

CONTINUING EDUCATION GENERAL INFORMATION PAGE

To be provided to the participant prior to registration/enrollment.

<i>All offerings shall be completed within one year from the date of registration.</i>		
COURSE PROVIDER NAME CALIFORNIA ASSOCIATION OF REALTORS®		WEB SITE ADDRESS WWW.CAR.ORG
DRE SPONSOR ID # (4 DIGITS) 0001	PHONE NUMBER (213) 739-8200	EMAIL ADDRESS MARCIAH@CAR.ORG
ADDRESS (STREET, CITY, STATE, ZIP CODE) 525 S VIRGIL AVE, LOS ANGELES, CA 90020		
COURSE NAME MANAGEMENT OF OFFICES AND SUPERVISION OF LICENSED ACTIVITIES		
BRIEF COURSE DESCRIPTION This course has been designed to provide the Brokers, Managers, and Office Leaders with: An understanding of the new educational requirements arising out of the passage of AB 345 Frazier (Effective date January 1, 2016) passed by the Legislature in 2015. <ul style="list-style-type: none"> • Knowledge of the Duties of Supervising Brokers as set forth by the Commissioner of Real Estate Regulations and the Business and Professions Code for the State of California. • Knowledge of the Procedures for Office Management required by the California Department of Real Estate. • Review of Broker Liabilities for the failure to properly supervise. • Review of the CALIFORNIA ASSOCIATION OF REALTORS® Legislative Actions. 		
METHOD OF COURSE PRESENTATION (<i>LIVE, CORRESPONDENCE/INTERNET</i>) LIVE, WEBINAR	COURSE CATEGORY MANAGEMENT AND SUPERVISION	CREDIT HOURS 3
DATES AND LOCATION (<i>FOR LIVE COURSES</i>)		
COURSE FEES (INLCUDE ANY SHIPPING AND HANDLING FEES) \$64/LIVE LECTURE		
TEXTBOOK, WORKBOOK, OR OUTLINE INFORMATION Title: MANAGEMENT OF OFFICES AND SUPERVISION OF LICENSED ACTIVITIES Author(s): ANNETTE GRAW Copyright Date: JULY 2017 Pages: 36 Edition (<i>if applicable</i>): N/A		
REFUND/CANCELLATION POLICY Students may transfer to a future session or cancel at any time up to seven (7) days prior to the start of the course. If a student fails to provide C.A.R. Education with sufficient notice, or fails to attend, that person will be liable for the entire course fee. Those requesting cancellation, transfer, or refund must send their request in writing by e-mail to education@car.org . C.A.R. will issue refunds in the same form that payment was made. Processing of refunds may take as long as two weeks. Students who cancel will not receive course materials or may be subject to a cancellation fee for downloadable PDF materials.		
FINAL EXAMINATION CRITERIA NUMBER OF QUESTIONS 15	TYPES OF QUESTIONS TRUE/FALSE, MULTIPLE CHOICE	TIME 15 MINUTES
HOW MANY DIFFERENT FINAL EXAMS ARE OFFERED FOR THIS COURSE (ONE OR TWO)? TWO		MINIMUM PASSING PERCENTAGE 70%

DRE Disclaimer Statement

Prior to the start of the course, the sponsor shall provide participants with the following disclaimer statement: "This course is approved for continuing education credit by the California Department of Real Estate. However, this approval does not constitute an endorsement of the views or opinions which are expressed by the course sponsor, instructors, authors, or lecturers."

Attendance Policy

For live courses, students must attend a minimum of 90% of the approved course hours to be eligible to receive DRE continuing education course credit

Live Course Identification Statement

Participants shall present one of the following forms of identification below immediately before admittance to a live presentation of an offering:

- A. A current California driver's license.*
- B. A current identification card described in Section 13000 of the California Vehicle Code*
- C. Any identification of the participant issued by a governmental agency or a recognized real estate related trade organization within the immediately preceding five years which bears a photograph, signature and identification number of the participant.*

Correspondence Course Identification Statement

Participants shall present one of the following forms of identification immediately before the administration of the final examination:

- A. A current California driver's license.*
- B. A current identification card described in Section 13000 of the California Vehicle Code*
- C. Any identification of the participant issued by a governmental agency or a recognized real estate related trade organization within the immediately preceding five years which bears a photograph, signature and identification number of the participant.*

Examination Regulatory Notes

- Participants taking a correspondence offering or package of offerings shall be limited to completion of final examinations for a maximum of fifteen (15) credit hours during any one 24-hour period. A participant shall not be granted access to additional segments of the final examination for offerings or a package of offerings that exceed fifteen (15) credit hours until the appropriate 24-hour period has elapsed.
- An offering may include a provision for one retaking a different final examination by a participant who failed the original examination provided the questions in the re-examination are different questions than those contained in the original examination. A participant who fails the re-examination cannot receive credit for the course. Such a participant is not barred from enrolling and completing the same course, but must retake the course and pass the final examination with a score of 70% or better to receive credit.
- Questions used in a final examination shall not duplicate any more than 10% of questions used in any other quiz or examination utilized during the presentation of the course.
- Final examinations for CE courses consisting only of multiple choice, true/false and/or fill-in the blank questions shall be limited to a maximum of 10% true/false questions.
- Time calculations for a final examination consisting of multiple choice, true/false and/or fill-in the blank questions should be allowed a maximum amount of one (1) minute per question. The minimum number of questions for a continuing education final examination consisting only of multiple choice, true/false and/or fill-in the blank questions is:

<i>1 credit hour = 5</i>	<i>19-23 credit hours = 50</i>
<i>2 credit hours = 10</i>	<i>24-27 credit hours = 60</i>
<i>3-5 credit hours = 15</i>	<i>28-31 credit hours = 70</i>
<i>6-8 credit hours = 20</i>	<i>32-35 credit hours = 80</i>
<i>9-11 credit hours = 25</i>	<i>36-39 credit hours = 90</i>
<i>12-14 credit hours = 30</i>	<i>40 credit hours and over = 100 questions</i>
<i>15-18 credit hours = 40</i>	

Online Evaluation Statement

A course and instructor evaluation is available on the California Department of Real Estate (DRE) website at www.dre.ca.gov. Access this form by typing in "RE 318A" in the search box located in the upper right corner of the home page.

Course Provider Complaint Statement

A course provider complaint form is available on the California Department of Real Estate (DRE) website at www.dre.ca.gov. Access this form by typing in "RE 340" in the search box located in the upper right corner of the home page. An informational form regarding course provider complaints, "RE 340A" is also available.
