

**Vermont Real Estate Commission**  
**(802) 828-3228**  
**Continuing Education Policy**

The Commission, as part of its duties as outlined in 26 V.S.A. Chapter 41 §2252, encourages the development and delivery of real estate oriented educational programs in an effort to stimulate opportunities for the professional growth of licensees. In reviewing and approving applications, the Commission shall take into consideration.

A. Program Content: Courses must cover topics relating to real estate, and must directly contribute to the accomplishment of the primary purpose of mandatory continuing education, which is to help assure that real estate licensees possess the knowledge, skills and competence necessary to function in the real estate business in a manner that protects and serves the public interest. The knowledge or skills taught must enable licensees to better serve real estate consumers and the subject matter must be directly related to real estate practice.

B. The ability of the program to contribute meaningfully to the licensee's ability to better serve and meet the needs of the public.

C. The ability of the program to assist licensees in keeping up-to-date with respect to federal/state laws and regulations as well as current trends impacting the practice of real estate.

D. Instruction: Courses must be conducted by a qualified instructor who will be able to instruct and interact in any of the following formats: Classroom Instruction,- Traditional in-classroom, with instructor and student interaction and written materials; Interactive Television which permits continuous mutual communication between the instructor and all students, continuous observation of the instructor by all students, and continuous observation of all students by the instructor; Distance Courses /Online Delivery - Distance education courses are defined as programs whereby instruction does not take place in a traditional classroom setting but rather through other media where teacher and student are apart but exchange between instructor and student by electronic means. All 16 hours may be obtained through online/distance learning, including the mandatory course.

**Note: Course approval is for the two-year licensing period. Courses must be resubmitted for subsequent years.**

F. Length of Courses: Programs shall be a minimum of two hours in duration

G. Program Learning Objectives: Each program shall have learning objectives which specifically identify how the program will improve the licensee's ability to meet the needs of his/her clients; learning objectives shall be clearly stated in the program application.

H. Program Sponsor Information: Each program shall have a responsible sponsor whose name, address and telephone number shall be provided in the program application.

I. Program Instructor Information: Each program shall have a qualified, competent instructor(s), whose qualifications and expertise in the topic being taught are documented in the program application.

J. Format: Lecture, panel, workshop, round-table, video (The use of media-based instruction such as videotape, remote non-interactive television, computer programs or similar types of instruction may be employed on a limited basis to enhance or supplement personal instruction. No portion of the course may consist of correspondence instruction ). Online line delivery will provide a means of interacting with the student. The format for each distance education course will be evaluated on a course by course basis.

#### **ADMINISTRATIVE PROCEDURES**

A. Applications: Applications for educational program approval shall be prepared on forms furnished by, or in the format prescribed by the Commission. Six hard copies of the application must be submitted to the Commission at least ninety days prior to the first offering of the program. Failure to adhere to the prescribed due dates may result in delayed consideration of the application.

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- B. Reporting Program Changes: Once an original program has been approved, any changes in instructors or course content must be reviewed and re-approved by the Commission in advance of the scheduled program date.
- C. Certificates of Completion to Licensees: Only those licensees who complete an educational program in its entirety shall be eligible for clock hour credit. The program sponsor shall furnish each eligible licensee with a Certificate of Completion which has been completed by the instructor.
- D. List of Licensees Eligible for Credit: Following program delivery the sponsor shall submit an alphabetical list of licensees who completed the program, summary of the student evaluations attached to individual evaluation copies, and are eligible for clock hour credit. Sponsor should retain a copy of that list for a period of not less than three years.
- E. Notice of Program Approval: Within ten days after the Commission has reviewed and acted upon a program application, the Office will notify the program sponsor, in writing, if the program has been approved or denied.
- F. Appeal of Commission Decision to Deny Program Approval: Sponsors who are aggrieved by denial of program approval may request a hearing to appeal the decision. Such requests shall be made in writing and shall be submitted within thirty days from the date on which you were notified that the Commission denied approval of the application to the Vermont Real Estate Commission, 109 State Street, Montpelier, VT 05609-1106.

**PROGRAM ADVERTISEMENT**

Advertisements for educational programs shall include the following:

- A. A course description sufficient to identify the subject matter to be covered.
- B. Identification of the level of instruction (whether appropriate for a salesperson or broker, or both; basic, intermediate or advanced).
- C. Identification of the method or format of instruction (lecture, round-table, video, etc.).
- D. A clear statement of program objective.
- E. Providers must include one of the following statements (whichever applies) on any CE advertising (bulletins, brochures, etc.) for the program.
  - 1. This course has not yet been approved by the Real Estate Commission for XX hours of CE credit, or
  - 2. This course has been approved by the Real Estate Commission for XX hours of CE credit.

**PROGRAM EVALUATION**

Program evaluations are required. A copy of the evaluation questionnaire for educational programs/instructors shall be furnished to the program sponsor by the Commission. The sponsor may make as many copies as needed.

**For further information contact:**

**Vermont Real Estate Commission  
Office Of Professional Regulation  
Heritage Building, 81 River Street  
Montpelier, VT 05609-1106**

**Phone: (802) 828-3228  
Fax: (802) 828-2368  
E-Mail: [real\\_state@heritage.sec.state.vt.us](mailto:real_state@heritage.sec.state.vt.us)**

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**PROGRAM CRITERIA**

A. SUBJECT MATTER: Examples of acceptable subject matter include, but are not limited to:

- \* agency disclosure
- \* agency law
- \* american disabilities act
- \* anti trust
- \* appraisal courses that would help real estate licensees carry out comparative market analysis
- \* building inspections
- \* buyer & seller brokering/ representation
- \* commercial real estate brokerage
- \* Commission Laws and Rules
- \* condominiums and cooperatives laws
- \* disclosure of material facts
- \* energy conservation/energy
- \* environmental hazards related to the sale/purchase of real estate; e.g. asbestos, radon, ureaformaldehyde, lead paint
- \* environmental protection laws impacting real estate practice
- \* Ethics
- \* fair housing act (HUD, RESPA)
- \* land use and land use controls
- \* other federal and state law related to real estate
- \* planning and zoning
- \* real estate contracts
- \* real estate development
- \* real estate economics and markets
- \* real estate finance and investment
- \* real estate license law and commission rules
- \* real property law
- \* storm water
- \* taxation of real estate investments
- \* underground petroleum storage tanks
- \* vermont act 250,
- \* wastewater, stormwater rules and regulations
- \* wetlands

Subject matter that is not acceptable includes, but is not limited to:

- \* accounting and similar topics
- \* business administration or management
- \* general office and computer skills
- \* mortgage underwriting
- \* motivational training
- \* personal development
- \* personal/business financial planning
- \* real estate brokerage management
- \* real estate sales training (listing and selling techniques)
- \* software **for forms**, marketing/farming/staging
- \* success training
- \* time management
- \* virtual offices
- \* web site development