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**Rules of**  
**Department of Insurance,**  
**Financial Institutions and**  
**Professional Registration**  
**Division 2250—Missouri Real Estate Commission**  
**Chapter 10—Continuing Education**

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**Title 20—DEPARTMENT OF  
INSURANCE, FINANCIAL  
INSTITUTIONS AND  
PROFESSIONAL REGISTRATION  
Division 2250—Missouri Real  
Estate Commission  
Chapter 10—Continuing Education**

**20 CSR 2250-10.100 Continuing Education  
Requirements for Licensees**

*PURPOSE: This rule outlines the continuing education requirements for licensees.*

(1) Each real estate licensee who holds an active license shall complete during the two (2)-year license period prior to renewal, as a condition precedent to license renewal, a minimum of twelve (12) hours of real estate instruction approved for continuing education credit by the Missouri Real Estate Commission. An active license is any license issued by the commission except those which have been placed on inactive status. Failure to provide the commission evidence of course completion as set forth shall constitute grounds for not renewing a license. For purposes of 4 CSR 250-10, an hour is defined as sixty (60) minutes, at least fifty (50) minutes of which shall be devoted to actual classroom instruction and no more than ten (10) minutes of which shall be devoted to a recess. No credit will be allowed for fractional hours.

(2) Licensees will be responsible for verification, via the Missouri Real Estate Commission's Internet system, that all Missouri approved continuing education courses taken during the current renewal period by the licensee have been reported to the commission by the school. It shall be the licensee's responsibility to report any missing information to the course provider so that accurate records of courses are reflected in the commission's records.

(3) At least three (3) hours of the twelve (12) hours of approved instruction shall be taken in a course identified by the Missouri Real Estate Commission and noticed on its official website, no later than March 31 of each even-numbered year as a core course for the following renewal period. Should the commission not identify a topic for the core course, approved schools may submit courses for core consideration in any of the following areas:

- (A) Missouri laws governing the transfer of real property;
- (B) Broker supervision and escrow account management;
- (C) Fair housing;

- (D) Property management;
- (E) Commercial brokerage; or
- (F) Agency and brokerage relationships.

(4) The balance of the twelve (12) hours of instruction shall consist of courses which have been approved for continuing education credit by the Missouri Real Estate Commission. The commission will approve those courses which are determined by it to be those through which real estate licensees can remain qualified and can become more competent to provide a higher level of public service and public protection, and are based on consumer protection or service concepts which are founded on Missouri or federal laws related to real estate transactions.

(5) Individual licensees may receive continuing education credit for courses taken in Missouri or another state which have not been previously submitted by the sponsor for approval, provided course content, instructor qualifications and course delivery are acceptable to the commission. Applications for non-preapproved course credit must be on a form prescribed by the commission, accompanied by a nonrefundable evaluation fee of ten dollars (\$10) per course along with a course description and a typed certificate of completion authenticated by the course provider. Applications for non-preapproved course credit must be postmarked as applied by the postal service or hand delivered to the office of the Missouri Real Estate Commission no later than ninety (90) days prior to the licensee's renewal date.

(6) The commission may waive all or part of the continuing education requirements upon a showing by the licensee that it is not feasible for the licensee to satisfy the requirements prior to the renewal date. Waivers may be granted, with acceptable documentation, for the following causes:

- (A) Serious physical injury or illness of the licensee throughout the two (2)-year license period immediately preceding renewal of license;
- (B) Active duty in the armed services of the licensee throughout the two (2)-year license period immediately preceding renewal of license;
- (C) Is licensed to practice law;
- (D) Licensee is at least eighty (80) years of age;

(E) Member of the United States or Missouri Senate or House of Representatives at any time during the renewal period to which the waiver applies; and

(F) Member of the Missouri Real Estate Commission during any portion of the renewal period to which the waiver applies.

(7) The following offerings will not be considered by the commission to meet Missouri continuing education requirements even though these offerings may be approved by other states or jurisdictions:

(A) Training or education not applicable to Missouri real estate practice;

(B) Training or education in office and business skills such as typing, speedreading, memory improvement, report writing, personal motivation, salesmanship, sales psychology and time management;

(C) Sales promotions or other meetings held in conjunction with general real estate brokerage activity;

(D) Meetings which are a normal part of in-house training;

(E) That portion of any offering devoted to meals or refreshments; and

(F) Any course or program that is less than three (3) hours in duration.

(8) Hours obtained in excess of the twelve (12) hours required during each license renewal period may not be carried forward to satisfy the requirements for any subsequent renewal period.

(9) Credit will be given to a licensee for completing a specific course only once during a license renewal period.

(10) An instructor who is also a licensee, may be granted continuing education credit for teaching an approved course to licensees. The credit may be granted to that instructor only once for each course or substantially similar course offered during any renewal period.

(11) Each licensee shall be responsible for providing the commission, upon request, a true copy of any certificate of course completion.

*AUTHORITY: sections 339.045, RSMo 2000 and 339.090 and 339.120, RSMo Supp. 2005.\* This rule originally filed as 4 CSR 250-10.100. Original rule filed April 6, 2006, effective Sept. 30, 2006. Moved to 20 CSR 2250-10.100, effective Aug. 28, 2006.*

*\*Original authority: 339.045, RSMo 1978, amended 1981, 1983; 339.090, RSMo 1941, amended 1978, 2001; and 339.120, RSMo 1941, amended 1963, 1967, 1981, 1988, 1993, 1995, 1999, 2004.*