

## PRE-LICENSE COURSE CHECKLIST AND INSTRUCTIONS

RE 303 (Rev. 5/16)

### APPLICATION CHECKLIST

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| <ol style="list-style-type: none"><li>1. <input type="checkbox"/> Pre-License Course Approval Application (RE 306)</li><li>2. <input type="checkbox"/> Pre-License Course offering fee - \$150.</li><li>3. <input type="checkbox"/> Corporation requirements, if applicable.</li><li>4. <input type="checkbox"/> Fictitious Business Name Statement, if applicable.</li><li>5. <input type="checkbox"/> Consent to Service of Process (RE 304), if out of state.</li><li>6. <input type="checkbox"/> Copies of all student instructional materials (textbooks, student workbook, reference manual, CD's, DVD's, case studies, sample forms, articles, Microsoft® PowerPoint® presentations, etc.).</li><li>7. <input type="checkbox"/> Copyright authorization for any copyrighted materials.</li></ol> | <ol style="list-style-type: none"><li>8. <input type="checkbox"/> Pre-License Instructor Certification (RE 336) and substantiation of Instructor's qualification.</li><li>9. <input type="checkbox"/> Pre-License General Information Page (RE 313).</li><li>10. <input type="checkbox"/> Timed course outline showing each topic, subtopic, quiz(ze)s and final examination, allocated in minutes.</li><li>11. <input type="checkbox"/> Student final exam instructions.</li><li>12. <input type="checkbox"/> Exam proctor/monitor instructions.</li><li>13. <input type="checkbox"/> Final exam (student version).</li><li>14. <input type="checkbox"/> Final exam (instructor version), which includes answers and page numbers where answers can be found in course material.</li><li>15. <input type="checkbox"/> Pre-License Course Completion Certificate (RE 311).</li></ol> |
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### GENERAL INFORMATION

Please read all of the packet contents before completing the RE 306. To avoid potential delays, please complete all information as requested on each form.

A separate package must be completed for *each* proposed course offering. The Bureau suggests that first time applicants send in one course application for approval at a time. Sending one application helps avoid repeating the same potential deficiencies on subsequent applications.

#### **Course Fee**

A separate **\$150.00** fee, course application, and course format (live resident lecture *or* correspondence/independent study) request must be submitted with each application. Fees are non-refundable upon commencement of course review.

#### **The Americans With Disabilities Act (ADA)**

Any entity which offers courses or examinations related to licensing for professional or trade purposes must offer such courses or examinations in a place and manner accessible to all persons, or offer alternative but equal arrangements. This may include the provision of auxiliary aids and services for persons with disabilities. For more information, please contact your Equal Employment Opportunity Commission.

### CONSENT TO SERVICE

If applicant is a non-resident of California, a Consent to

Service of Process (RE 304) must be submitted with the application along with evidence that the entity as permitted by the California Secretary of State is qualified to transact interstate business in the state of California.

### COURSE CONTENT

To obtain approval, curriculum must be equivalent to real estate courses offered by colleges or universities accredited by the Western Association of Schools and Colleges as recognized by the United States Department of Education.

Following course approval, a certificate of course approval will be issued. In addition, all approved courses are listed on the CalBRE Web site along with the course provider name, statutory ID number, address, telephone number, course title, and course format.

#### **Private Postsecondary Approval**

The simultaneous instruction of two or more students in one of the courses enumerated in Section 10153.2 through 10153.5 of the B&P Code constitutes a *private vocational school*. Proposed offerings of such courses by a private vocational school may require approval by the Bureau for Private Postsecondary Education.

#### **Instructors**

Instructors must have credentials issued by the Board of Governors of the California Community Colleges or by

a comparable California teacher-credentialing agency or meet the qualifications established in Sections 53400 et seq. of Title 5. The Commissioner may approve instructors who in his or her judgment meet the qualifications, or who otherwise evidence their teaching qualifications by education or experience or a combination of the two.

An instructor shall not teach a course if the instructor:

- a. Does not satisfy the above criteria.
- b. Has engaged in any violation of Article 24 (commencing with Section 3000) of the Commissioner's Regulations or has engaged in conduct which would have warranted the denial of an application for approval or withdrawal of approval of an equivalent course of study.
- c. As a real estate licensee, has had that license suspended, revoked or restricted as a result of disciplinary action.
- d. Acted or conducted himself or herself in a manner which would have warranted the denial of his or her application for a real estate license.

The applicant for approval of a pre-license course must certify, by completion of form RE 336, which instructors will be responsible for the instruction of each course. Substantiation of each instructor's qualifications must be submitted with the course application.

If the Commissioner determines that an instructor or lecturer for the course is no longer qualified, the Commissioner shall give written notice of withdrawal of approval setting forth the reasons for the determination.

### **Material Change**

Any material change, including a change in school ownership or provider name, to an approved course must be submitted by the school to the Bureau for approval prior to use. A material change is considered to be a deviation from a course previously approved by the Bureau, including but not limited to a change in curriculum, course length, method of presentation, workbooks, texts or syllabus, but not including changes designed exclusively to reflect recent changes in statutes, regulation or decisional law. A material change will require a new course application and fee for review prior to implementation.

### **General Information Page**

Prior to registration for a course, a "General Information Page" shall be provided to the student which contains all course requirements included on form RE 313. This page shall be submitted with the course application and a statement should be included as to how it will be provided to the student prior to registration.

### **Advertising**

The use of advertising or promotional material by or on behalf of the private vocational school or other sponsor of an equivalent course of study will be considered by the Commissioner to be deceptive or misleading if it does not comply with the following standards:

(a) An advertisement shall clearly and conspicuously identify the entity offering an equivalent course of study as a private vocational school or the sponsor of a supervised course of study or other approved equivalent course of study and shall include the name of the entity.

(b) Advertising which makes reference to courses of study approved by the Commissioner shall identify the specific course or courses that have been approved by listing the Bureau's course approval number.

(c) No advertising or materials, including oral representations, promoting approved equivalent courses shall contain language which implies or states, directly or indirectly, that a course can be completed in less time than the number of hours for which it is approved.

(d) No advertising or materials, including oral representations, shall include false or misleading statements or representations.

If the Commissioner determines that the sponsor has engaged in activity violating the provisions of Section 3004, the Commissioner shall give written notice of withdrawal of approval setting forth the reason for the determination.

### **Final Examinations**

Final exams are required for all courses. The school must establish a passing score and the final exam must reflect comprehensive coverage of the entire course, consisting of not less than 100 multiple choice or fill-in questions. The general standard for responding to exam questions is a minimum of one minute per question.

An attended course must provide for a final exam administered and supervised by the school in a classroom setting.

A correspondence course must provide for a final exam administered and supervised by a person designated by the school for that purpose. The school shall send the final exam materials to the person so designated and the completed final exam shall be returned to the school by the person so designated. The exam administrator or proctor cannot be related by blood, marriage, domestic partnership, or any other relationship, i.e. future employing broker, to the person taking the exam which would influence them from properly administering the exam. ***Under no circumstances shall the final exam be furnished directly to the students.***

A copy of the instructors' version of the final exam must be submitted for approval along with a separate answer key that has been keyed to the course material. A copy of the student's version of the final exam is also required.

### **Student Enrollment**

A. A student may enroll in any number of courses with the following guidelines:

1. Schools may not offer a single correspondence course that is to be completed\* in less than 2½ weeks. This rule applies regardless of the number of schools the student is taking courses from. (See example below.)

2. No more than two courses may be completed\* in a five-week period.

<i>Number of Courses</i>	<i>Min. Completion Time*</i>
1	2½ weeks
2	5 weeks
4	10 weeks
6	15 weeks
8	20 weeks

- \* The time from the date the student receives access to the course material to the date the final exam is successfully passed.

### ***Reading Material***

An up-to-date text or appropriate reading material of sufficient length to require the student to spend a minimum of 45 hours of study/work in order to complete the course is required. It has generally been found that approximately 450 pages of text/instructional material is equivalent to textbooks offered by a California college or university. A copy of the textbook's "table of contents," "cover," and "publication page" should be submitted with the RE 306 unless a copy of the actual textbook is requested by the Bureau. Review questions or chapter highlights are recommended to be included for each chapter.

### ***Course Outline***

A complete course outline with time schedule indicating total number of hours for the course must be submitted. The textbook's "table of contents", with times allocated, may be used for this purpose.

### ***Internet Courses & Final Examinations***

Schools proposing to offer pre-license courses via the Internet must submit evidence that a method of control will be used to require the student to complete each segment of the course before progressing to the next. The school must also provide a method of administering the final exam that reasonably assures the Bureau that the person actually enrolled in the course is, in fact, the person taking the exam. This could, but is not limited to, having the student register for the course over the Internet using a charge card, then receiving a "pass word," "pin number" or being required to use their license ID#, driver's license number, or Social Security Number (last 4 digits), which would be required to "access" and successfully complete the final exam.

Final exams cannot be "printable" or "downloadable" and must "time-out" after the time allotted for the final exam has expired. Hard copies of all course material to be viewed by student on the Internet must be submitted with the application.

The Bureau reserves the right to request additional information as it relates to online course offering to help ensure adequate delivery.

### ***Course & Instructor Evaluation***

Commissioner's Regulations require that the school notify each student that an on-line evaluation of courses and instructors is available on the CalBRE's Web site at [www.calbre.ca.gov](http://www.calbre.ca.gov).