropriate to determine the presence of an environmental hazard.

Learning Objectives

Upon completion of this course, students will be able to:

- Describe the environmental factors which affect land use and real estate in Colorado.
- Describe the principles of Smart Growth policies and the purpose of Smart Growth initiatives as a development strategy.
- Explain factors considered in sustainable building efforts.
- Identify common features of green homes.
- Create a cost analysis of common eco-friendly home features.
- Describe marketing strategies for green properties.
- Describe the types of environmental hazards buyers should look for when purchasing a home.
- Identify the appropriate course of action when an environmental hazard is found in a residential property.

G14 – Working with Buyers

Course Overview

Today's market is constantly evolving, being shaped not only by changing market conditions but also by growing consumer demands and expectations. In order to achieve long-term success, REALTORS® must first equip themselves with tools for continued professional growth. Only then are they prepared to meet the growing demands and expectations of today's consumers. By developing strategies to target various segments of buyers, REALTORS® can tailor the benefits they offer to meet the needs of consumers in every market. The purpose of this course is to provide REALTORS® with tools and strategies to embrace the cyclical market and exceed buyer expectations from first contact through transaction closing.

Learning Objectives

Upon completion of this course, students will be able to:

- Develop a set of concrete personal and professional goals and implement strategies to achieve these goals by effectively managing their time and efforts.
- Describe how individual REALTORS® – and the industry as a whole – respond to the expectations of today's consumers through the services and benefits they offer.
- Identify specific marketing activities that appeal to today's consumers.
- Explain how to adjust your marketing approach to include multicultural consumers.
- Identify at least two ways to better communicate with multicultural consumers.
- Properly prepare buyers for the purchase process by setting realistic expectations.
- Identify techniques to present offers, handle objections, and achieve a successful closing.

G15 – Working with Sellers

Course Overview

Today's market is constantly evolving, being shaped not only by changing market conditions but also by growing consumer demands and expectations. REALTORS® must be prepared to meet the growing demands and expectations of today's consumers. By developing strategies to target various segments of sellers, REALTORS® can tailor the benefits they offer to meet the needs of consumers in every market. The purpose of this course is to provide REALTORS® with tools and strategies to embrace the changing market and exceed seller expectations from first contact through transaction closing.

Learning Objectives

Upon completion of this course, students will be able to:

- Describe how individual REALTORS® – and the industry as a whole – respond to the expectations of today's consumers through the services and benefits they offer.
- Identify specific marketing activities that appeal to today's consumers.
- Identify strategies for attracting multicultural consumers.
- Describe at least two approaches to more effectively negotiating with multicultural consumers.
- Describe how to effectively service a listing.
- Properly prepare sellers for the sales process by setting realistic expectations.
- Develop techniques to increase seller satisfaction by successfully managing transactions from offer to closing and beyond.