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# Rules of Department of Economic Development

## Division 250—Missouri Real Estate Commission Chapter 10—Continuing Education

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**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 250—Missouri Real  
Estate Commission  
Chapter 10—Continuing Education**

**4 CSR 250-10.010 Requirements**

*PURPOSE: This rule implements the continuing education mandates.*

- (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 by a broker or salesperson, pursuant to 4 CSR 250-4.040(3) and 4 CSR 250-4.050(6). 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) At least three (3) hours of the twelve (12) hours of approved instruction shall consist of one (1) of the following core curriculum courses, each of which shall include thirty (30) minutes of instruction on current laws and regulations:
- (A) Missouri laws governing the transfer of real property;
  - (B) Broker supervision and escrow account management;
  - (C) Fair housing;
  - (D) Property management; or
  - (E) Commercial brokerage.
- (3) 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 protection.
- (4) Effective October 1, 1998, any person who has been issued an original resident, nonresident or reciprocal salesperson license shall, prior to the date of expiration of the original salesperson license, satisfactorily complete his/her twelve (12) hours of continuing education instruction in a classroom course of study entitled Missouri Real Estate Practice; and any person who has been issued an original resident, nonresident or reciprocal broker license prior to completing the course entitled Missouri Real Estate Practice must complete his/her Missouri Real Estate Practice course prior to the date of expiration of the original broker license. No licensee shall be granted continuing education credit for completing Missouri Real Estate Practice after the expiration date of the initial license.
- (5) Individual licensees may receive continuing education credit for classroom 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 administration are acceptable to the commission. Applications for nonpreapproved course credit must be on a form prescribed by the commission, accompanied by a nonrefundable evaluation fee of ten dollars (\$10).
- (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 for the following causes:
- (A) Serious physical injury or illness;
  - (B) Active duty in the armed services for an extended period of time;
  - (C) Residence outside the United States;
  - (D) Membership in the Missouri Bar;
  - (E) Licensee is at least eighty (80) years of age;
  - (F) Licensee has been licensed continuously since 1942;
  - (G) Member of the Missouri Senate or House of Representatives at any time during the renewal period to which the waiver applies; and
  - (H) Member on 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 states with which Missouri enters into continuing education reciprocity:
- (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;
  - (F) Sales or brokerage prelicensure education; provided, however, the education will satisfy the continuing education requirement for the license period during which the license was issued to either a new, delinquent or reactivating licensee. New licensees will not receive continuing education credit for prelicense education after September 30, 1998;
  - (G) Any course or program that is less than three (3) hours in duration; and
  - (H) Taped, videotaped and similar electronically reproduced instruction, unless presented in an approved course under direct, in-person supervision of an approved instructor and unless no more than fifty percent (50%) of the course time consists of electronically reproduced instruction, except as provided under 4 CSR 250-10.075.
- (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) Except as provided under 4 CSR 250-10.075, a licensee must be physically present in the classroom during one hundred percent (100%) of the actual classroom instruction. A school, at its discretion, may allow a student to be absent up to ten percent (10%) of the required hours but only for reasons of personal illness, illness or death in the student's immediate family or hazardous road conditions.
- (10) Credit will be given to a licensee for completing a specific course only once during a license renewal period.
- (11) Time spent as an instructor may be counted as classroom attendance for an approved instructor who is also a licensee. The credit may be gained by an instructor only once for each course or substantially similar course offered during any renewal period.
- (12) No part of any course for continuing education shall be used to solicit memberships in organizations, recruit licensees for



affiliation with any organization or advertise the merits of any organization.

**AUTHORITY:** sections 339.040, 339.045 and 339.120, RSMo 2000.\* *Original rule filed March 14, 1984, effective June 11, 1984. Amended: Filed Oct. 2, 1985, effective Dec. 26, 1985. Amended: Filed Jan. 17, 1986, effective March 24, 1986. Amended: Filed March 17, 1986, effective June 28, 1986. Amended: Filed Oct. 26, 1987, effective July 1, 1988. Amended: Filed March 16, 1988, effective July 1, 1988. Amended: Filed Sept. 1, 1989, effective Dec. 28, 1989. Emergency amendment filed Feb. 5, 1990, effective July 1, 1990, expired Oct. 28, 1990. Amended: Filed March 19, 1990, effective June 11, 1990. Amended: Filed June 15, 1990, effective Dec. 31, 1990. Amended: Filed Nov. 15, 1991, effective June 25, 1992. Amended: Filed July 2, 1992, effective Feb. 26, 1993. Amended: Filed Feb. 2, 1994, effective Aug. 28, 1994. Amended: Filed Dec. 1, 1997, effective Sept. 1, 1998. Amended: Filed June 28, 2002, effective Dec. 30, 2002.*

\*Original authority: 339.040, RSMo 1941, amended 1945, 1978, 1981, 1983, 1993; 339.045, RSMo 1978, amended 1981, 1983; and 339.120, RSMo 1941, amended 1963, 1967, 1981, 1988, 1993, 1995, 1999.

#### 4 CSR 250-10.020 Sponsors

**PURPOSE:** *This rule implements the continuing education mandates.*

(1) All continuing education courses and instructors must be sponsored by a person, institution or organization responsible for the formation and administration of courses. An instructor also may be a sponsor. Each person involved directly or indirectly in the sponsorship of a course, or who participates, or has an interest, financial or otherwise, in its operation, shall be at least twenty-one (21) years of age and a person or entity of integrity, responsibility and good moral character. All applications for continuing education course sponsorship shall be on a form prescribed by the commission and must be submitted by the sponsor at least ninety (90) days before the date the sponsor's first course offering is scheduled.

(2) The commission may deny, revoke, suspend or place on probation the accreditation of a sponsor if at any time it is found that the sponsor does not satisfy the requirements stated in section (1).

**AUTHORITY:** sections 339.040, 339.045 and 339.120, RSMo 2000.\* *Original rule filed*

*March 14, 1984, effective June 11, 1984. Amended: Filed March 16, 1988, effective July 1, 1988. Amended: Filed Feb. 2, 1994, effective Aug. 28, 1994. Amended: Filed June 28, 2002, effective Dec. 30, 2002.*

\*Original authority: 339.040, RSMo 1941, amended 1945, 1978, 1981, 1983, 1993; 339.045, RSMo 1978, amended 1981, 1983; and 339.120, RSMo 1941, amended 1963, 1967, 1981, 1988, 1993, 1995, 1999.

#### 4 CSR 250-10.030 Classroom Course Approval

**PURPOSE:** *This rule implements the continuing education mandates.*

(1) No course or program for continuing education credit shall be announced or advertised until it is approved by the commission, in writing, for credit.

(2) Applications for approval of core curriculum courses required by 4 CSR 250-10.010(2) and the Missouri Real Estate Practice course required by 4 CSR 250-10.010(4) must contain course outlines that closely follow the curriculum prescribed by the commission.

(3) All applications for course approval shall be submitted by the sponsor at least ninety (90) days prior to the date the course is expected to be offered. Applications shall be submitted on a form prescribed by the Missouri Real Estate Commission and the commission will respond in writing to all requests for course approval within sixty (60) days of receipt of a properly completed application. The commission will either assign a course number or other identification to a course when it is approved or will notify the applicant of the grounds for the course not being approved, as provided in section (6).

(4) Course approval will be for the duration of the license period for which approval is sought.

(5) Course approval applications shall be accompanied by a nonrefundable fee of twenty-five dollars (\$25) per hour of continuing education credit being applied for.

(6) If the commission determines that a proposed course does not meet prescribed standards or if the proposed course does not adequately reflect and present current real estate knowledge toward the goal of public protection and service, notice in writing specifying the deficiencies will be provided to the sponsor.

(7) Instructors must teach all courses in close adherence to the outline on file with the commission. In the event a substantive change is proposed, the sponsor must file a revised course outline on a form prescribed by the commission at least thirty (30) days in advance of the scheduled course offering. The nonrefundable fee for filing a course revision shall be fifteen dollars (\$15) per credit hour. Approval in writing from the commission must be received prior to implementation of any substantive course change.

(8) Dates, times and location(s) of classroom course offerings shall be submitted to the commission at least ten (10) days prior to each course offering.

(9) In any given calendar day, no classroom course(s) shall exceed six (6) hours in length, and no continuing education sponsor shall issue to a licensee course completion certificate(s) for more than six (6) hours credit. A half-hour or longer break must be given to students after four (4) hours for any course(s) exceeding four (4) hours in a given day.

**AUTHORITY:** sections 339.040, 339.045 and 339.120, RSMo 2000.\* *Original rule filed March 14, 1984, effective June 11, 1984. Amended: Filed March 17, 1986, effective June 28, 1986. Amended: Filed March 16, 1988, effective July 1, 1988. Amended: Filed Feb. 2, 1994, effective Aug. 28, 1994. Amended: Filed Dec. 1, 1997, effective Sept. 1, 1998. Amended: Filed June 28, 2002, effective Dec. 30, 2002.*

\*Original authority: 339.040, RSMo 1941, amended 1945, 1978, 1981, 1983, 1993; 339.045, RSMo 1978, amended 1981, 1983; and 339.120, RSMo 1941, amended 1963, 1967, 1981, 1988, 1993, 1995, 1999.

#### 4 CSR 250-10.040 Classroom Course Instructor Approval

**PURPOSE:** *This rule implements the continuing education mandates.*

(1) All continuing education course offerings must be conducted by an approved instructor. All instructors shall possess a bachelor's degree from an accredited institution of higher education with a major in a field of study directly related to the subject matter of the course being taught or a combination of education and experience equivalent.

(2) The sponsor of a continuing education course shall submit an application for approval of each instructor on a form prescribed by the commission at least ninety (90)

days prior to the date the course is scheduled to be offered. Each application shall be accompanied by a nonrefundable fee of fifteen dollars (\$15) per instructor. When more than ten (10) instructor applications for a given course are submitted simultaneously, no fee will be charged for applications in excess of ten (10). Instructor approval will be for the duration of the license period for which approval is sought.

(3) The commission will notify the sponsor within sixty (60) days that the instructor has been approved and certified, or the grounds upon which approval is being denied.

*AUTHORITY: sections 339.040, 339.045, and 339.120, RSMo 2000.\* Original rule filed March 14, 1984, effective June 11, 1984. Amended: Filed March 16, 1988, effective July 1, 1988. Amended: Filed June 15, 1990, effective Dec. 31, 1990. Emergency amendment filed Oct. 5, 1992, effective Oct. 29, 1992, expired Feb. 25, 1993. Amended: Filed July 2, 1992, effective Feb. 26, 1993. Amended: Filed Feb. 2, 1994, effective Aug. 28, 1994. Amended: Filed June 28, 2002, effective Dec. 30, 2002.*

*\*Original authority: 339.040, RSMo 1941, amended 1945, 1978, 1981, 1983, 1993; 339.045, RSMo 1978, amended 1981, 1983; and 339.120, RSMo 1941, amended 1963, 1967, 1981, 1988, 1993, 1995, 1999.*

#### 4 CSR 250-10.050 Physical Facilities for Classroom Courses

*PURPOSE: This rule implements the continuing education mandates.*

(1) Physical facilities used in continuing education courses shall—

(A) Be designed primarily for classroom purposes or designed for multipurpose use in the case of meeting halls and convention facilities;

(B) Contain proper seating and writing surfaces;

(C) Be properly lighted;

(D) Be properly ventilated;

(E) Be reasonably free from distracting pedestrian traffic;

(F) Be reasonably free of sound and light disturbances; and

(G) Have adequate public address facilities.

*AUTHORITY: sections 339.045, RSMo 1986 and 339.040 and 339.120, RSMo Supp. 1993.\* Original rule filed March 14, 1984, effective June 11, 1984. Amended: Filed March 16, 1988, effective July 1, 1988.*

*Amended: Filed Feb. 2, 1994, effective Aug. 28, 1994.*

*\*Original authority: 339.040, RSMo 1941, amended 1945, 1978, 1981, 1983, 1993; 339.045, RSMo 1978, amended 1981, 1983; and 339.120, RSMo 1941, amended 1963, 1967, 1981, 1993.*

#### 4 CSR 250-10.060 Advertising

*PURPOSE: This rule implements the continuing education mandates.*

(1) Advertising for an approved course shall contain, in clear and unambiguous terms, a statement indicating the number of hours of continuing education credit for which the course is approved and state the correct title of the course as it is stated in the course approval letter provided by the commission.

(2) Advertising of an approved course offering shall clearly state the times, dates, locations and the fee which will be charged as well as the refund policy which will be employed in the case of cancellation by the licensee or inability of the licensee to complete the course.

(3) Advertising for an approved individual study course shall clearly describe all course requirements that must be met by the licensee, including satisfactory completion of a final examination.

(4) No continuing education advertisement may use the words real estate commission approval has been applied for, or similar language to suggest that approval is pending. Unless a course or course revision has been approved in writing by the real estate commission, it may not be advertised for continuing education credit.

(5) All advertising copy must be submitted to the commission no later than thirty (30) days in advance of a course offering and may not be disseminated until written approval of the advertising copy is obtained.

*AUTHORITY: sections 339.045, RSMo 1986 and 339.040 and 339.120, RSMo Supp. 1993.\* Original rule filed March 14, 1984, effective June 11, 1984. Amended: Filed March 16, 1988, effective July 1, 1988. Amended: Filed Feb. 2, 1994, effective Aug. 28, 1994.*

*\*Original authority: 339.040, RSMo 1941, amended 1945, 1978, 1981, 1983, 1993; 339.045, RSMo 1978, amended 1981, 1983; and 339.120, RSMo 1941, amended 1963, 1967, 1981, 1988, 1993.*

#### 4 CSR 250-10.070 Records

*PURPOSE: This rule implements the continuing education mandates.*

(1) Each licensee shall be responsible for providing the commission, at the time of license renewal, a true copy of a certificate of course completion in a form prescribed by the commission, but only if verification of course completion, at the time of license renewal, has not been provided by the course sponsor.

(2) The sponsor, at the close of any classroom course, shall hand to each individual licensee who has satisfactorily completed the course, a certificate of course completion in a form prescribed by the commission.

(3) Within ten (10) days of the completion of a course, the sponsor shall submit to the commission on a form prescribed by the commission, a list of those licensees who have satisfactorily completed the course with their license numbers. The commission, at its discretion, may extend the ten (10)-day period.

(4) Sponsors of continuing education courses shall maintain, for a period of not less than three (3) years, complete records of course attendance and student certification and shall supply duplicate certificates to licensees upon request. A reasonable charge may be made for duplicate certificates. Sponsors of individual study courses, in addition, shall maintain records of all final examinations and examination administration. Sponsors shall make required records available for review by the commission during normal business hours or shall send them to the commission by certified mail within ten (10) days of written request.

(5) For any classroom course attended by more than twenty-five (25) students, the sponsor shall have a person other than the instructor present to assist in administrative duties including, but not limited to, keeping records of attendance, preparing and distributing certificates and assuring that physical facilities meet the requirements of 4 CSR 250-10.

*AUTHORITY: sections 339.040, 339.045 and 339.120, RSMo 2000.\* Original rule filed March 14, 1984, effective June 11, 1984. Amended: Filed Oct. 2, 1985, effective Dec. 26, 1985. Amended: Filed March 17, 1986, effective June 28, 1986. Amended: Filed Oct. 26, 1987, effective July 1, 1988. Amended: Filed March 16, 1988, effective July 1, 1988.*



*Emergency amendment filed Oct. 5, 1992, effective Oct. 29, 1992, expired Feb. 25, 1993. Amended: Filed July 2, 1992, effective Feb. 26, 1993. Amended: Filed Feb. 2, 1994, effective Aug. 28, 1994. Amended: Filed June 28, 2002, effective Dec. 30, 2002.*

*\*Original authority: 339.040, RSMo 1941, amended 1945, 1978, 1981, 1983, 1993; 339.045, RSMo 1978, amended 1981, 1983; and 339.120, RSMo 1941, amended 1963, 1967, 1981, 1988, 1993, 1995, 1999.*

#### 4 CSR 250-10.075 Individual Study Courses

*PURPOSE: This rule implements the provisions of 339.040.8, RSMo which provides for delivery of continuing education courses by videotapes or audiotapes.*

(1) A licensee may complete all or part of the continuing education requirement through the use of videotaped or audiotaped courses that have been approved by the commission for continuing education credit. All applications for course approval shall conform with 4 CSR 250-10.030(1)-(6) and must also include the following, except that an individual study course may be conditionally approved by the commission prior to submittal of the tape and fee in subsection (1)(A):

(A) A videotape or audiotape presentation of one hundred fifty (150) minutes and a non-refundable tape review fee of one hundred dollars (\$100) for each three (3)-hour course submitted;

(B) A course introduction statement setting out the dates during which the course is approved by the commission, the terms and conditions under which the final examination will be administered, including review of the completed workbook and a list of specific learning objectives referenced to the content of the final examination;

(C) A bound workbook designed so that the licensee will be substantially engaged throughout the taped presentation in entering specific information as directed by the tape;

(D) A blank form, prescribed by the commission, for the licensee to complete, sign and return to the sponsor within three (3) months of course enrollment requesting administration of the final examination and attesting to the fact that the licensee has completed the course as directed;

(E) Any additional information or material to be supplied to the licensee;

(F) For each three (3)-hour course, two (2) final examination forms (primary and alternate) of thirty (30) multiple-choice items each, with no duplication of items and a key showing correct responses. Examinations

must reflect sound test development practices and must measure knowledge of the subject matter of the entire course as set out in the learning objectives; and

(G) A statement setting out the methods the sponsor will use to assure that examinations are maintained securely.

(2) Within one (1) month after a licensee mails to the sponsor a statement of course completion described in subsection (1)(D), the sponsor shall administer the approved examination under the supervision of a proctor appointed by the sponsor. The examination shall be administered at a time and a location agreed upon between the sponsor and the licensee. Prior to examination administration, the licensee must show positive photo identification and a completed workbook. A proctor may administer the final examination to no more than five (5) licensees at one (1) administration.

(3) Within ten (10) days following administration of the final examination, the sponsor shall deliver to a licensee who achieves a score of at least seventy percent (70%) a certificate of course completion on a form prescribed by the commission. In the event the licensee does not achieve a score of seventy percent (70%), the sponsor shall contact the licensee and arrange for a one (1)-time reexamination, a course review, or both, to be completed within one (1) month of the first administration at a time and place agreed upon between the sponsor and the licensee. Any fees to be charged for reexamination and review must be set out in the information provided at enrollment, under subsection (1)(B).

(4) The commission may deny, revoke, suspend or place on probation the approval of an individual study course if it is determined that the course materials do not meet acceptable standards of form or content, or if the audiotape or videotape supplied to licensees is of substandard production or performance quality.

*AUTHORITY: section 339.120, RSMo Supp. 1993.\* Original rule filed Feb. 2, 1994, effective Aug. 28, 1994.*

*\*Original authority: 339.120, RSMo 1941, amended 1963, 1967, 1981, 1988, 1993.*

#### 4 CSR 250-10.080 Investigation and Review

*PURPOSE: This rule implements the continuing education mandates.*

(1) The commission may investigate approved or proposed course offerings by conferring

with sponsors and instructors, by visiting with or without prior notice, or by surveys to participants, instructors and sponsors.

(2) The commission may deny, suspend, revoke or place on probation the accreditation of any sponsor, instructor or course if it determines that the sponsor, instructor or course has failed to maintain reasonable standards, is in violation of the license law or these rules, makes any false statement or substantial misrepresentation in applying for accreditation, or demonstrates a level of performance or credentials not in the public interest.

*AUTHORITY: sections 339.045, RSMo 1986 and 339.040 and 339.120, RSMo Supp. 1993.\* Original rule filed March 14, 1984, effective June 11, 1984. Amended: Filed March 16, 1988, effective July 1, 1988. Amended: Filed Feb. 2, 1994, effective Aug. 28, 1994.*

*\*Original authority: 339.040, RSMo 1941, amended 1945, 1978, 1981, 1983, 1993; 339.045, RSMo 1978, amended 1981, 1983; and 339.120, RSMo 1941, amended 1963, 1967, 1981, 1988, 1993.*