

## 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 OFFERING APPROVAL APPLICATION**

RE 315 (Rev. 5/19)

DRE USE ONLY

DRE RECEIVED DATE

DRE USE ONLY

**GENERAL INFORMATION**

- Read RE 300, RE 312, and RE 329 before completing and submitting this application.
- Type or print clearly in ink.
- Complete all information requested.
- *Item #1* – Enter the exact name of the sponsor/school which will be used on all advertisements/promotions and course material.

**SPONSOR/SCHOOL INFORMATION**

1A. DRE SPONSOR # (IF APPLICABLE)	1B. NAME OF APPLICANT SPONSOR/SCHOOL		
2. ADDRESS			BUSINESS TELEPHONE NUMBER (    )
CITY		STATE	ZIP CODE
3. SPONSOR/SCHOOL WEBSITE ADDRESS		PUBLIC EMAIL ADDRESS OF SPONSOR/SCHOOL	
4. NAME LISTED IN #1 IS A/AN:			
<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> CORPORATION	<input type="checkbox"/> PARTNERSHIP	
<input type="checkbox"/> COMPANY	<input type="checkbox"/> FICTITIOUS BUSINESS NAME	<input type="checkbox"/> ACCREDITED COLLEGE OR UNIVERSITY	
5. CONTACT AUTHORIZATION — LIST THE NAMES OF ANY INDIVIDUAL WHO IS AUTHORIZED TO ACT ON BEHALF OF THE ENTITY IN FUTURE CORRESPONDENCE REGARDING YOUR CONTINUING EDUCATION OFFERING(S). NOTE: SUCH ACTS WILL BE BINDING UPON THE APPLICANT. OBTAIN SIGNATURE, EMAIL ADDRESS AND PHONE NUMBER OF EACH PERSON LISTED.			

Printed Name	Signature	Telephone Number	Email Address
PRIMARY CONTACT		(    )	
SECONDARY CONTACT		(    )	
SECONDARY CONTACT		(    )	

6A. HAVE YOU OR THIS SPONSOR/SCHOOL EVER HAD A CONTINUING EDUCATION OFFERING APPROVED BY THE DEPARTMENT?  
 YES     NO    IF YES, COMPLETE 6B AND 6C.

6B. LAST APPROVED COURSE TITLE	6C. LAST APPROVED OFFERING CERTIFICATE NUMBER
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**SUMMARY OF OFFERING**

7. COURSE TITLE (COURSE COMPLETION CERTIFICATES AND ADVERTISING/PROMOTIONAL MATERIALS MUST INCLUDE EXACT TITLE AS SHOWN HERE.)

8. IS THIS COURSE OFFERED IN CONJUNCTION WITH ANY OTHER DRE-APPROVED COURSE PROVIDERS?  
 YES     NO    IF YES, LIST HERE:

9A. IS APPLICATION FOR A ONE-TIME OFFERING? (REFER TO RE 300 FOR FURTHER INFORMATION.) <input type="checkbox"/> YES <input type="checkbox"/> NO    IF YES, COMPLETE 9B.	9B. DATE OF OFFERING
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10. CATEGORY OF OFFERING FOR WHICH YOU ARE SUBMITTING THIS APPLICATION (CHECK ONE)

<input type="checkbox"/> ETHICS	<input type="checkbox"/> FAIR HOUSING	<input type="checkbox"/> CONSUMER PROTECTION
<input type="checkbox"/> AGENCY	<input type="checkbox"/> RISK MANAGEMENT	<input type="checkbox"/> CONSUMER SERVICE
<input type="checkbox"/> TRUST FUND HANDLING	<input type="checkbox"/> MANAGEMENT AND SUPERVISION	<input type="checkbox"/> EIGHT-HOUR SURVEY COURSE

*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-8 <input type="checkbox"/> M&S	COURSE #	PRESENTATION METHOD	HOURS
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**SUMMARY OF OFFERING (Continued)**

11. METHOD OF PRESENTATION (CHECK ONE)

- LIVE: CLASSROOM/CONFERENCE/SYMPOSIUM
- CORRESPONDENCE AND INTERNET
- CORRESPONDENCE
- INTERNET

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

12. Number of credit hours requested? (*Note*: One hour minimum. Must be whole hours.)..... \_\_\_\_\_

13. a. For live offerings, what is the minimum attendance requirement for each student (i.e., 90% )?..... \_\_\_\_\_

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

14. 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 regulation minimum)..... \_\_\_\_\_

d. Is an alternate final exam offered?.....  Yes  No

15. 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?..... \_\_\_\_\_

16. 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.

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17. Explain your policy and procedure for providing the general information page to students *prior* to actual registration/enrollment.

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

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

b. If YES, please explain.

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**SPONSOR CERTIFICATION**

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

**Inspection/Monitoring Procedures**

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

1. Direct Mail Evaluation: Selected sponsors/schools may be asked to provide lists of individuals who completed a recent offering(s). The Education section may send evaluation questionnaires concerning the quality and perception of the offering.
2. Drop-In Monitoring: Authorized course 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/schools may be asked to submit course completion (i.e. completion certificates, attendance forms, exam grades, final exams, proof of payment, etc.) information for verification purposes.
4. Investigative and/or Conformance Monitoring: Authorized participants, 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 requirements as approved.



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

The undersigned sponsor/school acknowledges receipt and understanding of the procedures outlined above which relate to all continuing education offerings approved under this application.

I agree to submit any material changes\* to this course, if approved, at least 90 days prior to the proposed use. Approval by DRE is required prior to the presentation of this offering and the nature of any material changes may require a new application and fee upon review. I agree to retain complete records for five years from the date of each offering for all participants who enroll in this course.

**\* Per Article 25 - 3007.2(a) - Material change is defined as "...a change in curriculum, course length, method of presentation, workbooks, texts or syllabi, but not including changes designed exclusively to reflect changes in statutes, regulations, or decisional law..."**

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.

ORIGINAL OR ELECTRONIC* SIGNATURE OF PRIMARY CONTACT 	PRINTED NAME OF PRIMARY CONTACT	DATE SIGNED
TITLE OF PRIMARY CONTACT	PHONE NUMBER	DRE LICENSE NUMBER (IF LICENSED)
ORIGINAL OR ELECTRONIC* SIGNATURE OF OWNER OR AUTHORIZED SCHOOL OFFICIAL 	PRINTED NAME OF OWNER OR AUTHORIZED SCHOOL OFFICIAL	DATE SIGNED
EMAIL ADDRESS	PHONE NUMBER	DRE LICENSE NUMBER (IF LICENSED)

\* Electronic signature must comply with California Uniform Transactions Act (CA Civ. Code section 1633.1 et.seq.)

**PRIVACY INFORMATION:**

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 Assistant Commissioner  
1651 Exposition Blvd. Licensing & Administration  
Sacramento, CA 95815 Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. These code

sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Department of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Department to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a

license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Business Oversight, Department of Insurance, Department of Consumer Affairs, California Bar Association).