

## CE OFFERING CHECKLIST AND INSTRUCTIONS

RE 300 (Rev. 4/24)

### APPLICATION CHECKLIST

- |  |  |
|--|--|
| <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.</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.</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"/> Continuing Education General Information Page (RE 308).</li><li>10. <input type="checkbox"/> Timed Course Outline (in minutes).<br/><input type="checkbox"/> Live Course - Narrative Timed Outline<br/><input type="checkbox"/> Correspondence - Timed Outline</li></ol> | <ol style="list-style-type: none"><li>11. <input type="checkbox"/> Incremental assessments (i.e. quizzes and answers).</li><li>12. <input type="checkbox"/> Detailed Statement, per Commissioner's Regulation Section 3007(h).</li><li>13. <input type="checkbox"/> Student final exam instructions.</li><li>14. <input type="checkbox"/> Exam proctor/monitor instructions.</li><li>15. <input type="checkbox"/> Student version of the final exam(s).</li><li>16. <input type="checkbox"/> Instructor version of the final exam(s) and answer key.</li><li>17. <input type="checkbox"/> Student and regulator log-in information for course/final exams offered online.</li><li>18. <input type="checkbox"/> CE Course Completion Certificate (RE 302).</li><li>19. <input type="checkbox"/> Record of Attendance (RE 349) - <i>Live Courses Only</i>.</li></ol> <p><b>NOTE - All courses which are not presented live, are considered correspondence courses.</b></p> |
|--|--|

Please reference pages 2 - 4 for detailed information regarding the items on the above checklist.

### GENERAL INFORMATION

Please read all of the packet contents before completing an application for a continuing education (CE) course offering. It is important that you and all individuals connected with the proposed offering be thoroughly familiar with the course requirements.

Minimum course length is one hour. Credit is granted only in full one-hour increments (based on 50 minutes of actual instruction). Method of presentation may be either live instruction or by correspondence; a separate application and fee are required for each proposed course offering. All students must complete coursework within one year from the date of registration.

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.

#### ***Offerings for Ethics, Agency, Fair Housing, Trust Fund Handling, Risk Management, Implicit Bias Training 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, Implicit Bias Training or Management and Supervision, the content must meet the Guidelines as set forth in RE 329.

#### ***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.

## CHECKLIST ITEMS

### 1. CE Offering Approval Application (RE 315) or CE Course Renewal Application (RE 314)

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, course fee, and related material must be submitted for *each* offering. Incomplete applications will delay processing.

### 2. Continuing Education Offering Fees

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.*

**Please Note:** Fees are subject to change. Current fees can be found on the DRE website at <https://www.dre.ca.gov/Licensees/CourseProviders.html>.

#### —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.

### 3. Corporation requirements (if applicable)

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. A 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.

### 4. Fictitious Business Name Statement (if applicable)

Sponsors 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.

### 5. Consent to Service of Process (RE 304), if out of state

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

### 6. Copies of Student Instructional Material

Printed copies of all instructional materials, student materials,

textbooks, case studies, sample forms, etc. need to be submitted. Any material presented via digital media (CD's, DVD's, USB Flash Drive, etc.) cannot be accessed by DRE and therefore, a printed version of the contents must be submitted to the Department.

### 7. Copyright Authorization (if applicable)

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.

### 8. CE Instructor Certification (RE 335)

The RE 335 and supporting qualification documentation (resume, diploma, etc.) for each instructor are required for all course offerings.

### 9. General Information Page (RE 308)

Prior to registration for a course, a General Information Page must be provided to the student which contains all course requirements and disclosure statements included on form RE 308.

### 10. Course Outlines

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

For all live courses, a sponsor shall also 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.

### 11. 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.

### 12. Detailed Statement

For correspondence courses, provide detailed statements concerning course delivery and assessment procedures as noted in Regulation Section 3007(h). (See form RE 312 for specific information.)

### 13. Student Final Exam Instructions

Submit a copy of exam instructions that will be provided to the student explaining all exam requirements. DRE requires a minimum of 70% passing score on final exams.

### 14. Exam Proctor/Monitor Instructions

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 responsible 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.

A participant shall present one of the following forms of photo 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 valid identification card described in Section 13000 of the California Vehicle Code or any valid photo identification issued by a governmental agency.

(b) Current identification from a recognized real estate related trade organization issued within the immediately preceding five years which bears a photograph, signature and identification number of the participant.

### 15. Student Version of Final Exam(s)

Submit a copy of the final exam marking it as "Student Version", which is an exact copy of what students see.

### 16. Instructor Version of Final Exam(s)

Submit a copy of the final exam marking it as "Instructor Version", which includes an answer key that references where the answers can be found within the course material.

### 17. Student and Regulator Log-in (Internet only)

Upon submitting an application to offer a course and/or final exam via the internet, the sponsor shall provide:

- 1) A "student" log-in account and password, showing any and all course and final exam information exactly how a student views the material.
- 2) A "regulator" log-in account and password (bypassing student study time requirements), showing any and all course information, as well as, any assessments and final exam(s) provided to students.

### 18. Course Completion Certificate (RE 302)

Submit a sample of the Course Completion Certificate (RE 302) for each course. If not utilizing DRE's sample form the certificate must include the following: School Name, Address and Phone Number; Course Title; Licensee Name and DRE License Number; Credit Hours; Course Category; Date of Registration and Date of Successful Completion; Eight-Digit Approval number (last four will be updated with each renewal); Verifier Name, Signature and Phone Number and appropriate statement. (see below)

Correspondence Statement: *Successfully completed the correspondence/home study course and passed the final exam with a passing score of 70% or better.*

Live Statement: *Attended a minimum of 90% of the clock hours and successfully completed the live course, and passed the final exam with a passing score of 70% or better.*

### 19. Record of Attendance (RE 349) (Live Only)

Submit a sample copy of a Record of Attendance. Participants must attend at least 90% of the approved clock hours in order to qualify for continuing education credit.

#### ADDITIONAL INFORMATION

Once the application meets all requirements, a two (2) year certificate of approval will be issued.

All approved offerings are listed on the DRE website 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 website.

Student Enrollment- A participant shall present one of the following forms of photo 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 valid identification card described in Section 13000 of the California Vehicle Code or any valid photo identification issued by a governmental agency.

(b) Current identification from a recognized real estate related trade organization issued within the immediately preceding five years which bears a photograph, signature and identification number of the participant.

#### Advertising and Promotional Material

All advertising and promotional material including websites 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.

#### Material Change

Any material change, to an approved course must be submitted by the sponsor to the Department for approval prior to use, including a change in school ownership or provider name. A material change is considered to be a deviation from a course previously approved by the Department, 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. Changes designed exclusively to reflect recent changes in statutes, regulations, or decisional law must still be submitted to the Department, however, a new application or fee is not required.

**Mailing Information**

Submit the completed forms, attachments and course fee to:

Physical Address:

Department of Real Estate  
Attn: Education Section  
1651 Exposition Blvd.  
Sacramento, CA 95815

Postal Mailbox Address:

Department of Real Estate  
Attn: Education Section  
PO Box 137009  
Sacramento, CA 95813-7009

**Questions**

If you have any questions regarding course application requirements, please contact the Education Section by telephone at (916) 576-3366 or by reviewing the information and forms available on DRE's website [www.dre.ca.gov](http://www.dre.ca.gov).