



CONTINUING EDUCATION INFORMATION

RE 250 (Rev. 12/10)

INTRODUCTION

All license renewal applicants must prove compliance with the Business and Professions Code (Real Estate Law) and Commissioner's Regulations pertaining to continuing education (CE) requirements. Except for the first renewal of a real estate salesperson, as specified below, all renewal applicants must satisfactorily complete a total of 45 clock-hours of approved offerings, including the specific subjects shown below, within the four-year period immediately preceding license renewal. The requirements must also be met for each subsequent renewal of the license.

COURSE REQUIREMENTS

Real Estate Salesperson Who Qualified by Passing the Examination and/or Submitted a License Application Prior to October 1, 2007 (First Renewal Only)

Must complete:

- A three-hour course in *Ethics*
- A three-hour course in *Agency*
- A three-hour course in *Fair Housing*
- A three-hour course in *Trust Fund Handling*
- A three-hour course in *Risk Management*

Real Estate Salesperson Who Qualified by Passing the Examination and/or Submitted a License Application on or after October 1, 2007 and Real Estate Broker (First Renewal Only)

Must complete a total of 45 clock-hours of approved continuing education courses which includes:

- Five separate three-hour courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management*;
- A minimum of 18 clock hours of consumer protection courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either consumer service or consumer protection courses.

Real Estate Salesperson And Brokers Subsequent Renewals

Must complete a total of 45 hours of approved continuing education courses which includes:

- **EITHER** 12 hours of continuing education courses in the following subjects: *Ethics, Agency, Trust Fund Handling, and Fair Housing* **OR** one six-hour survey course that covers the four mandatory subjects (*Ethics, Agency, Trust Fund Handling, and Fair Housing*);
- A three-hour course in *Risk Management*;
- At least 18 clock hours of *consumer protection* courses; and

- The remaining clock hours required to complete the 45 hours of continuing education may be related to either consumer service or consumer protection courses.

Real Estate Salesperson and Broker Subsequent Renewals on or after July 1, 2011

- **EITHER** 15 hours of continuing education courses in the following subjects: *Ethics, Agency, Trust Fund Handling, Fair Housing and Risk Management* **OR** one eight-hour survey course that covers the five mandatory subjects (*Ethics, Agency, Trust Fund Handling, Fair Housing, and Risk Management*);
- At least 18 clock hours of *consumer protection* courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either consumer service or consumer protection courses.

COURSE COMPLETION

All correspondence and live presentation courses will require a final examination. For successful completion of a course, the participant must achieve a passing score of 70% or higher on the final examination.

To successfully complete a correspondence course, a participant will be limited to completion of final examinations for a maximum of fifteen credit hours during any one 24-hour period.

A participant will be required to present one of the following forms of identification either immediately prior to admittance to a live presentation or immediately before the administration of the final examination for a correspondence course:

- A current California driver's license
- A current identification card issued by DMV
- Any identification issued by a government agency or recognized real estate trade organization within the immediately preceding five years that bears a photo, signature, and identification number of the participant.

CERTIFICATE OF COMPLETION

Upon successful completion of an offering, the offering entity [Department of Real Estate (DRE) approved sponsor] is required to furnish the participant with either an *exam failure notice* or a *certificate of completion*. Evidence of the successful completion of an offering must then be listed on a Continuing Education Course Verification (RE 251) (provided by the DRE) and be submitted with the application and fee for renewal of a license. Renewal applications are to be filed no earlier than 90 days prior to the expiration of a license. The renewal process may also be completed online at www.dre.ca.gov.

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EXCLUSION FROM CE REQUIREMENT

The only exemption to the CE requirement is for those individuals who have been a licensee in good standing for 30 continuous years in this State and who are 70 years of age or older.

GENERAL QUESTIONS AND ANSWERS

The following series of questions and answers are provided to help you better understand the CE program and its requirements.

1. Q. I only hold an officer license, what CE do I need to complete to renew my license?

A. You would be subject to the same requirements as a real estate broker. For any renewal you would be required to complete 45 hours of CE. If this is the FIRST renewal of your officer license, you must complete the five individual three-hour courses in *Agency, Ethics, Trust Fund Handling, and Fair Housing*, and *Risk Management*; at least 18 clock hours of *consumer protection* courses; and the remaining hours required to complete the 45 hours of continuing education may be related to either consumer service or consumer protection, at the option of the licensee.

For your SECOND or SUBSEQUENT renewals, please refer to page 1.

2. Q. I hold an officer license as well as my broker license, do I need to complete CE to renew both licenses?

A. As long as you maintain a current individual broker license in addition to an officer license, you will not need to submit proof of completing CE to renew your officer license.

3. Q. When do I take the *eight-hour survey* course vs. the five separate courses in *Agency, Ethics, Trust Fund Handling, Fair Housing, and Risk Management*?

A. For the **first** renewal of a license, all licensees must complete the five individual three-hour courses in *Agency, Ethics, Trust Fund Handling, Fair Housing, and Risk Management*. In addition, all licensees, except salespersons who qualified by passing the examination and submitted a license application before October 1, 2007 renewing for the first time, must complete 30 additional hours of approved CE, of which at least 18 hours must be in the *consumer protection* category.

For a licensee's *second and all subsequent* renewals on or after July 1, 2011, as part of the 45-hour CE requirement, a licensee will need to complete an *eight-hour survey* course. The eight-hour course will provide the licensee with an update and summary covering the five required topics of *Agency, Ethics, Trust Fund Handling, Fair Housing and Risk Management*.

4. Q. Instead of taking the *eight-hour survey* course, can I just complete the five individual courses in *Agency, Ethics, Trust Fund Handling, Fair Housing, and Risk Management*?

A. Yes. If a licensee chooses to complete the five individual courses in lieu of the *eight-hour survey* course, they will

be accepted toward the licensee's renewal requirement. However, you must complete all five of the required courses.

5. Q. Are pre-license required college level courses (i.e., *Real Estate Principles, Real Estate Practice, Legal Aspects of Real Estate*, etc.) acceptable for fulfilling CE requirements?

A. Pre-license courses taken to satisfy statutory course requirements can not be used to fulfill CE requirements.

6. Q. If I renew my license late, what date is used to determine if my completed classes were within the four-year period,?

A. The actual date the license is renewed is used in determining if CE requirements have been met. All classes must have been completed within four years of the actual date the license is renewed. Course credit expires four years from the course completion date.

7. Q. What date is used to determine the *completion date* of a correspondence course, the date the final exam is taken, the date the sponsor grades my exam, or is there some other criteria?

A. The *completion date* is the date the final exam is successfully completed (taken). It is not necessarily the date the sponsor grades or issues the certificate of completion, unless of course this is done the same day the exam is completed (taken).

8. Q. It is time to renew my license and I have to let DRE know I've completed the CE requirements. How do I do this?

A. The license renewal applicant must submit, specific information to establish that he or she has satisfied the CE requirements. A Continuing Education Course Verification (RE 251), will be mailed to you by DRE with your license renewal application, which is sent as a courtesy only. If you renew online using **eLicensing** you will be asked to enter the course completion information similar to the format of the RE 251.

9. Q. Once I complete a CE course, who keeps record of my credit? Does the course sponsor report it to DRE?

A. The CE course sponsor is required to provide a completion certificate to the licensee. This certificate should be retained by the licensee in a safe place for future use when completing a license renewal application. **It should not be sent to DRE unless specifically requested to do so. DRE does not keep a file of completion certificates or maintain an ongoing account of credits earned by licensees.**

10. Q. I've lost or misplaced my continuing education attendance certificates. How may I obtain duplicates?

A. It is the responsibility of all DRE approved sponsors to maintain CE offering records for a period of five years from the date of the offering. You should contact the sponsor and obtain a duplicate copy/copies. *You may be charged a fee for the duplicate(s)*. It is strongly suggested that duplicate copies of completion certificates be made when

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first received. Copies should then be placed with other important papers for future use in the event the sponsor is no longer in business at the time your renewal is due. If you have difficulty locating the sponsor, DRE's Education Section will be able to furnish the sponsor's last known address of record to you.

11. Q. Recently, I passed the salesperson examination and have submitted my license application and fee to DRE. I have not yet received the license, but would like to attend a CE seminar being offered in my area. Will the credit I earn from attending the seminar count toward the renewal of my license?
- A. CE credit must be earned within the four-year period immediately preceding the renewal of a license. Since you have not yet received your license, you cannot be sure the effective date of this license will be prior to the CE offering you wish to attend. It would be wise to wait until you have actually received your license or verify online that it has been issued before attending a CE offering, if you wish to use the credit for renewal.
12. Q. I am enrolled in a *correspondence course*. When I have completed all the required assignments, may I name or suggest the individual whom I wish to administer (monitor) the final exam?
- A. Yes. Sponsors who arrange for testing to be conducted at a location other than their (sponsor's) place of business, or by someone other than themselves, may allow the licensee to suggest an individual that meets certain criteria to proctor the final examination, however the sponsor makes the final selection. Final exams may not be sent to the licensee or returned by the licensee. When the final exam is monitored by someone other than the sponsor, only the monitor may receive and return the exam.
13. Q. Are *live* review type sessions allowed as part of an approved correspondence offering?
- A. Yes. Although correspondence courses are designed to be *home-study* type courses, a sponsor may offer a lecture type review session prior to a student completing the final examination. However, attendance at this session cannot be mandatory. The final examination may also be conducted in a classroom setting.
14. Q. Are final exams for continuing education correspondence courses "open" or "closed" book?
- A. Either. Commissioner's Regulation 3007.3 allows for an open book examination. It is up to the course sponsor whether the examination is open or closed book.
15. Q. Does DRE ever monitor CE offerings? If so, how many people actually do the monitoring?
- A. In addition to DRE's own course monitoring program, we have the help of many interested and concerned licensees who furnish *voluntary information* that helps the DRE enforce CE regulations and improve attendance control and exam procedures of the offerors.

Both licensees attending CE offerings and sponsors thereof are encouraged to contact DRE's Education Section if falsifying of records is observed or should a lack of proper attendance control be evident.

When reporting such information, a full explanation of the problem should be submitted, with names and addresses of persons involved, name of CE sponsor, name of CE program and certificate number, date and place of program and reporting licensee's name, address, and telephone number.

Information should be sent to the DRE's Education Section at the address listed below in the "Additional Questions" section. The name of the individual submitting the information is not required but is encouraged, should DRE require additional information in its investigation of the alleged violation.

16. Q. How may I find out who the CE sponsors are who have offerings that are currently approved for CE credit?
- A. A list of approved sponsors and their offerings is available online at www.dre.ca.gov.

ADDITIONAL QUESTIONS

If you have any questions regarding continuing education requirements, you may contact:

Department of Real Estate
Licensing Information Section
P.O. Box 187000
Sacramento, CA 95818-7000
877-373-4542