

**PRE-LICENSE COURSE APPROVAL  
APPLICATION**

RE 306 (Rev. 4/17)

CaIBRE USE ONLY

CaIBRE USE ONLY

CaIBRE RECEIVED DATE

**GENERAL INFORMATION**

- Use this application to apply for course approval to offer pre-license real estate courses to students who want to qualify for the California salesperson and/or broker real estate license examinations.
- Read the Pre-License Course Approval Application Instructions (RE 303) and Regulation Excerpts (RE 307) before completing this application.
- Please type or print clearly in ink.
- Please submit any documentation or information demonstrating that the curriculum is equivalent in quality to real estate courses offered by colleges and universities accredited by the Western Association of Schools and Colleges, Accrediting Commission as recognized by the United States Department of Education.
- Private vocational schools may require approval by the California Bureau for Private Postsecondary Education.
- **Fee — \$150** (non-refundable)
- **Acceptable payment methods:** Cashiers' check, money order, check or credit card
  - Make check or money order payable to:  
**Bureau of Real Estate**
  - If paying by credit card, submit a completed Credit Card Payment (RE 909) form.
- **Mail or hand deliver the application, attachments, and the proper fee to:**

Bureau of Real Estate  
Attn: Education Section  
1651 Exposition Boulevard, P.O. Box 137009  
Sacramento, CA 95813-7009
- If you have any questions, please call (916) 263-8703.

**SCHOOL INFORMATION**

1A. CaIBRE PRE-LICENSE SPONSOR # (IF APPLICABLE) <b>S</b>	1B. NAME OF APPLICANT SCHOOL
2. OTHER NAMES USED BY THE SCHOOL (IF ANY)	3. BUSINESS TELEPHONE NUMBER (     )
4. SCHOOL CLASSROOM FACILITY ADDRESS — STREET ADDRESS, CITY, STATE, ZIP CODE	
5. SCHOOL MAILING ADDRESS — STREET ADDRESS, CITY, STATE, ZIP CODE	
6. PRIMARY CONTACT EMAIL ADDRESS	7. SCHOOL WEBSITE
8. IS THE SCHOOL APPROVED BY THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> EXEMPT, IF EXEMPT PLEASE EXPLAIN _____	
9. TYPE OF OWNERSHIP <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> LLC <input type="checkbox"/> OTHER: _____	
10. IS THE INDIVIDUAL OR SCHOOL USING A DBA OR FICTITIOUS BUSINESS NAME? <input type="checkbox"/> YES <input type="checkbox"/> NO   PRINT NAME OF DBA AND ATTACH COPY OF FILED FBNS: _____	
11. SECONDARY CONTACT AUTHORIZATION — LIST THE NAMES OF ANY INDIVIDUAL (OTHER THAN THE PRIMARY CONTACT) WHO IS AUTHORIZED TO ACT ON BEHALF OF YOU OR YOUR ENTITY IN FUTURE CORRESPONDENCE REGARDING YOUR PRE-LICENSING/STATUTORY 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
		(     )	
		(     )	
		(     )	

**COURSE SUMMARY**

12. COURSE TITLE

13. WHAT LANGUAGE WILL BE USED TO TEACH THE COURSE?

**14. COURSE INFORMATION**

LENGTH OF COURSE - TOTAL NUMBER OF INSTRUCTION HOURS (*Minimum 45 hours required*):

15A. TYPE OF INSTRUCTION (CHECK ONE) - *If a correspondence course, complete 15B*

- LIVE RESIDENT LECTURE
- CORRESPONDENCE/INDEPENDENT STUDY

15B. WILL THIS COURSE BE OFFERED ONLINE?  YES  NO

IF YES, CHECK APPROPRIATE BOX

- ENTIRE COURSE AND FINAL EXAM
- COURSE ONLY
- FINAL EXAM ONLY

16. PUBLICATIONS TO BE USED IN THE COURSE. (LIST TEXTBOOKS, INSTRUCTOR GUIDES, WORKBOOKS, ETC.)

<i>Publication Title</i>	<i>Author</i>	<i>Date of Publication</i>	<i>Edition</i>

17. NUMBER OF QUESTIONS ON FINAL EXAM

18. MINIMUM PASSING SCORE

19. EXAM TIME GIVEN

20. EXAM WILL BE ADMINISTERED AS

- OPEN BOOK
- CLOSED BOOK

21. EXPLAIN YOUR PROCEDURES TO PROVIDE THE "GENERAL INFORMATION PAGE" TO STUDENTS **PRIOR** TO REGISTRATION/ENROLLMENT IN A COURSE.

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22. EXPLAIN HOW AND WHEN STUDENTS WILL BE INFORMED OF THE AVAILABILITY OF THE ON-LINE COURSE AND INSTRUCTOR EVALUATION LOCATED ON THE CalBRE WEB SITE.

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	<b>SCHOOL CERTIFICATION</b>	
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I consent to inspection or monitoring by authorized representatives of the Bureau of Real Estate (CalBRE) as outlined below.

<b>Inspection/Monitoring Procedures</b>
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The CalBRE has instituted the following procedures to assist in evaluating the pre-license program:

1. **Direct Mail Evaluation:** Selected schools may be asked to provide lists of individuals who completed a recent course offering(s). The Education section may send evaluation questionnaires concerning the quality and perception of the course offering.
2. **Drop-In Monitoring:** Authorized course monitors may attend course offerings on a drop-in basis. That is, they will not register and no fees or reimbursements will be involved.
3. **Information Reports:** 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 course offerings as a regular attendee or enroll in correspondence courses for the purpose of determining if the course offerings are being presented under statute, regulation and requirements as approved.

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

The undersigned school acknowledges receipt and understanding of the procedures outlined above which relate to all pre-license course offerings approved under this application.

I agree to submit any material changes to this course application and material at least 90 days prior to proposed use. Approval by CalBRE is required prior to the presentation of this course offering and the nature of any material changes may require a new application and fee upon review. I agree to retain complete records for all participants who enroll in this course.

I understand that the simultaneous instruction of two or more students in one of the courses enumerated in Section 10153.2, 10153.4 or 10153.5 of the Business and Professions (B&P) Code constitutes a private vocational school as that term is used in Section 10153.2 of the B&P Code. This activity may also require the applicants to obtain approval from the Bureau for Private Postsecondary Education.

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 PRIMARY CONTACT ➤		DATE
PRINTED NAME OF PRIMARY CONTACT	TITLE OF PRIMARY CONTACT	
PRIMARY CONTACT EMAIL ADDRESS		CalBRE LICENSE NUMBER (IF LICENSED)
SIGNATURE OF OWNER OR AUTHORIZED SCHOOL OFFICIAL ➤		PRINTED NAME OF OWNER OR AUTHORIZED SCHOOL OFFICIAL
OWNER'S EMAIL ADDRESS		CalBRE LICENSE NUMBER (IF LICENSED)

**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.

Bureau of Real Estate  
 1651 Exposition Blvd  
 P.O. Box 137009  
 Sacramento, CA 95813-7009  
 Manager  
 Education Section  
 Telephone: (916) 263-8703

General powers of the Commissioner, Article 2.5 of Chapter 3 (commencing with Section 10170) and Article 25 of Chapter 6 (commencing with Section 3006) Title 10 California Administrative Code (Regulation of the Real Estate Commissioner) authorizes the maintenance of this information.