

SUMMARY OF OFFERING (Continued)

11. TYPE OF OFFERING FOR WHICH YOU ARE SUBMITTING THIS APPLICATION (CHECK ONE)

- ETHICS, AGENCY, TRUST FUND HANDLING, FAIR HOUSING, RISK MANAGEMENT, CONSUMER PROTECTION, CONSUMER SERVICE, SIX-HOUR SURVEY COURSE, EIGHT-HOUR SURVEY COURSE

12. METHOD OF PRESENTATION (CHECK APPROPRIATE BOX)

- LIVE SEMINAR, CORRESPONDENCE, CONFERENCE/SYMPOSIUM, INTERNET, WORKSHOP

IF INTERNET CHECK APPROPRIATE BOX

- ENTIRE COURSE, ENTIRE COURSE & FINAL EXAM, FINAL EXAM ONLY

IF INTERNET, ENTER THE NAME OF THE ONLINE COURSE PROVIDER AND WEB SITE ADDRESS

COMPANY NAME

WEB SITE ADDRESS

13. Number of credit hours requested? (Note: One hour minimum; no maximum. Must be whole hours.)...

14. a. For live offerings, what is the minimum attendance requirement for each student (i.e., 90% or 100%)?

b. Will attendance be monitored through the use of a Sign In/Sign Out Sheet? Yes No

15. a. How many questions are on the final exam?

b. Will exam be administered by open book or closed book? Open Closed

c. What is your minimum passing score (70% is the regulation minimum)?

16. a. Will the offering be presented in the English language? Yes No

b. Will the offering be presented in any other language? Yes No

c. If YES, please state the languages? Yes No

17. a. Have you ever had a course approval, diploma, certificate, credential, or real estate license denied, revoked, restricted, or suspended? Yes No

b. If YES, please explain. Attach additional sheets if necessary.

18. Will the DRE Disclaimer Statement be included on the General Information Page? Yes No

19. Will the students be informed of the availability of the course and instructor evaluation located on the DRE Web site on the General Information Page? Yes No

20. Explain your procedure to provide the general information page to students prior to registration/enrollment.

Blank lines for explanation of procedure.

21. a. Will any marketing activities be conducted outside of the instruction room before, during, or after the continuing education offering? Yes No

A sponsor or course instructor is prohibited from marketing, selling, or displaying any product or service during the course offering.

b. If YES, please explain.

Blank lines for explanation of marketing activities.

SPONSOR CERTIFICATION

I consent to inspection or monitoring by authorized representatives of the Department of Real Estate (DRE) as outlined below.

DRE Inspection/Monitoring Procedures

The DRE has instituted the following procedures to assist in evaluating the continuing education program:

1. **Direct Mail Evaluation:** Selected sponsors may occasionally be asked to provide lists of individuals who completed the course provider's recent offering(s). The attendees may be sent, by DRE, evaluation questionnaires concerning the quality of the offering and their perceptions of the course attended.
2. **Drop-In Monitoring:** DRE Monitors may attend offerings on a drop-in basis. That is, they will not register and no fees or reimbursements will be involved.
3. **Information Reports:** Sponsors may be asked to submit course completion (i.e. completion certificates, attendance forms, exam grades, final exams, etc. information for verification purposes.
4. **Investigative and/or Conformance Monitoring:** Authorized representatives, may on occasion, attend offerings as a regular attendee or enroll in correspondence courses for the purpose of determining if the offerings are being presented under statute, regulation and DRE requirements as approved by DRE. Such individuals will not identify themselves as DRE representatives and will pay the required attendance fee.

If requested, sponsors will be required to complete an annual report on offerings conducted.

The undersigned sponsor acknowledges receipt and understanding of the procedures outlined above which relate to all continuing education offerings approved under the Applicant's sponsorship.

I agree to report any material changes in the information submitted to the DRE at least 30 days prior to proposed use. Approval by the DRE is required prior to presentation of offering and the nature of any material changes may require that a complete new original application and fee be submitted. I agree to retain complete records for at least five years from the date of each offering presentation for all participants who enroll in subject offering.

I certify under penalty of perjury that I have read and understand the information and requirements contained in this application and attached information sheets, and that all statements are true and correct.

SIGNATURE OF SPONSOR ➤	DATE
PRINTED NAME OF SPONSOR	TITLE OF SPONSOR

Privacy Notice

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.

Department of Real Estate
 2201 Broadway
 P.O. Box 187009
 Sacramento, CA 95818-7000
 Managing Deputy Commissioner III
 Education Section
 Telephone: (916) 227-0894

General powers of the Commissioner, Article 2.5 of Chapter 3 (commencing with Section 10170) and Article 25 of Chapter 6 (commencing with Section 3005) Title 10 California Administrative Code (Regulation of the Real Estate Commissioner) authorizes the maintenance of this information.