

PRE-LICENSE COURSE INSTRUCTIONS
(Real Estate Broker & Salesperson)

RE 303 (Rev. 6/04)

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GENERAL INFORMATION

Please read the information on this and attached forms before completing RE 306. To avoid processing delays, please complete all requested information on the forms.

A separate package must be completed for *each* course being reviewed for approval. The Department suggests that first time applicants send in one course application for approval at a time. Sending one application at a time tends to avoid repeating the same deficiency on subsequent applications.

Course Fee

A separate **\$150.00** fee is required for *each* course and must be submitted with the application. Fees are non-refundable.

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.

CONSENT TO SERVICE

If applicant is a non-resident of California, a Consent to Service of Process (CE Offering/RE Course) (RE 304) must be submitted with the application.

RE 304 is available on the DRE Web site www.dre.ca.gov or may be requested in writing or by telephone.

Department of Real Estate
Attn: Education Section
P.O. Box 187000
Sacramento, CA 95818-7000
Telephone: (916) 227-0894

COURSE CONTENT

To obtain approval, curriculum must be equivalent to courses offered in the public two-year college.

Following course approval, a Certificate of Approval will be issued and mailed to the school. In addition, all approved courses are listed on the DRE Web site along with the school name, address, and telephone number; the name of the course; and category of the presentation (resident/live or correspondence).

Private Postsecondary Approval

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 B&P Code constitutes a *private vocational school* as that term is used in Section 10153.2 of the B&P Code. Proposed offerings of such courses by a private vocational school requires approval by the Bureau for Private Postsecondary and Vocational Education which is located at: 400 R Street, Suite 5000, Sacramento, CA 95814. Telephone: (916) 445-3427.

Instructors

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.

An instructor shall not teach a course if the instructor:

- Does not satisfy the above criteria.
- Has engaged in any violation of Article 24 (commencing with Section 3000) of the Commissioner's Regulations or has engaged in conduct which would have warranted the denial of an application for approval or withdrawal of approval of an equivalent course of study.
- As a real estate licensee, has had that license suspended, revoked or restricted as a result of disciplinary action.
- Acted or conducted himself or herself in a manner which would have warranted the denial of his or her application for a real estate license.

The applicant for approval of a pre-license statutory course must certify, by completion of RE 336, that only instructors that meet these qualifications will be used to teach the course.

Regulations

Important — See enclosed RE 307 for Commissioner’s Regulations addressing specific requirements.

Material Change

Any material change to an approved course must be submitted by the school to the Department for approval prior to use. A material change is considered to be a deviation from a course previously approved by the Department, including 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 may require a complete new course application and fee be submitted for approval prior to use.

General Information Page

Prior to registration for a course, a “General Information Page” must be provided to the student which contains all course requirements including but not limited to: cost (including any fees required in addition to attendance fees — explain purpose of fees); examination requirements; course completion time limits; refund policy; credit policy, if any, for return of study material; dismissal for unsatisfactory attendance; makeup work; grading system, etc. The General Information Page must be submitted to DRE with the course application and a statement should be included as to how the General Information Page will be provided to the student prior to registration.

Advertising

The school shall not use advertising or other promotional devices that are deceptive or misleading.

Final Examinations

Final exams are required for all statutory courses. The exams may be open-book or closed-book at the discretion of the school. If open-book exams are used, the student may refer only to the instructional material approved for the course. The school must establish a passing score, however, it may not be below 60%. The final exam must reflect a good overall coverage of the entire course and should consist of not less than 100 multiple choice or fill-in questions. The accepted standard for responding to exam questions is one and one-half minutes for each multiple choice or fill-in question.

An attended course must provide for a final exam administered and supervised by the school in a classroom setting.

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. Students may request a convenient date and time for the final exam and may also “suggest” the proctor or entity

to administer the final exam. However, the final designation and approval of the final exam administrator and determination of the date and time is the school’s responsibility. The exam administrator cannot be related by blood, marriage, domestic partnership, or any other relationship 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 final exam must be submitted for approval along with a separate answer key that has been keyed to the course material.

In addition, if a proctor will be used to monitor the final exam, proctor instructions should be submitted along with the final exam instructions to students.

Student Enrollment

A. 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.
3. The school is allowed to issue a completion certificate(s) or transcript(s) upon successful completion of a course(s) within the time frames listed below.

<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 course material to the date the final exam is successfully passed. The date the final exam is taken, is *not necessarily* the date the exam is graded.

Reading Material

A. 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. As a “rule of thumb,” it has been found that approximately 450 pages of text/instructional material is equivalent to that used by accredited California colleges and universities. A copy of the texts “table of contents,” “cover,” and “publication page” from a published text may be submitted with the RE 306 unless actual text material is requested by the Department. “Review questions” or chapter highlights are recommended to be included for each of the chapters.

- ❖ Many texts used in college *lecture* courses are not considered to be of sufficient length, when used alone, to be acceptable for DRE approved *correspondence* courses. *Addenda* may be submitted to be considered as additional reading material when a text is of insufficient length. *Addenda* may consist of another appropriate text, DRE *Reference Book*, sponsor prepared material, student workbooks, etc. The DRE *Reference Book* may not be used as the sole text for any course.

Course Outline

A complete course or syllabus outline with time schedule indicating total number of hours for the course must be submitted. The text “table of contents” may be used for this purpose.

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. This could, but is not limited to, having the student register for the course over the Internet using a charge card, then receiving a “pass word,” “pin number” or being required to use their license ID# or Social Security Number which would be required to “access” the final exam, complete it and submit it via the Internet for grading.

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.

Course & Instructor Evaluation

Section 3000 of the Commissioner’s Regulations has been amended to require, effective January 1, 2004, that the school sponsor notify each student that an on-line evaluation of courses and instructors is available on the DRE’s Web site at www.dre.ca.gov. The attached RE 318A mirrors the content of the on-line evaluation which can be accessed by selecting “Course & Instructor Evaluation” (lower right hand portion of homepage).

Don’t forget:

- You must inform the student of the availability of the on-line evaluation, and
- You must provide access instructions.

Other Requirements

All other DRE requirements also apply.

