



Colorado Association of Certified Closers, Inc.

PROFESSIONAL DESIGNATION TEST APPLICATION

- ORIGINAL TEST \$100.00
- RETAKE \$50.00
- Check Attached
- Check to Follow

 NAME: _____ Home Telephone: _____
 Mailing Address: _____
 Employer Name: _____ Business Telephone: _____
 Business Address: _____
 Email Address: _____

THE UNDERSIGNED HEREBY MAKE APPLICATION FOR: (Please Check):
 _____ CERTIFIED REAL ESTATE CLOSER=\$100 _____ CERTIFIED LOAN CLOSER=\$100

Employers: (Show Present First) Address From (Mo/Yr-Mo/Yr)
You may also attach a resume as long as it has the requested information.

*Original Test: If you are taking this test for the first time, the following documentation is required to be submitted with your application to support your qualifications. Please "x" if these items are attached:

- College Course Transcripts
- Copies of Certificates (Indicate # of Hours)
- Courses completed (Evidence of completion attached. Please include date, # of hours and final grade)
- Employer Verification Letters (required)
- Notarized statements from co-worker if previous employer is no longer available
- CACC Test Qualification Spreadsheet
- Other (Please explain) _____

***Retake: Credentials are not required for RETAKES. If retakes are taken, a complete test will not be required- only those portions not passed. **If you do not receive your designation within two years of the initial test, you will be required to retake the ENTIRE test.**

Please Staple Check Here

I understand this is an application to test for a professional designation and that completion of this application and payment of the application fee does not imply or guarantee that I will be granted a professional designation unless or until I successfully meet all requirements and meet the minimum passing grades set for the designation I desire. I do hereby certify that I have read and understand the CACC, Inc. Professional Designation Requirements attached hereto. I further understand that in the event I do not maintain a membership in good standing in this association, or if I do not meet the renewal requirements (if any), that I will no longer be entitled to any professional designation and I will discontinue use of same. I hereby agree to follow all rules of CACC, Inc.

Date: _____ Applicant's Signature

Please return this application with your check and qualifications to:

CACC, INC.
3616 Lodgepole Avenue
Evans, CO 80620

Also, please send an email to ksullivan@fahtco.com so we know to be watching for your application.



Colorado Association of Certified Closers, Inc.

APPLICATION REQUIREMENTS FOR CERTIFIED REAL ESTATE CLOSER AND/OR CERTIFIED LOAN CLOSER

APPLICANT MUST BE A MEMBER IN GOOD STANDING WITH CACC, INC.

A. QUALIFICATION OF CERTIFIED CLOSERS (Loan or Real Estate)

1. Three (3) years closing experience within the immediate preceding 4 years and completion with a passing grade in 120 hours classroom instruction of courses approved by CACC, Inc. (See suggested list)
2. Five (5) years closing experience within the immediate preceding 7 years and completion with a passing grade in 72 hours classroom instruction.
3. Seven (7) year closing experience within the immediate preceding 9 years and completion with a passing grade in 48 hours of classroom instruction.
4. Nine (9) years closing experience within the immediate preceding 12 years.

Any of the following in lieu of or in addition to the classroom instruction (if used, these must be currently active designations/valid):

1. GRI Certification = Graduate of Real Estate Institute = 90 hours
2. Title Insurance License = 24 hours
3. CTIS = LTAC Certified Title Insurance Specialist Designation = 44 hours
4. CML = Certified Mortgage Lender = 10 hours
5. Valid Colorado Real Estate Broker License = 168 hours
6. Paralegal Certificate in Real Estate = 60 hours
7. Law Degree
8. Real Estate Degree

B. REQUIREMENTS FOR BECOMING A CERTIFIED CLOSER (Loan or Real Estate)

1. Meet above requirements
2. File Application to take Professional Designation Examination along with:
 - a) Verification from each employer to verify dates and duties. (Note: If unable to obtain statement from prior employer, a notarized affidavit from an individual acquainted with the circumstances of employment will be accepted.)
 - b) Proof of completion of required courses, or evidence of other certification of degreed programs. (Note: If courses are not listed, please provide a course description and # of hours).
3. Submit a non-refundable fee in the amount of \$100.00 for application fee.
4. If submitting a re-take application, submit a non-refundable fee in the amount of \$50.00.

C. UPON APPROVAL OF THE ABOVE QUALIFICATIONS BY THE CACC, INC. PROFESSIONAL DESIGNATION COMMITTEE, YOU MUST TAKE AND PASS THE CERTIFICATION EXAMINATION.

Recommended Classes

1031 Exchanges
Bankruptcies
Brokerage Administration/Management
Classes Given by your employer as long as content can be verified with your companies training coordinator
Commercial and Industrial Closing Courses
Commercial Law
Exchanges and Wrap-Arounds
Foreclosures
Mortgage / Real Estate Finance
Mortgage and Real Estate Closing Courses
Real Estate Contracts
Real Estate Law
Real Estate Practice

Recommended Class Providers

American Bankers Association / ABA
American Escrow Association / AEA
American Institute of Banking / AIB
American Land Title Institute / ALTA
Association of Professional Mortgage Women / APMW
Colorado Association of Mortgage Brokers / CAMB
Colorado Association of Realtors / CAR
Colorado Housing Council
Colorado Mortgage Lenders Association / CMLA
Fannie Mae
Freddie Mac
Ginnie Mae
HUD
Land Title Association of Colorado / LTAC
Mortgage Bankers Association / MBA
National Association of Realtors / NAR
VA

