

## Are you licensed in another state and thinking of moving to Colorado?

### 4 Steps to obtain a Colorado Associate Broker License

**STEP 1**

#### Prepare for the State Exam

If you have an active license in another state that you have held for 2 years or more, you will need to complete the state portion only of the Colorado Broker's Exam. We can help to prepare you for this test with Kaplan's Colorado Exam Prep. SAVE 10% off the regular price with the Colorado Association of REALTORS<sup>®</sup> and Kaplan Real Estate Education. Choose from:

- Colorado Exam Prep Classroom Package (Live Classroom Instruction)
- Colorado Exam Prep OnDemand Course Package (Online OnDemand Video)

**STEP 2**

#### Submit Fingerprints and Complete Background Check

The Colorado Bureau of Investigation (CBI) must receive your fingerprints and run a routine background check before the state grants you a license to sell real estate. Since it can take several weeks to complete this process, you should start early. Call 800.276.7031 for fingerprinting hours at Kaplan's Denver location.

**STEP 3**

#### Take the Colorado Broker Licensing Exam

Once you have completed your required education, you can apply for your license exam. You will need a score of 75% or better to pass your exam. Additionally, you must provide the Colorado Real Estate Commission with your social security number or other accepted identification.

**STEP 4**

#### Find a Sponsoring Broker and Obtain Errors and Omissions Insurance

Your license application must be filed by your Sponsoring Broker, and you must provide proof of errors and omissions insurance to receive a license with active status.

### 4 Steps to Obtain a Colorado Employing Broker License

**STEP 1**

#### Complete Your Required Education

If you have an active Broker license in another state that you have held for 2 years or more, you will need to complete an additional 24 hours of education in Brokerage Administration. Choose from:

- Brokerage Administration 1 Classroom Course (Live Classroom Instruction)
- Brokerage Administration 1 Home Study Course (Textbook Home Study)

**STEP 2**

#### Submit Fingerprints and Complete Background Check

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**STEP 3**

#### Take the Colorado Broker Licensing Exam

Once you have completed your required education, you can apply for your license exam. You will need a score of 75% or better to pass your exam. Additionally, you must provide the Colorado Real Estate Commission with your social security number or other accepted identification.

**STEP 4**

#### Obtain Errors and Omissions Insurance

You must provide proof of errors and omissions insurance to receive a license with active status.