

2023 LICENSE EXPIRATIONS – Enrolled ON OR AFTER June 30, 2023

Steps to Complete Continuing Education

1. Enroll in the Continuing Education course and receive your login information.
2. Login to the test site at www.accreditedschools.com and select “**Online Testing.**”
3. Read through the Examination Procedures and select “**Click Here to Login to the Test Site.**”
4. For additional information, the General Information Page is found starting on Page 2 of this document.
5. Study the reading material in PDF format. The PDF is accessible on your online testing account under the tab, “**Reading Material.**” Click on “**License Renewal Text for Enrollments ON OR AFTER June 30, 2023.**”
6. Complete the quizzes. If you have problems disabling pop-up blockers, please see the directions on the next page.
7. After completing the quizzes and it is at least the third day from enrollment, you could attempt a final exam. The time parameters for testing are posted below, but all exams require a 70% or higher to pass. Please remember, only one final exam per day is allowed.

Minimum Time Frame for Completion

START					FINISH
1st Day – Date of Enrollment Ex: January 1 st	4th Day of Enrollment Ex: January 4 th	5th Day of Enrollment Ex: January 5 th	6th Day of Enrollment Ex: January 6 th	7th Day of Enrollment Ex: January 7 th	
Read material and complete all quizzes.*	Take and Pass 15 Hour Exam (Agency, Ethics, Risk Management, Trust Fund Handling, and Management & Supervision [^]) ^φ	Take and Pass 15 Hour Real Estate Update Exam^φ	Take and Pass 13 Hour The Next Level of Real Estate V2 Exam^φ	Login to www.firsttuesday.us and complete the Implicit Bias and Fair Housing courses.	

Access our online testing site at www.accreditedschools.com and click on “Online Testing.”

* Quizzes must be completed before tests can be taken.

^φ Only one test per day may be taken.

[^] Management and Supervision will not be completed for first time salesperson license renewals.

Quizzes can be taken on the same day, but tests must be completed on separate days. Remember, this is the earliest you can complete our continuing education program, but you do have a year from your enrollment date to complete our program, thus quizzes and tests may be spread out.

Easy as 1, 2, 3. Read it, Quiz it, Test it.

8. **Your ACCREDITED Certificate of Completion will be emailed during OPEN business hours** once all quizzes have been completed, all three tests have been passed, and all examinations have followed Accredited Real Estate Schools, Inc. Continuing Education regulations. Please check your spam

folder. If you do not receive your certificate within one business day from completing the course, please contact an Accredited representative.

9. Login to www.firsttuesday.us and complete the two courses of Implicit Bias and Fair Housing. Another certificate will be provided upon completion.
10. Renew with the DRE!

Disabling Pop-Up Blockers

For Accredited Real Estate Schools, Inc. online testing, pop-up blockers **MUST** be disabled. If problems occur in disabling pop-up blockers, here are some recommended steps.

Google Chrome

- When you press "Start Test/Quiz" on our testing site, click the pop-up alert icon in the address bar.
 - Click the link for the pop-up you'd like to see then select "always show pop-ups from [site]."
- OR
- Click the Chrome menu in the top right hand corner of your browser.
 - Go to "Settings" and click on "Show Advanced Settings"
 - Under the Privacy section, click on "Content Settings"
 - In the Pop-Up Section, select Allow All Sites to Show Pop-Ups.

Safari

- Select "Safari" > "Preferences."
- Click on "Security" at the top of the window.
- Uncheck the box next to "Block Pop-Up Windows"

Firefox

- Select Tools
- Choose Options
- Select the Content tab
- Uncheck the box next to "Block pop-up windows"

Microsoft Edge

- Click on the More button (. . .)
- Click "Settings."
- Scroll down and click "View Advanced Settings."
- Click the slider under the heading that says "Block pop-ups"

Internet Explorer

- Click on the settings/gear/cog button
- Go to Internet Options
- Click on Privacy
- Uncheck Turn on Pop Up Blocker

OR

Temporarily disable pop-up blockers by clicking and holding the control key on your keyboard while clicking on "Start Test."

If problems still occur, go to search engine and type in "How to disable pop up blocks in _____ (browser)."
eHow usually has the best instructions. For any other assistance, call us at **(916) 966-9300**.

Thank you for giving us the opportunity to serve you! We appreciate your business and the confidence you have placed in us.

Please contact us whenever I may be of further assistance.

Schylex Church
Sales Manager

GENERAL INFORMATION PAGE

Agency, Ethics, Trust Fund Handling, Risk Management, Management and Supervision, Real Estate Update, and The Next Level of Real Estate Version II to be provided to the participant prior to registration/enrollment.

All offerings shall be completed within one year from the date of registration.

ACCREDITED REAL ESTATE SCHOOLS, INC.

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DRE Sponsor Number: 4183

COURSE DESCRIPTIONS

3 Hours Agency

Textbook Title: Agency

Author: Bryan Church, 36 Pages (2015), DRE Sponsor # 4183

The course examines the Civil Code in light of the duties an agent has to his or her principal. The Agency Disclosure Form is examined in regard to disclosure requirements for single agency and dual agency. Fiduciary duties and an agent's duty of honest and fair dealing are also discussed. Two important appellate court cases are examined and discussed as they relate to an agent's duties to his or her principal.

3 Hours Ethics, Professional Conduct, and Legal Aspects of Real Estate

Textbook Title: Ethics

Author: Bryan Church, 33 Pages (2015), DRE Sponsor # 4183

The course examines Business and Professions Code Section 10176 that relates to agent ethical duties to his or her principal. Areas covered include misrepresentation, false promise, dual agency, commingling, secret profits, citations, undisclosed purchase options, fraud, dishonest dealing, moral turpitude, material false statements, negligence, incompetence, broker not exercising reasonable supervision over salespersons, commissioner's actions, and other ethical considerations under the law. In addition, the course covers one appellate court case that relates to ethics in today's brokerage market.

3 Hours Trust Fund Handling

Textbook Title: Trust Fund Handling

Author: Bryan Church, 38 Pages (2015), DRE Sponsor # 4183

The course examines the difference between trust funds and non-trust funds, why you may need a trust account, trust fund handling requirements, identifying owner(s) of trust funds, trust fund bank accounts and their general requirements, interest-bearing accounts, commingling, trust fund liability, shortages and overages, accounting records, other accounting systems and records, reconciliation, documentation requirements, and an examination of a sample transaction.

3 Hours Risk Management

Textbook Title: Risk Management

Author: Bryan Church, 36 Pages (2015), DRE Sponsor # 4183

The course examines the basic concept of risk management, standards of care, contract preparations, property condition, property ownership, trust fund handling, material facts, Real Estate Settlement Procedures Act (RESPA), conflicts of interest, negligent advice, agency duties, dual agency, secret profits, ostensible agency, gratuitous agency, patently frivolous offers, contracts, and damages. The course also examines the probability of risk, common areas of risk, RESPA violations, license activity likely to contribute to risk, and includes fair housing issues. Practical examples of high-risk areas are discussed, including fraud, misrepresentation, nondisclosure, concealment of material facts, and unlicensed assistants. Risk reduction techniques are examined for brokers, salespersons, and broker-salesperson agreements. Lastly, risk management and the consumer are discussed, including fiduciary responsibilities and legal obligations.

3 Hours Management and Supervision

Textbook Title: Management and Supervision

Author: Bryan Church, 56 Pages (2015), DRE Sponsor # 4183

The Management and Supervision course is comprised of topics related to broker management and supervision of salespersons and broker associates. Topics include establishing policies, rules, and procedures including systems to review, inspect, and manage brokerage offices; supervision of all transactions involving real estate licensees; retaining and reviewing documents which may have a material effect upon the rights or obligations of a party in a transaction; proper filing, storage, and maintenance of documents required under B&P §10148 and Commissioner's Regulation 2729 and 2729.5; proper handling of trust funds according to B&P §10145 and Commissioner's Regulations 2830 through 2836; advertising of any service for which a license

is required pursuant to B&P §10140.6, §10159.5, §10235, §10235.5 and §10236.4; familiarizing salespersons with the requirements of federal and state laws relating to the prohibition of discrimination; regular and consistent reports of licensed activities of salespersons; role and responsibilities of branch or division managers pursuant to B&P §10164, including salespersons acting as branch or division managers, responsibilities of a broker to ensure salespersons working as “teams” are in compliance with B&P §10159.7; and supervision over restricted licensees.

15 Hour Consumer Protection

Textbook Title: Real Estate Update

Author: Bryan Church, 136 Pages (2023), DRE Sponsor # 4183

The course covers topics relevant to single-family investment properties which include a look at real estate market bubbles; real estate market timing and how it affects investment decisions; why real estate is a good investment vehicle versus other investment types; characteristics of existing single-family homes—a look at physical issues such as roofs, HVAC, and other potential problem areas; characteristics of condominiums; neighborhoods—how they grow and develop; and distressed properties, including short sales, trustee’s sales, and real estate owned properties.

13 Hour Consumer Protection

Textbook Title: The Next Level of Real Estate Version II

Author: Bryan Church, 112 Pages (2023), DRE Sponsor # 4183

The course examines long-term single-family investments vs flipping for short-term profits; buying properties in the path of progress; new single-family homes—inside and outside the subdivision; real estate income properties including investor motivations and concerns; real estate economics for the investor; and real estate investment taxation.

METHOD OF COURSE	COURSE CATEGORY	CREDIT HOURS
Correspondence Study with Online Exams	Agency, Ethics, Trust Fund Handling, Fair Housing [^] , Risk Management, Management and Supervision	3 Hours (per course)
	Implicit Bias [^]	2 Hours
	Consumer Protection	15 Hours
	<ul style="list-style-type: none"> • Real Estate Update • The Next Level of Real Estate Version II 	13 Hours

COURSE FEES

45 Hours	PDF \$59 Consumer Protection (Real Estate Update + The Next Level of Real Estate Version II), Agency, Ethics, Trust Fund Handling, Fair Housing [^] , Risk Management, and Implicit Bias [^]
48 Hours	PDF \$59 Consumer Protection (Real Estate Update + The Next Level of Real Estate Version II), Agency, Ethics, Trust Fund Handling, Fair Housing [^] , Risk Management, Management & Supervision, and Implicit Bias [^]
Individual Courses	PDF \$25 Consumer Protection (Real Estate Update, The Next Level of Real Estate Version II), Agency, Ethics, Trust Fund Handling, Risk Management, or Management & Supervision

[^] course will be provided through our partnership with First Tuesday (DRE Sponsor #0473)

COURSE COMPLETION CERTIFICATE

Course completion certificates will be hand-delivered, faxed to students, emailed, or mailed within five business days.

REFUND POLICY

Money-back guarantee if material is returned unused within seven (7) days from enrollment date, less the \$25 enrollment fee and any shipping charges if applicable.

DEPARTMENT OF REAL ESTATE 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.

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.

RECORDS

The school maintains a database of all students who enroll and/or complete continuing education courses. Call the school for a duplicate copy of your certificate (a small handling fee will be charged).

COURSE COMPLETION TIME LIMITS

<i>Minimum Time limits: Eight (8) hours equates to one (1) study day</i>	<u>Study Time</u>	<u>Exam Time</u>	<u>Total Time</u>
Implicit Bias^	1 day (2hr)	1 st day (10min)	1 day
Any 3 Hour Continuing Education Course	1 day (3hr)	1 st day (15min)	1 day
Any 10-15 Hour Continuing Education Course	2 days (10, 13, 15hr)	2 nd day (25, 30, 40min)	2 day
45 Hour Package	6 days (45hr)	4 th , 5 th , 6 th day (165min)	6 days
48 Hour Package	7 days (48hr)	4 th , 5 th , 6 th , 7 th day (180min)	6 days

GRADING POLICY

A minimum of 70% is required to pass the final exam for each course. All final exams are open-book. If the student does not pass the exam on the first try, he or she can make a second attempt at no additional cost.

EXAMINATION REGULATORY NOTES

- 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.
- 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:

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

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.

FINAL EXAMINATIONS

All final examinations are multiple choice.

• Agency	15 multiple choice questions	15 minutes maximum time allowed
• Ethics	15 multiple choice questions	15 minutes maximum time allowed
• Fair Housing^	15 multiple choice questions	15 minutes maximum time allowed
• Trust Fund Handling	15 multiple choice questions	15 minutes maximum time allowed
• Risk Management	15 multiple choice questions	15 minutes maximum time allowed
• Management and Supervision	15 multiple choice questions	15 minutes maximum time allowed
• Implicit Bias^	10 multiple choice questions	10 minutes maximum time allowed

- Real Estate Update 40 multiple choice questions 40 minutes maximum time allowed
- The Next Level of Real Estate Version II 30 multiple choice questions 30 minutes maximum time allowed

A student will be limited to completion of final examinations for a maximum of fifteen (15) credit hours during any one 24-hour period. For internet testing, the final exam will automatically time out at the end of the allotted period of time. The final exam will be automatically graded and the student notified of the score. The final exam is neither printable nor downloadable. Calculators with printing capacity are not allowed. Students' completion certificates will be emailed or mailed out within five business days from receipt. **You will receive confirmation immediately after the final examination answer sheet has been submitted electronically to Accredited Real Estate Schools, Inc.**

EXAMINATION INFORMATION

After designated waiting period and completion of all quizzes and (if applicable) interactive role play component, one part per 24 hours may be taken, any other parts taken more than once a day will be void.

Part 1

15 Hour Agency, Ethics, Trust Fund, Risk Management, and Management and Supervision (if applicable)
75 Questions - 75 Minutes

Part 2

15 Hour Real Estate Update
40 Questions - 40 Minutes

**MUST COMPLETE ALL QUIZZES
BEFORE TESTING!**

Part 3

13 Hour The Next Level of Real Estate Version II
30 Questions - 30 Minutes

Part 4

2 Hour Implicit Bias via First Tuesday 10 Questions – 10 Minutes
3 Hour Fair Housing via First Tuesday 15 Questions – 15 Minutes

ACCESSING ACCREDITED REAL ESTATE SCHOOLS, INC. ONLINE TESTING

1. Go to www.accreditedncschools.com.
2. Click on “Online Testing.”
3. Read Exam Procedures and click “Click Here to Login to the Test Site.”
4. A logon prompt will appear where you will enter your **User ID and Password**.
5. You will see four tabs: **My Profile, My Tests, My Quizzes, & Reading Material**.
 - a. **My Profile:** Verify that your information is correct. Update if necessary and click on “Update Profile.”
 - b. **My Quizzes:** There will be a list of quizzes that must be completed prior to testing. To begin quizzing, select the quiz you want to take and click “Start Test.” Once a new window appears, click “Start Test Now.” Quizzes can be completed after each logical unit of instruction. After completing a quiz, you may see your score and review the questions.
 - c. **My Tests:** Click on the exam you want to take and repeat instructions just like the quizzes. Click “Finished” on the bottom of the window to submit the exam. After completing the exam, you may see your exam score.
 - d. **Reading Material:** Reading material in PDF format for continuing education courses will be accessible, as well as the pre-licensing course of California Real Estate Practice.

PLEASE NOTE: Remember that pop-up blockers must be disabled. Questions can be skipped and returned to later. Also, when “Start Test Now” has been pressed, the exam will begin immediately. In addition, when you start an exam, you must complete it. Once the exam is completed, check the unanswered questions box to return to any unanswered questions. Exams are timed and the time you must finish the exam will be listed in the top right corner. When exam time has expired, your exam will end and automatically submit the results to our database. Exams are NOT downloadable or printable per California Department of Real Estate. If you get kicked off the testing site due to a disconnect or server error, close the page and re-login into the test site. The exam will resume where you left off. Be sure to login immediately because it will continue to time you even when logged out.