STATE OF CALIFORNIA

DEPARTMENT OF REAL ESTATE
EDUCATION SECTION

C.E. OFFERING RENEWAL APPLICATION

RE 314 (Rev. 2/06)

COURSE INFORMATION

Place course renewal label here

For DRE Use Only

OFFERING TYPE

☐ CP ☐ E ☐ A ☐ CS ☐ RM
☐ TF ☐ FH ☐ S-6 ☐ S-8

COURSE #

PRESENTATION METHOD

HOURS

RENEWAL INFORMATION

Place address label here

- Please read instructions and information on reverse side before completing this application.
- If information on label is incorrect, line through it and enter correct information in item #1. Please include a current telephone number.

1. NAME OF SPONSOR

ADDRESS

TELEPHONE NUMBER

CITY

STATE

ZIP CODE

2. COURSE TYPE

☐ LIVE/CLASSROOM ☐ CORRESPONDENCE

3. IS COURSE CONTENT CURRENT AND UP-TO-DATE?

☐ YES ☐ NO IF NO, EXPLAIN.

4. HAVE YOU MADE A MATERIAL CHANGE TO THE OFFERING SUCH AS A CHANGE IN CURRICULUM, COURSE LENGTH, TEXTBOOKS, WORKBOOKS, SYLLABI, OR METHOD OF PRESENTATION? [REFER TO MATERIAL CHANGE DEFINITION ON REVERSE SIDE.]

☐ YES ☐ NO IF YES, EXPLAIN.

5. DO YOU ADMINISTER A FINAL EXAM AS PART OF THIS COURSE OFFERING?

☐ YES ☐ NO

NOTE Final exams are required for all correspondence courses. Final exams are also required for both live and correspondence courses in the categories of ethics, agency, trust fund handling, fair housing, and risk management.

EXPLANATION OF 3 AND/OR 4 – ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED. INDICATE COURSE NUMBER ON EACH SHEET.

ADDITIONAL SHEETS ATTACHED? ☐ N ☐ Y IF YES, HOW MANY? _____

6. AUTHORIZATION —
- LIST THE NAME OF ANY INDIVIDUAL (OTHER THAN THE APPLICANT) WHO IS AUTHORIZED TO ACT ON BEHALF OF YOU OR YOUR ENTITY IN FUTURE CORRESPONDENCE REGARDING YOUR CONTINUING EDUCATION OFFERING(S). NOTE: SUCH ACTS WILL BE BINDING UPON THE APPLICANT.
- OBTAIN THE SIGNATURE OF EACH PERSON LISTED.

Printed Name	*Signature*

Certification

The undersigned applicant hereby certifies under penalty of perjury that all statements made in this renewal application are true and nothing has been withheld which would influence a complete evaluation of this offering. Also, unless noted above, there has been no material change in the content and length of the offering previously approved and all statutory and regulatory continuing education requirements will be fully complied with.

SIGNATURE OF SPONSOR/APPLICANT

➢

DATE

PRINTED/TYPED NAME OF SPONSOR/APPLICANT

TITLE OF AUTHORIZED AGENT

GENERAL INFORMATION

Renewal information

- ✔ Approval of your current offering will expire soon. The offering title and expiration date are shown in the Course Information area.
- ✔ Use this form only to apply for renewal of the course offering listed on the front of this application.

  This form may not be used to renew an offering on a late basis, or as an original offering application.
- ✔ This form must be received by the DRE's Education Section prior to the expiration date shown in the Course Information area. A new Offering Approval Application (RE 315), fee, and all supporting material is required for applications received after the expiration date.
- ✔ Renewal Fee
  $500 for courses of three hours or more in duration
  $350 for courses of less than three hours in duration
- ✔ Type or print clearly in ink.
- ✔ If your renewal application is approved, a new approval certificate will be issued for a two year period. **The new approval certificate will have a new eight-digit approval number**.

  Upon approval, the effective date of renewal will be the date following the expiration date of your current certificate.

  Do not use the new course approval numbers until the effective date of the renewal certificate.

Material change definition

"Material change" means a significant deviation, in one or more aspects, from the offering as approved by the Department, including a change in curriculum, course length, textbooks, workbooks, syllabi, or method of presentation, but not including changes designed exclusively to reflect recent changes in statutes, regulations or decisional law.

If you have made a material change to the previously approved offering, do not complete this renewal application. You must submit a new application, fee, and all offering material as with an original application.

Final examination requirements

Live course offerings (with the exception of Ethics, Agency, Trust Fund Handling, Fair Housing, and Risk Management) do not require a final examination as part of the course offering.

All correspondence courses must have a final examination administered as part of the offering. In addition, both live and correspondence courses in the categories of Ethics, Agency, Trust Fund Handling, Fair Housing, and Risk Management require a final examination.

The course sponsor can set the passing score on final examinations, however, it may not be below 60%.

Current and up-to-date course material

The course sponsor is responsible for making sure the course material presented to the student is current and up-to-date. Sponsor should review the course material and make any necessary changes to the statutes, regulations, or decisional law cited in the material.

Changes to course material to only update statutes, regulations, or decisional law do not constitute a "material change" to the offering. *(See material change definition above.)*

Acceptable payment methods

Cashiers' check, money order, check or credit card.

- ✔ Make check or money order payable to: **Department of Real Estate**
- ✔ Credit card payments must be submitted with a Credit Card Payment (RE 909) form.

Mailing information

- ✔ Mail completed application and renewal fee to:
  Department of Real Estate
  Education Section
  P.O. Box 187000
  Sacramento, CA 95818-7000
- ✔ Or hand deliver to:
  2201 Broadway, Sacramento

Future renewals

Commissioner's regulations require the application be submitted to DRE at least 90 days prior to your first planned presentation of the offering. Since it is the sponsor's responsibility to apply for renewal within the time frame, it is suggested that you establish a call-up procedure for your next renewal.

Notice of appeal process

The Department of Real Estate has established time periods for the processing of permit applicants as required by the Permit Reform Act (Government Code Section 15374 et seq.). These time periods are set forth in the regulations of the Department of Real Estate at Regulation 2709, Chapter 6, of Title 10, of the California Code of Regulations. Failure to comply with these time periods may be appealed to the Secretary of the Business, Transportation, and Housing Agency, 980 9th Street, Suite 2450, Sacramento CA 95814-2719, pursuant to the regulations of the Secretary set forth in Chapter 6 (commencing with Section 7600) of Title 21 of the California Code of Regulations. Under certain circumstances, the Secretary may require the Department of Real Estate to reimburse the applicant for the filing fees paid in connection with the application.