

APPROVED CE COURSE INFORMATIONRE 311A (Rev. 8/98)

Approved Course

Your application for a continuing education offering for real estate license renewal credit has been approved for the two-year period shown on the attached certificate.

Advertising, Promotional Material

It is recommended, for identification purposes, that all advertising and/or promotional materials for your offering include *only* the first four digits (sponsor number) of the 8-digit certificate number. Also, only the full offering title and sponsoring entity name approved by DRE should be used. Please note that Commissioners Regulation 3007.6 states that:

“(a) All advertising and promotional material for a continuing education offering shall:

- (1) Not include false or misleading statements or representations.
- (2) Classify the offering in accordance with Section 10170.5(a) of the Code.”

Approval Number for Correspondence Courses

The 8-digit approval number in effect at the time of the licensee's registration is to be shown on the licensee's offering completion certificate of credit. The certificate should also include the licensee's enrollment date. The offering completion date, also to be shown on the certificate, is the date the licensee successfully completes the required final examination, even if that date is beyond the offering's two-year approval period.

Revisions and Updates

Course materials must be kept current at all times. Updated materials should be submitted to DRE prior to use.

Note: Any proposed material change to an approved offering shall be submitted by the sponsor to the Department for consideration and approval prior to use and shall require a new course application and fee. Minor changes designed exclusively to reflect recent changes in statutes, regulations or decisional law should also be submitted, but will not require a new course application and fee.

Renewal of Offering

As a courtesy service, offering renewal applications (reminder notices) are sent by DRE to the sponsor of each offering approximately 120 days prior to its expiration. Renewal of an offering beyond its previous two-year approval (if desired) is the responsibility of the sponsor.

The 8-digit certificate number shown on the attached certificate will change if your offering is subsequently renewed after its previous approval expires. It is, therefore, not advisable to print more than a two-year supply of the certificates for credit which bear the same number.

Expired Offering

No offering may be presented for credit after its expiration date. Also, an offering shall not be advertised nor represented as having been approved for continuing education credit until the written approval of the Department has been received by the sponsor.
