

**PRE-LICENSE COURSE APPROVAL  
APPLICATION**

RE 306 (Rev. 5/19)

DRE USE ONLY

DRE USE ONLY

DRE 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:  
**Department 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:**  
 Department 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) 576-3366.

**SPONSOR/SCHOOL INFORMATION**

1A. DRE PRE-LICENSE SPONSOR # (IF APPLICABLE) <b>S</b>	1B. NAME OF APPLICANT SPONSOR/SCHOOL
2. OTHER NAMES USED BY THE SPONSOR/SCHOOL (IF ANY)	3. BUSINESS TELEPHONE NUMBER (     )
4. SPONSOR/SCHOOL CLASSROOM FACILITY ADDRESS — STREET ADDRESS, CITY, STATE, ZIP CODE	
5. SPONSOR/SCHOOL MAILING ADDRESS — STREET ADDRESS, CITY, STATE, ZIP CODE	
6. PUBLIC CONTACT EMAIL ADDRESS OF SPONSOR/SCHOOL	7. SPONSOR/SCHOOL WEBSITE ADDRESS
8. IS THE SPONSOR/SCHOOL APPROVED BY THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> EXEMPT IF EXEMPT, PLEASE PROVIDE CODE SECTION AND/OR REASON FOR EXEMPTION _____ _____	
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 SPONSOR/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. CONTACT AUTHORIZATION — LIST THE NAMES OF ANY INDIVIDUAL WHO IS AUTHORIZED TO ACT ON BEHALF OF THE ENTITY IN FUTURE CORRESPONDENCE REGARDING YOUR PRE-LICENSING/STATUTORY OFFERING(S). NOTE: SUCH ACTS WILL BE BINDING UPON THE APPLICANT. OBTAIN ORIGINAL SIGNATURE, EMAIL ADDRESS AND PHONE NUMBER OF EACH PERSON LISTED.	

Printed Name	Signature	Telephone Number	Email Address
PRIMARY CONTACT		(     )	
SECONDARY CONTACT		(     )	
SECONDARY CONTACT		(     )	

**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 COURSE AND INSTRUCTOR EVALUATION FORM LOCATED ON THE DRE WEB SITE.

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**SCHOOL CERTIFICATION**

I consent to inspection or monitoring by authorized representatives of the Department of Real Estate (DRE) as outlined below.

**Inspection/Monitoring Procedures**

The DRE has instituted the following procedures to assist in evaluating the pre-license program:

1. **Direct Mail Evaluation:** Selected sponsors/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:** Sponsors/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, sponsors/schools will be required to complete an annual report on course offerings conducted.



The undersigned sponsor/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, if approved, least 90 days prior to the proposed use. Approval by DRE 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.

**\* Per Article 24 - 3002(b) - Material change is defined as "a change in curriculum, course length, workbooks, texts or syllabi, but not including changes designed exclusively to reflect changes in statutes, regulations, or decisional law."**

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.

ORIGINAL SIGNATURE OF PRIMARY CONTACT 	PRINTED NAME OF PRIMARY CONTACT	DATE SIGNED
TITLE OF PRIMARY CONTACT	PHONE NUMBER	DRE LICENSE NUMBER (IF LICENSED)
ORIGINAL SIGNATURE OF OWNER OR AUTHORIZED SCHOOL OFFICIAL 	PRINTED NAME OF OWNER OR AUTHORIZED SCHOOL OFFICIAL	DATE SIGNED
EMAIL ADDRESS	PHONE NUMBER	DRE LICENSE NUMBER (IF LICENSED)

**PRIVACY INFORMATION:**

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.  
 Department of Real Estate Assistant Commissioner  
 1651 Exposition Blvd. Licensing & Administration  
 Sacramento, CA 95815 Telephone: 877-373-4542  
 General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.  
 Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. These code

sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Department of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Department to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.  
 The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a

license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.  
 The information requested in this form is primarily used to furnish license status information to the Department's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.  
 This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Business Oversight, Department of Insurance, Department of Consumer Affairs, California Bar Association).