



Thank you for your interest in becoming a licensed Real Estate professional with Coldwell Banker Hickok & Boardman Realty.

For more than five decades, Coldwell Banker Hickok & Boardman Realty has demonstrated proven leadership in providing Vermont real estate professionals with the innovative tools they need to grow their business and exceed their goals. Headquartered in Burlington, Vermont with a real estate center in St. Albans, we maintain extraordinary efficiency for our clients and Agents, integrating cutting edge technology solutions that provide an advantage, unmatched by our competitors. As a result, our Agents have participated in more home sales than any other real estate firm in Northwest Vermont since 2008.

**FUELED BY
REPUTATION,
MOTIVATED BY
INNOVATION**

With more than 90 sales associates and dedicated staff - we believe by doing what is right for our Clients first, then what is right for our Agents - the company will succeed.

It is this guiding principle that drives our continued investment in business development and education, technology, and marketing initiatives that result in the greatest exposure for our Clients and the most productive team of Agents in the market.

Our history of providing extraordinary real estate services in Northwest Vermont remains unmatched, as exemplified by our consistent ranking as the “Reader’s Choice” for best real estate agency by Seven Days Newspaper for 8 consecutive years; as a Coldwell Banker Chairman’s Circle company, an elite standing that recognizes the top 50 Coldwell Banker companies worldwide; and as a leader in our company workplace campaign for the United Way of Northwest Vermont.

A Brief Example of Services Provided by Our Firm

- LAUNCH: A New agent training and on-boarding program
- On-going training and continuing education courses
- Office space
- Phone, voicemail
- Company email address
- Errors & Omissions Insurance
- Marketing consultation & review
- Agent Services support



Our Process

To be considered for Affiliation, submit a current resume and letter of intent to Careers@HickokandBoardman.com. Allow for a two week interview process including phone and in-person.



The trusted source of innovative real estate solutions creating exceptional experiences for all we serve.

Licensing Process

- Vermont requires that all potential real estate sales associates be at least 18 years of age and complete a 40 hour pre-licensing class followed by 8 hours of approved continuing education within the first 90 days of licensing.
- A real estate exam is required upon completion of the pre-licensing course. The exam includes 2 parts: Uniform Real Estate Practice and Vermont Real Estate Law. It is offered by AMP testing service (Applied Measurement Professionals, GoAMP.com) at the Assessment Center located in the H&R Block Office at 570 Shelburne Road, South Burlington.
- Upon passing the exam, an application is submitted including a signed Supervision Agreement from a Principal Broker affiliating you with a VT Real Estate Brokerage Firm.
- Real Estate professionals are typically commission based, Independent Contractors. Compensation agreements vary by Brokerage Firm.
- To best serve clients, Agent must be available on nights & weekends.

Pre-licensing Course Providers

Education & exam preparation including study guides, classes & other materials:

Quality Workshops

Online, self-paced courses
(802) 877-2465 | QualityWorkshops.com

Randy Mayhew School of Real Estate

Provider of In-Person and Online Education
(802) 291-0388 | RandyMayhew.com
MayhewSchool@GMail.com

Vermont REALTORS®

Provider of In-Person and Online Education
Helen Hossley, Education Director
(802) 229-0513 ext.4 | Helen@VermontRealtors.com

Licensing Information

For license application, exam information, rules and regulations governing the real estate profession:

Vermont Secretary of State Office of Professional Regulation

www.sec.state.vt.us/professional-regulation.aspx
Click on the drop down menu for professions & select Real Estate Commission

Estimated Expenses and Fees associated with becoming a licensed Real Estate Professional and REALTOR® in Vermont (all fees are approximate - please confirm with appropriate service provider)

Pre-licensing course & Study materials	\$ 500.00 +/-	Multiple Listing Service	
Exam registration fee:	\$ 115.00	Northern New England Real Estate Network (NEREN)	
License application fee:	\$ 50.00	Application fee	\$ 50.00 one time
REALTOR Association Dues:		Quarterly dues	\$ 87.00 per quarter
Application fee	\$ 150.00 one time	Lockbox Service	
NVBR, VAR, NAR	\$ 800.00 annually*	eKey (used on your SmartPhone)	
		Monthly Service Fee	\$14.85 - 24.85

* (pro-rated/month joined)

Miscellaneous Business Equipment & Expenses - Provided by the Agent

- Laptop Computer, iPad - Our IT Director will provide suggestions and specifications
- Smart phone
- Digital camera
- Car (clean, reliable, current) & proof of insurance
- Marketing budget - Marketing Department will assist with planning

Transitioning Careers? At Coldwell Banker Hickok & Boardman Realty, our goal is to create an environment where our Agents thrive. If you are interested in a real estate career but cannot commit to it fully at this time, ask us about **New England Referral Services**. Become a licensed Real Estate Salesperson now and transition to your new career later - when timing may be better for you.



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creating exceptional experiences for all we serve.