

Regulations of Connecticut State Agencies
TITLE 20. Professional & Occupational Licensing, Certification

Agency

Department of Consumer Protection

Subject

Continuing Education for Real Estate Brokers and Salesmen

Inclusive Sections

§§ 20-319-1—20-319-9

CONTENTS

Sec. 20-319-1.	School and course approval
Sec. 20-319-2.	Notification of course offering and locations
Sec. 20-319-3.	Course content
Sec. 20-319-4.	Advertising
Sec. 20-319-5.	Records
Sec. 20-319-6.	Equivalent continuing education experience and study
Sec. 20-319-7.	Written exam
Sec. 20-319-8.	Hardship
Sec. 20-319-9.	Hearings on denial of school or course approval

Continuing Education for Real Estate Brokers and Salesmen

Sec. 20-319-1. School and course approval

(a) Each school, institution or organization desirous of offering courses of real estate continuing education shall submit a formal filing for each course for which approval is sought to the Connecticut Real Estate Commission.

(b) The filing for each course shall include, but not be limited to, the following:

- (1) detailed course outline;
- (2) instructors' lecture guidelines;
- (3) copy of text and/or related teaching materials;
- (4) copy of affidavits and certificates to be issued by the school, institution or organization upon completion of the course other than that prescribed by the commission,
- (5) copy of all proposed advertising;
- (6) locations of all classrooms, unless the course is a distance education course;
- (7) names and addresses of all instructors to be used; and
- (8) tuition and other related costs.

(c) No course of less than three (3) hours will be approved.

(d) No distance education course shall be permitted, unless such course has received a distance education certification from the association of real estate license law officials (Arelllo).

(e) Each school, institution or organization shall submit an updated course filing containing any changes from the previous offering within each two (2) year period from original approval date.

(Effective June 29, 1984; Amended February 4, 2004)

Sec. 20-319-2. Notification of course offering and locations

(a) Each school, institution or organization conducting an approved course shall, at least ten (10) days prior to the first scheduled session of each course submit to the commission a schedule of the dates, hours, locations, tuition fees and instructors for each course to be offered. No courses shall commence or be advertised as approved, without prior written approval of the commission. There shall be no change or alteration in any approved course without prior written notice and approval of the commission. Course approval may be withdrawn for failure to comply with the provisions of Sections 20-319-1 through 20-319-9 of the Regulations of Connecticut State Agencies.

(b) Identification of all locations where courses are offered must be submitted to the Connecticut Real Estate Commission for prior approval. Each course of study, except distance education courses, shall be offered in a classroom or other facility which is adequate to implement the offering. Approved courses shall not be held on the premises of a real estate brokerage office or real estate franchise. Classroom locations shall be approved by the local Fire Marshal for such use.

(Effective June 29, 1984; Amended February 4, 2004)

Sec. 20-319-3. Course content

(a) The contents of continuing education programs shall consist of current real estate licensing laws and practices that are broad-based and essential to the role of a real estate general practitioner as he or she acts in the best interests of the consumer. These contents shall directly relate to real estate principles and practices such as described in the Connecticut Real Estate Licensing Laws and Regulations and any overview text on real estate principles and practices or to new developments in the field for which licensees have a demonstrated need.

(b) Real estate brokers and salespersons shall take courses consisting of at least twelve (12) classroom hours in each two (2) year continuing education period.

The following course shall be mandated unless otherwise directed by the real estate commission:

One course consisting of at least three (3) classroom hours in current real estate and fair housing legislation, licensing laws and regulations.

(c) The commission shall not approve offerings in mechanical office and business skills such as typing, speed-reading, memory development, personal motivation, salesmanship, sales psychology, nor sales promotions or other meetings held in conjunction with the general business of a salesperson's broker. Generally acceptable courses may include, but shall not be limited to:

- (1) Fair Housing Laws;
- (2) Ethics;
- (3) Finance;
- (4) Appraisal;
- (5) Management;
- (6) Planning and Zoning;
- (7) Securities and Syndications;
- (8) Investment Analysis;
- (9) Common Interest Ownership;
- (10) Interstate Land Sales;
- (11) Taxes and Liens;
- (12) Title Closing;
- (13) Real Estate Documents; and
- (14) Real Estate Math.

(d) Courses completed prior to certification by the Connecticut Real Estate Commission may not qualify for continuing education Hours.

(e) Continuing education hours shall not be approved more than once for completing the same course within each two (2) year continuing education period.

(Effective May 18, 1994; Amended April 1, 1997; Amended June 5, 2002)

Sec. 20-319-4. Advertising

All schools advertising courses shall comply with the following requirements:

Regulations of Connecticut State Agencies

TITLE 20. Professional & Occupational Licensing, Certification

Department of Consumer Protection

§20-319-6

- (a) All advertising materials shall be submitted to the commission prior to publication;
- (b) All advertising and notices shall not be deceptive or misleading and shall reveal significant facts, the concealment of which would mislead the public;
- (c) Advertisers and their agents shall substantiate claims made in an advertisement upon request of the commission;
- (d) All advertising and written or oral statements shall avoid the use of exaggerated or unprovable claims and misrepresentations. In discussing the student's possible or potential economic future in the field of real estate, only reasonable claims may be made;
- (e) No unfounded guarantee shall be offered. All notices shall clearly and conspicuously disclose the full nature of services offered;
- (f) False or misleading claims as to tuition and other course costs are prohibited;
- (g) Material containing testimonials shall be clearly limited to those individuals reflecting their own personal experiences;
- (h) In any advertising all schools are to refrain from using the wording "Approved by the Department of Consumer Protection/Real Estate Commission" or other like wording. The following wording may be used: "This course meets the minimum requirements as set forth by the Department of Consumer Protection/Real Estate Commission"; and
- (i) The size of type setting forth the wording in item (h) of this section shall be no larger than the smaller type used on the advertisement.

(Effective June 29, 1984)

Sec. 20-319-5. Records

(a) All schools, institutions or organizations conducting approved courses shall keep and retain complete records of student attendance and evidence of completion for a period of at least four (4) years after the completion of each course. Such records shall be available for inspection by the commission. Upon satisfactory completion of any approved course, a certificate, as prescribed by the commission, will be furnished by the school, institution or organization to the student.

(b) The burden of proof of completion of each course shall be upon the licensee. Documentation of such courses shall be submitted in such manner and at such times as prescribed by the commission.

(Effective June 29, 1984)

Sec. 20-319-6. Equivalent continuing education experience and study

(a) Courses approved by the Connecticut Real Estate Commission pursuant to sections 20-314a-4, 20-314a-5 or 20-314a-6 of the regulations may be deemed equivalent for purposes of continuing educational study.

(b) Any other continuing educational courses taken by the licensee shall be considered by the commission on an individual basis. Evidence of such courses must be submitted 90 days prior to the end of each two (2) year continuing education period.

(c) Instructing an approved continuing education course or courses taught pursuant to

Regulations of Connecticut State Agencies

TITLE 20. Professional & Occupational Licensing, Certification

§20-319-7

Department of Consumer Protection

sections 20-314a-4, 20-314a-5 or 20-314a-6 of these regulations shall be deemed equivalent for purposes of continuing educational experience. Continuing education credit for such instruction shall not be accepted by the Connecticut Real Estate Commission if for less than three (3) hours. Continuing education hours shall not be approved more than once for instructing the same course within each two (2) year continuing education period.

(Effective June 29, 1984; Amended February 4, 2004)

Sec. 20-319-7. Written exam

The written exam option as provided by section 20-319 (a) (2) of the General Statutes will be conducted by either the Department of Consumer Protection or a national testing service at the time, place and dates prescribed by the department or such national testing service. Such exam will cover current real estate practices and licensing laws.

(Effective June 29, 1984; Amended February 4, 2004)

Sec. 20-319-8. Hardship

Upon appropriate showing of a bona fide health, or other individual hardship, the commission may consider an exception to the continuing education requirements as set forth in section 20-319 of the General Statutes.

- (a) Loss of income resulting from cancellation of a license is not a bona fide hardship.
- (b) Requests for exceptions shall be submitted in writing not less than 60 days prior to the date of license renewal and shall include an explanation and verification of the hardship.
- (c) Exceptions may include but not be limited to:
 - (1) individuals serving in military service; and
 - (2) individuals who are physically handicapped which handicap prohibits them from sitting for an exam or attending courses.

(Effective June 29, 1984; Amended February 4, 2004)

Sec. 20-319-9. Hearings on denial of school or course approval

(a) Upon the refusal of the commission to approve a school, institution or organization for the offering of continuing education courses or a particular course or upon the decision of the Connecticut Real Estate Commission to withdraw such approval, the commission shall notify the applicant of the denial and of his right to request a hearing within ten (10) days from the date of receipt of the notice of denial.

(b) In the event the applicant requests a hearing within such ten (10) days, the commission shall give notice of the grounds for his refusal and shall conduct a hearing concerning such refusal in accordance with the provisions of Chapter 54 of the General Statutes concerning contested matters.

(Effective June 29, 1984)