

## CE OFFERING CHECKLIST AND INSTRUCTIONS

RE 300 (Rev. 3/22)

### APPLICATION CHECKLIST

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| <ol style="list-style-type: none"><li>1. <input type="checkbox"/> CE Offering Approval Application (RE 315) or CE Course Renewal Application (RE 314).</li><li>2. <input type="checkbox"/> Continuing education offering fee - \$350 or \$500.</li><li>3. <input type="checkbox"/> Corporation requirements, if applicable.</li><li>4. <input type="checkbox"/> Fictitious Business Name Statement, if applicable.</li><li>5. <input type="checkbox"/> Consent to Service of Process (RE 304), if out of state.</li><li>6. <input type="checkbox"/> Copies of all student instructional materials.</li><li>7. <input type="checkbox"/> Copyright authorization for any copyrighted material, if applicable.</li><li>8. <input type="checkbox"/> CE Instructor Certification (RE 335) and substantiation of instructor's qualification.</li><li>9. <input type="checkbox"/> Continuing Education General Information Page (RE 308).</li><li>10. <input type="checkbox"/> Timed Course Outline (in minutes).<br/><input type="checkbox"/> Live Course - Narrative Timed Outline<br/><input type="checkbox"/> Correspondence - Timed Outline</li></ol> | <ol style="list-style-type: none"><li>11. <input type="checkbox"/> Incremental assessments (i.e. quizzes and answers).</li><li>12. <input type="checkbox"/> Detailed Statement, per Commissioner's Regulation Section 3007(h).</li><li>13. <input type="checkbox"/> Student final exam instructions.</li><li>14. <input type="checkbox"/> Exam proctor/monitor instructions.</li><li>15. <input type="checkbox"/> Student version of the final exam(s).</li><li>16. <input type="checkbox"/> Instructor version of the final exam(s) and answer key.</li><li>17. <input type="checkbox"/> Student and regulator log-in information for course/final exams offered online.</li><li>18. <input type="checkbox"/> CE Course Completion Certificate (RE 302).</li><li>19. <input type="checkbox"/> Record of Attendance (RE 349) - <i>Live Courses Only</i>.</li></ol> <p><b>NOTE - All courses which are not presented live, are considered correspondence courses.</b></p> |
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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 an application for a continuing education (CE) course offering. It is important that you and all individuals connected with the proposed offering be thoroughly familiar with the course requirements.

Minimum course length is one hour. Credit is granted only in full one-hour increments (based on 50 minutes of actual instruction). Method of presentation may be either live instruction or by correspondence; a separate application and fee are required for each proposed course offering. All students must complete coursework within one year from the date of registration.

An offering approval is required pursuant to Article 2.5 commencing with Section 10170 of Chapter 3 of Part 1 of Division 4 of the California Business and Professions Code.

The sponsor/applicant is responsible for compliance with all statutory (Business and Professions Code) and Commissioner's Regulation requirements. Continuing

education regulations are contained in form RE 312.

#### ***Offerings for Ethics, Agency, Fair Housing, Trust Fund Handling, Risk Management, Implicit Bias Training and Management and Supervision***

If you are preparing course material for offerings in the categories of Ethics, Agency, Fair Housing, Trust Fund Handling, Risk Management, Implicit Bias Training or Management and Supervision, the content must meet the Guidelines as set forth in RE 329.

#### ***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, please contact your Equal Employment Opportunity Commission.

## CHECKLIST ITEMS

### 1. CE Offering Approval Application (RE 315) or CE Course Renewal Application (RE 314)

A completed application must be submitted to the Department *not less than 90 days* before the proposed commencement date of the offering (see Commissioner's Regulation 3007). Offerings *may not* be promoted as being DRE-approved until actual approval is issued.

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

### 2. Continuing Education Offering Fees

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

\$500 Each offering (three hours or more duration)  
\$350 Each offering (less than three hours duration)

#### —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.

### 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 form (RE 304) must be notarized and submitted with the application.

### 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.

### 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. CE Instructor Certification (RE 335)

The RE 335 and supporting qualification documentation (resume, diploma, etc.) for each instructor are required for all course offerings.

### 9. General Information Page (RE 308)

Prior to registration for a course, a General Information Page must be provided to the student which contains all course requirements and disclosure statements included on form RE 308.

### 10. Course Outlines

All continuing education offerings require a Course Outline with each topic, subtopic, quizzes (if correspondence course), and final exam annotated with its allocated time in minutes.

#### -For ALL Live Courses

For all live courses, a sponsor shall also provide a written course outline that is a narrative outline consisting of not less than three (3) pages per credit-hour. Each page shall contain an average of 200 words.

### 11. Incremental Assessments

For correspondence courses, provide copies of the incremental assessments (i.e. case studies, quizzes, or other form of exercises) and answers to be utilized after each logical unit of instruction or chapter and a statement detailing the method of providing remediation to the participant after each assessment has been completed.

### 12. Detailed Statement

For correspondence courses, provide detailed statements concerning course delivery and assessment procedures as noted in Regulation Section 3007(h). (See form RE 312 for specific information.)

### 13. Student Final Exam Instructions

Submit a copy of exam instructions that will be provided to the student explaining all exam requirements. DRE requires a minimum of 70% passing score on final exams.

### 14. Exam Proctor/Monitor Instructions

Final examinations for a correspondence 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 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.

### 15. Student Version of Final Exam(s)

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

### 16. 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.

### 17. 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 and 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 students.

### 18. Course Completion Certificate (RE 302)

Submit a sample of the Course Completion Certificate (RE 302) for each course. If not utilizing DRE's sample form the certificate must include the following: School Name, Address and Phone Number; Course Title; Licensee Name and DRE License Number; Credit Hours; Course Category; Date of Registration and Date of Successful Completion; Eight-Digit Approval number (last four will be updated with each renewal); Verifier Name, Signature and Phone Number and appropriate statement. (see below)

Correspondence Statement: *Successfully completed the correspondence/home study course and passed the final exam with a passing score of 70% 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 70% or better.*

### 19. Record of Attendance (RE 349) (Live Only)

Submit a sample copy of a Record of Attendance. Participants must attend at least 90% of the approved clock hours in order to qualify for continuing education credit.

#### ADDITIONAL INFORMATION

Once the application meets all requirements, a two (2) year certificate of approval will be 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.

#### Advertising and Promotional Material

All advertising and promotional material including websites for a continuing education offering shall not include false or misleading statements or representations and must contain only the four-digit identification number assigned by the Department immediately following the words "DRE Sponsor No." The full eight-digit course approval number shall not be included in any advertisement. It is recommended that you submit flyers and marketing material for review with the course application.

#### Sale of Products and Services

A sponsor, course instructor, or third party vendor is prohibited from marketing, selling, or displaying any product or service during a continuing education offering including during breaks between instructional periods. The foregoing shall not prohibit marketing activities conducted outside of the instruction room before or after the course of instruction, or outside of the instruction room during breaks in the course of instruction.

#### 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.

**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](http://www.dre.ca.gov).

# CE OFFERING APPROVAL APPLICATION

RE 315 (Rev. 3/22)

DRE RECEIVED DATE

## GENERAL INFORMATION

- Read RE 300, RE 312, and RE 329 before completing and submitting this application.
- Type or print clearly in ink.
- Complete all information requested.
- *Item #1* – Enter the exact name of the sponsor/school which will be used on all advertisements/promotions and course material.

## SPONSOR/SCHOOL INFORMATION

1A. DRE SPONSOR # (IF APPLICABLE)		1B. NAME OF APPLICANT SPONSOR/SCHOOL	
2. ADDRESS			BUSINESS TELEPHONE NUMBER (    )
CITY		STATE	ZIP CODE
3. SPONSOR/SCHOOL WEBSITE ADDRESS		PUBLIC EMAIL ADDRESS OF SPONSOR/SCHOOL	
4. NAME LISTED IN #1 IS A/AN:			
<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> CORPORATION	<input type="checkbox"/> PARTNERSHIP	
<input type="checkbox"/> COMPANY	<input type="checkbox"/> FICTITIOUS BUSINESS NAME	<input type="checkbox"/> ACCREDITED COLLEGE OR UNIVERSITY	
5. CONTACT AUTHORIZATION—LIST THE NAMES OF ANY INDIVIDUAL WHO IS AUTHORIZED TO ACT ON BEHALF OF THE ENTITY IN FUTURE CORRESPONDENCE REGARDING YOUR CONTINUING EDUCATION OFFERING(S). NOTE: SUCH ACTS WILL BE BINDING UPON THE APPLICANT. OBTAIN SIGNATURE, EMAIL ADDRESS AND PHONE NUMBER OF EACH PERSON LISTED.			
<i>Printed Name</i>	<i>Signature</i>	<i>Telephone Number</i>	<i>Email Address</i>
PRIMARY CONTACT		(    )	
SECONDARY CONTACT		(    )	
SECONDARY CONTACT		(    )	
6A. HAVE YOU OR THIS SPONSOR/SCHOOL EVER HAD A CONTINUING EDUCATION OFFERING APPROVED BY THE DEPARTMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO    IF YES, COMPLETE 6B AND 6C.			
6B. LAST APPROVED COURSE TITLE		6C. LAST APPROVED OFFERING CERTIFICATE NUMBER	

## SUMMARY OF OFFERING

7. COURSE TITLE (COURSE COMPLETION CERTIFICATES AND ADVERTISING/PROMOTIONAL MATERIALS MUST INCLUDE EXACT TITLE AS SHOWN HERE.)		
8. IS THIS COURSE OFFERED IN CONJUNCTION WITH ANY OTHER DRE-APPROVED COURSE PROVIDERS? <input type="checkbox"/> YES <input type="checkbox"/> NO    IF YES, LIST HERE:		
9A. IS APPLICATION FOR A ONE-TIME OFFERING? (REFER TO RE 300 FOR FURTHER INFORMATION.) <input type="checkbox"/> YES <input type="checkbox"/> NO    IF YES, COMPLETE 9B.	9B. DATE OF OFFERING	
10. CATEGORY OF OFFERING FOR WHICH YOU ARE SUBMITTING THIS APPLICATION (CHECK ONE)		
<input type="checkbox"/> ETHICS	<input type="checkbox"/> FAIR HOUSING	<input type="checkbox"/> CONSUMER PROTECTION
<input type="checkbox"/> AGENCY	<input type="checkbox"/> RISK MANAGEMENT	<input type="checkbox"/> CONSUMER SERVICE
<input type="checkbox"/> TRUST FUND HANDLING	<input type="checkbox"/> MANAGEMENT AND SUPERVISION	<input type="checkbox"/> SURVEY COURSE
<input type="checkbox"/> IMPLICIT BIAS TRAINING		

## DRE USE ONLY

OFFERING TYPE <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> TF <input type="checkbox"/> FH <input type="checkbox"/> RM <input type="checkbox"/> CP <input type="checkbox"/> CS <input type="checkbox"/> S <input type="checkbox"/> M&S <input type="checkbox"/> I	COURSE #	PRESENTATION METHOD	HOURS
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SUMMARY OF OFFERING (Continued)

11. METHOD OF PRESENTATION (CHECK ONE)

- LIVE: CLASSROOM/CONFERENCE/SYMPOSIUM
CORRESPONDENCE AND INTERNET
CORRESPONDENCE
INTERNET

IF INTERNET CHECK APPROPRIATE BOX

- ENTIRE COURSE
ENTIRE COURSE & FINAL EXAM
FINAL EXAM ONLY

IF INTERNET, ENTER THE NAME OF THE ONLINE COURSE PROVIDER AND WEB SITE ADDRESS

COMPANY NAME

WEB SITE ADDRESS

12. Number of credit hours requested? (Note: One hour minimum. Must be whole hours.)

13. a. For live offerings, what is the minimum attendance requirement for each student (i.e., 90%)?

b. Will attendance be monitored through the use of a Sign In/Sign Out Sheet? Yes No

14. a. How many questions are on the final exam?

b. Will exam be administered by open book or closed book? Open Closed

c. What is your minimum passing score (70% is regulation minimum)?

d. Is an alternate final exam offered? Yes No

15. a. Will the offering be presented in the English language? Yes No

b. Will the offering be presented in any other language? Yes No

c. If YES, please state the languages?

16. a. Have you ever had a course approval, diploma, certificate, credential, or real estate license denied,
revoked, restricted, or suspended? Yes No

b. If YES, please explain.

17. Explain your policy and procedure for providing the general information page to students prior to actual registration/enrollment.

18. a. If this is a fair housing course, does it contain an interactive participatory element? Yes No

b. If YES, please detail the interactive participatory component.

19. a. Will any marketing activities be conducted inside or outside of the instruction room before, during, or after
the continuing education offering? Yes No

A sponsor, course instructor, or third party vendor is prohibited from marketing, selling, or displaying
any product or service during the course offering.

b. If YES, please explain.

**SPONSOR 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 continuing education program:



1. **Direct Mail Evaluation:** Selected sponsors/schools may be asked to provide lists of individuals who completed a recent offering(s). The Education section may send evaluation questionnaires concerning the quality and perception of the offering.
2. **Drop-In Monitoring:** Authorized course monitors may attend 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 offerings as a regular attendee or enroll in correspondence courses for the purpose of determining if the offerings are being presented under statute, regulation and requirements as approved.

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

The undersigned sponsor/school acknowledges receipt and understanding of the procedures outlined above which relate to all continuing education offerings approved under this application.

I agree to submit any material changes to this course, per 3007.2 of the Regulations of the Real Estate Commissioner, at least 90 days prior to the proposed use. Approval by DRE is required prior to the presentation of this offering and the nature of any material changes may require a new application and fee upon review. I agree to retain complete records for five years from the date of each offering for all participants who enroll in this course.

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.

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

\* Electronic signature must comply with California Uniform Transactions Act (CA Civ. Code section 1633.1 et.seq.)

**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).