

C.E. OFFERING RENEWAL APPLICATION
RE 314 (Rev. 4/08)

STATE OF CALIFORNIA
DEPARTMENT OF REAL ESTATE 
Serving Californians Since 1917

COURSE INFORMATION

<i>Place course renewal label here</i>	<i>For DRE Use Only</i>	
	OFFERING TYPE <input type="checkbox"/> E <input type="checkbox"/> A <input type="checkbox"/> FH <input type="checkbox"/> TF <input type="checkbox"/> RM <input type="checkbox"/> CP <input type="checkbox"/> CS <input type="checkbox"/> S-6 <input type="checkbox"/> S-8	COURSE #
	PRESENTATION METHOD	HOURS

RENEWAL INFORMATION

<i>Place address label here</i>	<ul style="list-style-type: none"> ➤ 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.
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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. _____

EXPLANATION OF 3,4 5, AND/OR 6 – ATTACH ADDITIONAL SHEETS IF MORE SPACE IS NEEDED. INDICATE COURSE NUMBER ON EACH SHEET.

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

5. IS THE FINAL EXAM ADMINISTERED DURING THE COURSE APPROVAL HOURS?
 YES NO IF YES, HOW MUCH TIME IS ALLOTTED FOR THE FINAL EXAM? _____

6. DO YOU VERIFY IDENTIFICATION BY PICTURE ID PRIOR TO ADMITTANCE FOR A LIVE OFFERING OR PRIOR TO ADMINISTERING THE FINAL EXAM FOR A CORRESPONDENCE OFFERING?
 YES NO IF NO, EXPLAIN. _____

7. DO YOU HAVE A WEBSITE?
 YES NO IF YES, PROVIDE THE URL: _____

8. 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 SIGNATURE AND PHONE NUMBER OF EACH PERSON LISTED.

Printed Name _____ *Signature* _____ *Telephone Number* _____

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.

The undersigned further certifies that any updates to the course material resulting from statute, regulation or decisional law changes have been made to the course material and all statutory and regulatory continuing education requirements will be complied with fully.

SIGNATURE OF SPONSOR/APPLICANT _____ DATE _____

PRINTED 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

Effective February 29, 2008, all courses must have a final examination administered as part of the offering.

The course sponsor can set the passing score on final examinations, however, it may not be below 70%.

For correspondence offerings, a participant shall be limited to completion of the final examination for a maximum of fifteen (15) credit hours during any 24 hour period.

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.

Upon request by the Department, the course sponsor shall provide a copy of the course materials currently being provided to the student.

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.)*

Commissioner's Regulation Compliance

To demonstrate compliance with the Commissioner's Regulations that became effective 02-29-2008, all sponsors renewing a course expiring through 02-28-2010 must submit copies of the following documents:

- Final examination(s) with answers identified and corresponding page references to instructional material for each question
- General Information Page
- Course Completion Certificate
- For correspondence courses, copies of the examination instructions to monitors and students
- For correspondence courses or packages exceeding 15 hours, provide an explanation how the final exam is administered.

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.
