

Basic Continuing Education Requirements

Education Requirements – You are required to complete 24 hours of Continuing Education (CE) within each of your 3-year licensing periods. Of those 24 hours, 12 of them will be the CREC Annual Update Class that you are required to complete every year according to your license cycle. You may choose any electives you wish for the remaining 12 hours as long as they count toward CE credit. Continuing Education Classes are available at VBR, other boards and online. You are not required to submit proof when you renew your license that you have completed your 24 hours of education. However, should you be audited by the commission you will need to submit all your certificates.

Education Tracking – There is no single entity, that keeps track of all the education. **Please keep organized** to track this information ([REALTOR Education Tracking Sheet](#)). It is important that you keep a file during each of your 3-year licensing periods of your certificates so that if you were to be audited you're not scrambling to remember what you took over the 3-year cycle. Note: For classes taken at the Vail Board of REALTORS® we make copies of your CE certificates in case you might lose them.

The CREC Annual Update Class –All REALTORS® are required to take this course every year according to their license cycle. The commission, also known as the Division of Regulatory Agencies (DORA), will make available an updated version of this class every January. VBR will schedule a CREC Annual Update class four times a year to help ensure that REALTORS® meet this requirement before their license expires. You can also take this course online, or at another board.

NAR Ethics – Ethics is REQUIRED class that must be taken by all REALTORS® and Appraisers. NAR and VBR require that you take this course once every quadrennial period. The current quadrennial period is January of 2013- December 31, 2016. You may take this class live or online. Please note that starting in 2017 this requirement will be changing to a two- year cycle which will run January 1, 2017- December 31, 2018.

Procuring Cause- Designated REALTORS® are required to complete Procuring Cause training of at least three hours once within a three-year cycle. The training must meet specific learning objectives and criteria established by the NATIONAL ASSOCIATION of REALTORS®. The current three-year cycle (Cycle 4) started March 1, 2013, and will end Dec. 31, 2016. The VBR office host this class a minimum of two times a year otherwise you can fill the requirement on Van Ed. (*4hr- My Commission or Yours? Procuring Cause*)

New Member Ethics Requirement- As an individual that is new to Vail Board of REALTORS® you are required to take a 6-hour Ethics and Professional Practices class online through Van Ed.

In order to provide its members with everything they need to maintain the high-quality education offerings, the Vail Board of REALTORS® (VBR), hosts continuing education classes throughout the year. All classes, unless noted otherwise, are held at the Board's Riverwalk offices.

Registration for classes is **required** as a minimum number of students are required for each class. VBR strives to provide quality instructors to ensure memorable learning experiences. Payment in full is required prior to entering the classroom. **All cancellations** require a **24-hour notice** or registration fees are forfeit.

