

## CE OFFERING CHECKLIST AND INSTRUCTIONS

RE 300 (Rev. 12/18)

### APPLICATION CHECKLIST

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| <ol style="list-style-type: none"><li>1. <input type="checkbox"/> CE Offering Approval Application (RE 315) or CE Course Renewal Application (RE 314)</li><li>2. <input type="checkbox"/> Continuing education offering fee - \$350 or \$500.</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 material, if applicable.</li><li>8. <input type="checkbox"/> CE Instructor Certification (RE 335) and substantiation of instructor's qualification.</li><li>9. <input type="checkbox"/> One (1) General Information Page (RE 308).</li><li>10. <input type="checkbox"/> For all live courses, a narrative course outline or text of not less than three (3) pages per credit-hour with an average word count of 200 words per page.</li></ol> | <ol style="list-style-type: none"><li>11. <input type="checkbox"/> A timed course outline showing each topic, subtopic, quizzes (if correspondence course), and final exam allocated time in minutes.</li><li>12. <input type="checkbox"/> Students' final exam instructions.</li><li>13. <input type="checkbox"/> Exam proctor/monitor instructions.</li><li>14. <input type="checkbox"/> Instructor version of the final exam(s) and answer key with page references where answers can be found within the course material.</li><li>15. <input type="checkbox"/> Student version of the final exam(s).</li><li>16. <input type="checkbox"/> Student and regulator log-in information required for course/final exams offered online.</li><li>17. <input type="checkbox"/> Course Completion Certificate (RE 302).</li><li>18. <input type="checkbox"/> For all live courses, Record of Attendance (RE 349).</li><li>19. <input type="checkbox"/> For all correspondence courses, the incremental assessments (i.e. quizzes) and answers to be utilized after each chapter or logical unit of instruction.</li><li>20. <input type="checkbox"/> For all correspondence courses, provide detailed statements as noted in Regulation Section 3007(h). See form RE 312 for specific information.</li></ol> |
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### GENERAL INFORMATION

Attached is information relating to the sponsorship requirements of a continuing education (CE) offering. It is important that you and all individuals connected with the proposed offering be thoroughly familiar with the contents of this packet.

An offering approval is required pursuant to Article 2.5 commencing with Section 10170 of Chapter 3 of Part 1 of Division 4 of the California Business and Professions Code.

The sponsor/applicant is responsible for compliance with all statutory (Business and Professions Code) and Commissioner's Regulation requirements. Continuing education regulations are contained in form RE 312.

#### **Course Fee**

A separate application fee is required for each application. *The processing fee is non-refundable and must be received before the application will be processed.*

\$500 Each offering (three hours or more duration)  
\$350 Each offering (less than three hours duration)

**Acceptable payment methods** — Cashiers' check, money order, check or credit card

- Make check or money order payable to:  
**Department of Real Estate**
- If paying by credit card, submit a completed Credit Card Payment (RE 909) form.

#### **Mailing Information**

Hand deliver or mail the completed forms, attachments and course fee to:

Department of Real Estate, Attn: Education Section  
1651 Exposition Blvd, Sacramento, CA 95815  
P.O. Box 137009, Sacramento, CA 95813-7009

## Questions

If you have any questions regarding original course application requirements or “renewal procedures” for a course about to expire, please contact the Education Section at the above address or by telephone at (916) 576-3366.

Additional information and forms are available on DRE’s Web site [www.dre.ca.gov](http://www.dre.ca.gov).

## WHAT TO SUBMIT

A completed application must be submitted to the Department *not less than 90 days* before the proposed commencement date of the offering (see Commissioner’s Regulation 3007). Offerings *may not* be promoted as being DRE-approved until actual approval is issued.

A separate application (RE 315), course fee and related material must be submitted for *each* offering.

Incomplete applications will delay processing. If your application meets all requirements, a two (2) year certificate of approval will be issued.

All approved offerings are listed on the DRE Web site at [www.dre.ca.gov](http://www.dre.ca.gov). The sponsor’s name, address, and telephone number, along with the course name, category, number of credit hours, and method of delivery are included on the Web site.

## Basic Application Required

CE Offering Approval Application (RE 315)

*Note:* Minimum length of course is one hour. Credit is granted only in full one-hour increments. Method of presentation may be either live instruction or by correspondence/home study/internet; a separate application and fee are required for each.

## Additional Documents Required

- Course Outline - All continuing education offerings require a Course Outline with each topic, subtopic, quizzes (if correspondence course), and final exam annotated with its allocated time in minutes.
- For all live courses, a sponsor shall provide a written course outline that is a narrative outline consisting of not less than three (3) pages per credit-hour. Each page shall contain an average of 200 words.
- *Course Materials* — Copies of all instructional materials, student materials, textbooks, case studies, sample forms, CDs, DVDs, etc., to be used as a part of the offering.
- *Course Completion Certificate* — Submit a course completion certificate, in *exemplar* form as reflected on the sample DRE form RE 302. The certificate must be signed by the verifier.
- *General Information Page* — Prior to registration for a course, a General Information page must be provided to the student which contains all course requirements included on form RE 308.
- *Copyright Authorization* — A copyright authorization from the copyright holder specifying the material that

may be used and to whom the authorization has been granted is required if copyrighted material will be used in a manner that would be in violation of the copyright laws.

- *CE Instructor Certification* (RE 335) and supporting qualification documentation for each instructor is required for all course offerings.
- *Fictitious Business Name Statement* — Sponsor operating under a “doing business as” (“DBA”) name must include a Fictitious Business Name Statement that has been filed with the county recorder in the county where the Sponsor maintains their principal place of business or in Sacramento County if the Sponsor does not maintain a place of business in California.
- *Final Exam (Instructor Version)* — Submit a copy of the final exam marking it as the “Instructor Version”, which includes an answer key that references where the answers can be found within the course material. DRE requires a minimum of 70% passing score on the final exam.
- *Final Exam (Student Version)* — Submit a copy of the final exam marking it as the “Student Version”, which is an exact copy of what the student will see.
- *Final Exam Instructions* — Submit a copy of exam instructions that will be provided to the student explaining all exam requirements.
- *Online Course/Final Exams* — Upon submitting an application to offer a course and/or final exam via the internet, the sponsor shall provide:
  - 1) A “student” log-in showing any course and final exam information exactly how a student views the material.
  - 2) A “regulator” log-in which allows immediate access to the final exam.
- *Incremental Assessments* — For correspondence courses, provide copies of the incremental assessments (i.e. case studies, quizzes or other form of exercises) and answers to be utilized after each logical unit of instruction or chapter and a statement detailing the method of providing remediation to the participant after each assessment has been completed.
- *Proctored Examinations* — Final examinations for a correspondence course may be administered by a proctor designated by the Sponsor who is not related by blood, marriage, domestic partnership, or any other relationship, i.e. future employing broker, to the participant taking the examination which might reasonably influence them from properly administering the exam. Proctor/Monitor Instructions must include a certification statement, with signature field confirming that the proctor complied with all examination rules during the administration of the examination.

**Notes:** Participants must attend at least 90% of the approved clock hours in order to qualify for continuing education credit. Form RE 349 is a sample attendance form. All offerings shall require completion within one year from the date of registration.

### **Out-of-State Applicants**

If applicant is a non-resident of California, a Consent to Service of Process (RE 304) must be notarized and submitted with the application.

### **Corporation Requirement**

A sponsor that is a corporation, company or partnership shall maintain good legal standing with the California Secretary of State during any term of course approval. Upon initial application and as updates to the entities status occurs, a Sponsor is required to submit the following: A Domestic Corporation shall submit the filed Articles of Incorporation endorsed by the California Secretary of State. A Foreign Corporation shall submit a Certificate of Qualification executed by the California Secretary of State. An out-of-state Company or Partnership (whether Domestic or Foreign) shall submit one of the following documents, issued by the California Secretary of State: Certificate of Qualification, Certificate of Registration, or Certificate of Good Standing.

## **COURSE RELATED INFORMATION**

### **Advertising and Promotional Material**

All advertising and promotional material including Web sites for a continuing education offering shall not include false or misleading statements or representations and must contain only the four-digit identification number assigned by the Department immediately following the words "DRE Sponsor No." The full eight-digit course approval number shall not be included in any advertisement. It is recommended that you submit flyers and marketing material for review with the course application.

### **Sale of Products and Services**

A sponsor, course instructor, or third party vendor is prohibited from marketing, selling or displaying any product or service during a continuing education offering including during breaks between instructional periods. The foregoing shall not prohibit marketing activities conducted outside of the instruction room before or after the course of instruction, or outside of the instruction room during breaks in the course of instruction.

### **Identification & Attendance Control**

*Forms of Identification Accepted* — A participant shall present one of the following forms of identification immediately before admittance to a live presentation of an offering or, immediately before the administration of the final examination for a correspondence offering.

- (a) A current California drivers license.
- (b) A current identification card described in Section 13000 of the California Vehicle Code.
- (c) Any identification of the participant issued by a governmental agency or a recognized real estate related trade organization within the immediately preceding five years which bears a photograph, signature and identification number of the participant.

### **Credit Hours (Clock Hours) Information**

The offering shall have at least one successive clock hour of instruction which is based on 50 minute increments of actual instruction.

### **Offerings for Ethics, Agency, Fair Housing, Trust Fund Handling, Risk Management, and Management and Supervision**

If you are preparing course material for offerings in the categories of Ethics, Agency, Fair Housing, Trust Fund Handling, Risk Management, or Management and Supervision, the content must meet the Guidelines as set forth in RE 329.

### **One-Time Offering Information**

If a course is a live educational seminar, conference or symposium that will not be offered more than annually in two (2) locations covering subject material dealing with new or changing trends, concepts or innovations in areas relevant to the real estate industry, a cover letter shall be submitted identifying the course as a one-time offering and the first date it is to be offered.

### **Final Examinations**

Final examination rules can be found in Regulation Section 3007.3. Supplemental information can be found on the Department's sample general information page (RE 308).

### **Correspondence/Internet Course Information**

Upon submitting an application to offer a correspondence course via the internet, the sponsor shall provide access to the Department to view and evaluate the proposed course, as offered to the participant, by providing a unique user name and password to review the course as it is delivered online.

Detailed statement(s) addressing the following is required for correspondence course offerings:

1. Method of control to protect the integrity of an exam administered via the internet.
2. Procedures controlling the participant's navigation through the course content to ensure the completion time is appropriate for the number of clock hours for which the course is approved.
3. A method of control that protects the integrity of the exam, ensured by a statement, signed under penalty of perjury, that the participant enrolled is the person completing the course.
4. The final examination is protected by restricting access to one-time, cannot be printable or downloadable, and must time-out after the maximum amount of time authorized for completion has lapsed.

# CE COURSE RENEWAL APPLICATION

RE 314 (Rev. 12/18)

DRE USE ONLY

DRE USE ONLY

COURSE INFORMATION	
EIGHT-DIGIT DRE COURSE NUMBER	EXPIRATION DATE
CREDIT HOURS	CATEGORY
COURSE TITLE	

DRE RECEIVED DATE

## RENEWAL INFORMATION

- Please read all instructions from RE 300 and on page two before completing this application.
- Please include a current telephone number, email address, and Web site address.

1. NAME OF COURSE SPONSOR/SCHOOL

ADDRESS		TELEPHONE NUMBER (    )	
CITY	STATE	ZIP CODE	
PRIMARY EMAIL ADDRESS		WEB ADDRESS	

2. METHOD OF PRESENTATION (CHECK APPROPRIATE BOX)

- LIVE/CLASSROOM   
  CONFERENCE/SYMPOSIUM   
  CORRESPONDENCE   
  INTERNET

3. IF INTERNET COURSE (CHECK APPROPRIATE BOX)

- ENTIRE COURSE   
  ENTIRE COURSE AND FINAL EXAM   
  FINAL EXAM

4. HAVE YOU MADE A MATERIAL CHANGE TO THE OFFERING SUCH AS A CHANGE IN CURRICULUM, COURSE LENGTH, TEXTBOOKS, WORKBOOKS, SYLLABI, METHOD OF PRESENTATION, OR OWNERSHIP/INSTRUCTOR CHANGE? [REFER TO MATERIAL CHANGE DEFINITION ON REVERSE SIDE.]

- YES     NO    IF YES, EXPLAIN \_\_\_\_\_

5. IS THE FINAL EXAM ADMINISTERED DURING THE COURSE APPROVAL HOURS?

- YES     NO    IF YES, HOW MUCH TIME IS ALLOTTED FOR THE FINAL EXAM? \_\_\_\_\_

6. DO YOU VERIFY IDENTIFICATION BY PICTURE ID PRIOR TO ADMITTANCE FOR A LIVE OFFERING OR PRIOR TO ADMINISTERING THE FINAL EXAM FOR A CORRESPONDENCE OFFERING?

- YES     NO    IF NO, EXPLAIN \_\_\_\_\_

7. SECONDARY CONTACT AUTHORIZATION — LIST THE NAME OF ANY INDIVIDUAL (OTHER THAN THE APPLICANT) WHO IS FULLY AUTHORIZED TO ACT ON BEHALF OF YOU OR YOUR ENTITY IN FUTURE CORRESPONDENCE REGARDING THIS COURSE. NOTE: SUCH ACTS WILL BE BINDING UPON THE APPLICANT. OBTAIN SIGNATURE, PHONE NUMBER, AND EMAIL ADDRESS OF EACH PERSON LISTED.

Signature	Printed Name	Telephone Number	Email Address
		(    )	
		(    )	
		(    )	

### Certification

*The undersigned applicant hereby certifies under penalty of perjury that all statements made in this renewal application are true and nothing has been withheld which would influence a complete evaluation of this offering. Also, unless noted above, there has been no material change in the content and length of the offering previously approved.*

*The undersigned further certifies that any updates to the course material resulting from statute, regulation or decisional law changes have been made to the course material and all statutory and regulatory continuing education requirements will be complied with fully.*

SIGNATURE OF PRIMARY CONTACT 	DATE
PRINTED NAME OF PRIMARY CONTACT	TITLE OF PRIMARY CONTACT

### DRE Use Only

OFFERING TYPE <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> TF <input type="checkbox"/> FH <input type="checkbox"/> RM <input type="checkbox"/> CP <input type="checkbox"/> CS <input type="checkbox"/> S-6 <input type="checkbox"/> S-8 <input type="checkbox"/> M&S	COURSE #	PRESENTATION METHOD	HOURS
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**Renewal information**

- ❖ Read RE 300 and RE 312 before completing and submitting this application. Items listed on RE 300 must be included with this application.
- ❖ This form may not be used to renew an offering on a late basis, or as an original offering application.
- ❖ This form must be received by the DRE's Education Section at minimum 90 days prior to the course expiration date. A new "Continuing Education Offering Approval Application" (RE 315), fee, and all supporting material is required for applications received after the expiration date and late submittals can result in course activity status delays.
- ❖ Renewal Fees
  - \$500 for courses of three hours or more in duration
  - \$350 for courses of less than three hours in duration
- ❖ Type or print clearly in ink.
- ❖ If your renewal application is approved, a new approval certificate will be issued for a two year period that will contain a new eight-digit course number.
 

Do not advertise, promote, or issue new course approval numbers until the effective date located on the renewal certificate. Course providers are not permitted to issue old or new course numbers if the status of the course has expired.

**Material change definition**

“Material change” means a significant deviation, in one or more aspects, from the offering as approved by the Department, including a change in curriculum, course length, textbooks, workbooks, final exam, syllabi, or method of presentation, but not including changes designed exclusively to reflect recent changes in statutes, regulations or decisional law.

If you have made a material change to the previously approved offering as defined above, do not complete this renewal application. You must submit a new application, fee, and all offering material as with an original application.

Changes to course material to only update statutes, regulations, or decisional law do not constitute a “material change” to the offering but do require DRE approval prior to use.

**Current and up-to-date course material**

The course sponsor is responsible for making sure the course material presented to the participant is current and up-to-date. The sponsor should review the course material and make any necessary changes to the statutes, regulations, or decisional law cited in the material and submit it to the Department for review prior to use, along with a signed authorization for use of copyrighted material, that is signed and dated by the publisher as applicable.

**Acceptable payment methods**

Cashiers' check, money order, check or credit card.

- ❖ Make check or money order payable to: **Department of Real Estate**
- ❖ Credit card payments must be submitted with a Credit Card Payment (RE 909) form.

**Mailing information**

- ❖ Mail completed application and renewal fee to:
  - Department of Real Estate
  - Education Section
  - P.O. Box 137009
  - Sacramento, CA 95813-7009
- ❖ Or hand deliver to:
  - Department of Real Estate
  - 1651 Exposition Blvd.
  - Sacramento, CA 95815

**Future renewals**

This application must be submitted to the Education Section at least **90 days prior** to the expiration date of the offering. Since it is the sponsor's responsibility to apply for renewal within the appropriate time frame, it is suggested that you establish a call-up procedure for your next renewal to ensure deadlines are met.