CONTINUING EDUCATION ERROR CODES & INSTRUCTIONS
RE 252 (Rev 7/18)

INSTRUCTIONS

Use the following error codes listed below to review deficiencies identified with continuing education (CE) courses provided on the Continuing Education Course Verification (RE 251) form.

Please check rejected course numbers, hours, and dates carefully against the course completion certificate received from the issuing course provider.

The Department approves continuing education courses for course providers for a period of two years. The approved courses contain an effective date and an expiration date.

Please contact the issuing course provider for correct course information prior to contacting the Department.

ERROR CODES

1. The course hours completed do not match the number of hours authorized for this course.

2. This course was not approved by DRE on the completion date listed, or the completion date listed does not match the certificate number listed.

3. The course completion date listed is more than four years prior to your renewal application. Continuing education credit expires four years from the course completion date.

4. The certificate number listed is not an approved continuing education course number.

5. This certificate number has been listed more than once. A course may be submitted only once for renewal credit.

6. This course was completed after the renewal effective date of your license. If the completion date listed is correct, your renewal is considered late, because the course was completed after the expiration date of your license. Please remit the balance of the current late renewal fee. Refer to form RE 206 for current fees.

7. The required minimum 18 hours of Consumer Protection courses were not met. For further information, please see the reverse side of the enclosed RE 251.

8. The required three-hour course in Ethics was not included.

9. The required three-hour course in Agency was not included.

10. The required three-hour course in Trust Fund Handling was not included.

11. The required three-hour course in Fair Housing was not included.

12. This error message will appear when any course is rejected, or if the minimum required hours of continuing education courses have not been met.

13. Either the Ethics, Agency, Fair Housing, Trust Fund Handling, Risk Management, and Management and Supervision requirement (a total of 18 clock hours), or the eight-hour Survey Course requirement covering the six mandatory subjects of Ethics, Agency, Fair Housing, Trust Fund Handling, Risk Management, and Management and Supervision was not met.

14. The minimum required hours of consumer protection and consumer services continuing education courses have not been met.

15. The course is not acceptable as it was used in a previous renewal.

16. The required three-hour course in Risk Management was not included.

17. The survey course is not valid for first time renewals.

18. No longer applicable.

19. No longer applicable.

20. No longer applicable.

21. The course completion date is more than one year from the course registration date.

22. The course registration date is missing and required to be reported.

23. The course registration date cannot be after the approved course expiration date.

24. The course registration date cannot be before the approved course effective date.

25. The course registration date cannot be after the course completed date.

26. The required three-hour course in Management and Supervision was not included.

Note: Error codes 23, 24, and 25 usually indicate the course provider has issued an incorrect course certificate number. Contact the course provider for correct course certificate number(s).

ADDITIONAL HELP

If you have questions or need additional information please call or write to:

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P.O. Box 137003
Sacramento, CA 95813-7003

Telephone: 877-373-4542