

## PRE-LICENSE COURSE CHECKLIST AND INSTRUCTIONS

RE 303 (Rev. 8/20)

### APPLICATION CHECKLIST

1.  Pre-License Course Approval Application (RE 306).
2.  Pre-License Course offering fee - \$150.
3.  Corporation documents, if applicable.
4.  Fictitious Business Name Statement, if applicable.
5.  Consent to Service of Process (RE 304), if out of state.
6.  Copies of all student instructional materials.
7.  Copyright authorization for any copyrighted materials.
8.  Pre-License Instructor Certification (RE 336), and substantiation of Instructor's qualification.
9.  Pre-License General Information Page (RE 313).
10.  Timed course outline.
11.  Student final exam instructions.
12.  Exam proctor/monitor instructions.
13.  Student version of the final exam.
14.  Instructor version of the final exam and answer key.
15.  Student and regulator log-in information required for courses/final exams offered online.
16.  Pre-License Course Completion Certificate (RE 311)

**NOTE - All courses which are not presented live are considered correspondence courses.**

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 the RE 306. To avoid potential delays, please complete all information as requested on each form.

A separate package must be completed for each proposed course offering. The Department suggests that first time applicants send in one course application for approval before submitting multiple others. Sending one application helps avoid repeating the same potential deficiencies on subsequent applications.

### COURSE CONTENT

To obtain approval, curriculum must be equivalent to real estate courses offered by colleges or universities accredited by the Western Association of Schools and Colleges as recognized by the United States Department of Education.

If you write your own course content, it will be necessary to obtain a certification from a college instructor in the field of study for each specific course, confirming the course content is equivalent to course material used in a college or university course. This certification must be on official school letterhead and signed by the instructor.

Following course approval, a certificate of course approval will be issued. In addition, all approved courses are listed on the DRE website along with the course provider's name, statutory ID number, address, telephone number, website, course title, and course format.

### 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, contact your Equal Employment Opportunity Commission.

### PRIVATE POSTSECONDARY APPROVAL

The simultaneous instruction of two or more students in one of the courses enumerated in Section 10153.2 through 10153.5 of the B&P Code constitutes a *private vocational school*. Proposed offerings of such courses by a private vocational school may require approval by the Bureau for Private Postsecondary Education.

### ACCEPTABLE COURSES

Acceptable courses to be used for the purposes of qualifying for the real estate salesperson or broker license examinations, pursuant to B&P Code Section 10153.2 and 10153.3 include the following:

- Real Estate Practice
- Legal Aspects of Real Estate
- Real Estate Appraisal
- Real Estate Finance

- Real Estate Economics
- Real Estate Accounting
- Business Law
- Escrows
- Real Estate Principles
- Property Management
- Real Estate Office Administration
- Mortgage Loan Brokering and Lending
- Computer Applications in Real Estate
- Common Interest Developments
- Advanced Real Estate Appraisal
- Advanced Real Estate Finance
- Advanced Legal Aspects of Real Estate

### **CHECKLIST ITEMS**

#### **1. Pre-License Course Approval Application (RE 306)**

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

#### **2. Pre-License Course Offering Fee**

A separate application fee of \$150 is required for each application. *The processing fee is non-refundable and must be received before the application will be processed.*

—*Acceptable payment methods*—

Cashiers' check, money order, check, or credit card. **DO NOT SEND CASH.**

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 (RE 304) must be submitted with the application along with evidence that the entity as permitted by the California Secretary of State is qualified to transact interstate business in the state of California.

#### **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.

An up-to-date text or appropriate reading material of sufficient length to require the student to spend a minimum of 45 hours of study/work in order to complete the course is required. It has generally been found that approximately 450 pages of text/instructional material is equivalent to textbooks offered by a California college or university. Please only submit a copy of the textbook's "table of contents," "cover," and "publication page" with the RE 306. Do not send a copy of the actual textbook unless requested by DRE.

#### **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. Pre-License Instructor Certification (RE 336)**

The RE 336 and supporting qualification documentation (resume, diploma, etc.) for each instructor is required for all course offerings.

Instructors must have credentials issued by the Board of Governors of the California Community Colleges or by a comparable California teacher-credentialing agency or meet the qualifications established in Sections 53400 et seq. of Title 5. The Commissioner may approve instructors who in his or her judgment meet the qualifications, or who otherwise evidence their teaching qualifications by education or experience or a combination of the two.

The applicant for approval of a pre-license course must certify, by completion of form RE 336, which instructors will be responsible for the instruction of each course. Substantiation of each instructor's qualifications must be submitted with the course application.

#### **9. General Information Page (RE 313)**

Prior to registration for a course, a General Information Page shall be provided to the student which contains all course requirements included on form RE 313.

## 10. Timed Course Outline

A complete course outline with a time schedule indicating total number of hours for the course must be submitted. The textbook's "table of contents", along with times allocated for course material and final exam, may be used for this purpose.

## 11. Student Final Exam Instructions

Submit a copy of exam instructions that will be provided to the student explaining all exam requirements.

## 12. Exam Proctor/Monitor Instructions

Final examinations for a correspondence/internet 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 the administration of the final examination for a correspondence/internet 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.

## 13. Student Version of the Final Exam

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

## 14. 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.

## 15. 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 with 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 the students.

## 16. Course Completion Certificate (RE 311)

Submit a sample of the Course Completion Certificate (RE 311) for each course. If not utilizing DRE's sample form, the certificate must include the following: School Name,

Address and Phone Number; Course Title; Student Name and DRE License Number; Credit Hours; Course Category; Date of Registration and Date of Successful Completion; Six-Digit Approval number; Verifier Name, Signature and Phone Number; Number of hours completed (45 minimum) and appropriate statement. (see below)

Correspondence Statement: *Successfully completed the correspondence/home study course and passed the final exam with a passing score of 60% 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 60% or better.*

### ADDITIONAL INFORMATION

Once the application meets all requirements, a certificate of approval will be issued. Offerings *may not* be promoted as being DRE-approved until actual approval is 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.

### Student Enrollment

A student may enroll in any number of courses with the following guidelines:

1. Schools may not offer a single correspondence course that is to be completed\* in less than 2½ weeks. This rule applies regardless of the number of schools the student is taking courses from. (See example below.)
2. No more than two courses may be completed\* in a five-week period.

<i>Number of Courses</i>	<i>Min. Completion Time*</i>
1	2½ weeks
2	5 weeks
4	10 weeks
6	15 weeks
8	20 weeks

\* The time from the date the student receives access to the

course material to the date the final exam is successfully passed.

All courses shall require completion within one year from the date of registration. If the course is not completed within one year, the student must re-enroll in the course, adhering to the course requirements.

### **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.

### **Final Examinations**

Final exams are required for all courses. The passing score must be 60% or greater and the final exam must reflect comprehensive coverage of the entire course, consisting of not less than 100 multiple choice or fill-in questions.

A correspondence course must provide for a final exam administered and supervised by a person designated by the school for that purpose. The school shall send the final exam materials to the person so designated and the completed final exam shall be returned to the school by the person so designated. The exam administrator or proctor cannot be related by blood, marriage, domestic partnership, or any other relationship (i.e. future responsible broker) to the person taking the exam which would influence them from properly administering the exam. ***Under no circumstances shall the final exam be furnished directly to the students.***

A copy of the instructors' version of the final exam must be submitted for approval along with an answer key that has been keyed to the course material. A copy of the student's version of the final exam is also required.

### **Internet Courses & Final Examinations**

Schools proposing to offer pre-license courses via the Internet must submit evidence that a method of control will be used to require the student to complete each segment of the course before progressing to the next.

The school must also provide a method of administering the final exam that reasonably assures the Department that the person actually enrolled in the course is, in fact, the person taking the exam.

Final exams cannot be "printable" or "downloadable" and must "time-out" after the time allotted for the final exam has expired. Hard copies of all course material to be viewed

by student on the Internet must be submitted with the application.

The Department reserves the right to request additional information as it relates to online course offering to help ensure adequate delivery.

### **Course & Instructor Evaluation**

Commissioner's Regulations require that the school notify each student that an on-line evaluation of courses and instructors is available on the DRE's website at **www.dre.ca.gov**.

### **Advertising and Promotional Material**

The use of advertising or promotional material by or on behalf of the private vocational school or other sponsor of an equivalent course of study will be considered by the Commissioner to be deceptive or misleading if it does not comply with the following standards:

(a) An advertisement shall clearly and conspicuously identify the entity offering an equivalent course of study as a private vocational school or the sponsor of a supervised course of study or other approved equivalent course of study and shall include the name of the entity.

(b) Advertising which makes reference to courses of study approved by the Commissioner shall identify the specific course or courses that have been approved by listing the Department's course approval number.

(c) No advertising or materials, including oral representations, promoting approved equivalent courses shall contain language which implies or states, directly or indirectly, that a course can be completed in less time than the number of hours for which it is approved.

(d) No advertising or materials, including oral representations, shall include false or misleading statements or representations.

If the Commissioner determines that the sponsor has engaged in activity violating the provisions of Section 3004, the Commissioner shall give written notice of withdrawal of approval setting forth the reason for the determination.

### **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**.