

# GENERAL INFORMATION PAGE

Agency, Ethics, Trust Fund Handling, Fair Housing, Risk Management, Management and Supervision, and Real Estate Update to be provided to the participant prior to registration/enrollment.

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

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## ACCREDITED REAL ESTATE SCHOOLS, INC.

5006 Sunrise Blvd #101

Fair Oaks, CA 95628

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DRE Sponsor Number: 4183

### COURSE DESCRIPTIONS

#### **30 Hour Real Estate Update**

Textbook Title: Real Estate Update

Author: Bryan Church, 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; physical characteristics of existing single-family homes—a look at physical issues such as roofs, HVAC, and other potential problem areas; single-family home inspections and disclosures—including an investigation of hazardous materials; single-family neighborhoods—how they grow and develop; distressed properties, including short sales, trustee's sales, and real estate owned properties; long-term single-family investments vs flipping for short-term profits; long-term management of single-family rental properties; new single-family homes—inside and outside the subdivision; a financial analysis of single-family rental properties—a look at the numbers; closing costs, escrow procedures, and title insurance for single-family properties; condominiums vs. single-family homes—similarity and differences; and a look at real estate financing in today's real estate market. Many interesting and informative stories are interspersed among the chapters, along with some very recent appellate court cases that relate to the topics being discussed.

#### **3 Hours Agency**

Textbook Title: Agency

Author: Bryan Church, 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, 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, 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 Fair Housing**

Textbook Title: Fair Housing

Author: Bryan Church, DRE Sponsor # 4183

The course examines both federal and state fair housing laws. The Civil Rights Acts of 1866 and 1968 are discussed, along with the Americans With Disabilities Act of 1990. California Fair Housing Laws are examined including the Unruh Civil Rights Act

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of 1959, Rumford Act of 1963, and the Holden Act of 1977. The California Real Estate Commissioner's Regulations are discussed in light of Section 2780, Section 2781 (Panic Selling), Section 2725(f) (Duty to Supervise). In addition, the California Fair Employment and Housing Act, federal Equal Credit Opportunity Act, and the Home Mortgage Disclosure Act are discussed. Lastly, an important appellate court case is discussed as it relates to fair housing practices in California.

### 3 Hours Risk Management

Textbook Title: Risk Management

Author: Bryan Church, 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. We also take a look at practical examples of high risk areas, including fraud, misrepresentation, nondisclosure, concealment of material facts, and unlicensed assistants. We also examine risk reduction techniques for brokers, salespersons, and broker-salesperson agreements. Lastly, we look at risk management and the consumer, including fiduciary responsibilities and legal obligations.

### 3 Hours Management and Supervision

Textbook Title: Management and Supervision

Author: Bryan Church, 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.

| 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 per course |
|  | Consumer Protection (Real Estate Update)   | 30           |

### COURSE FEES

| Course Name                | Hours    | Category  | Cost                      |
|----------------------------|----------|---|---------------------------|
| 45 Hour Package*           | 45 Hours | Consumer Protection, Agency, Ethics, Trust Fund Handling, Fair Housing, Risk Management                             | \$69 Book<br>\$59 for PDF |
| 48 Hour Package*           | 48 Hours | Consumer Protection, Agency, Ethics, Trust Fund Handling, Fair Housing, Risk Management, Management and Supervision | \$69 Book<br>\$59 for PDF |
| Real Estate Update         | 30 Hours | Consumer Protection   | \$59                      |
| 15 Hour Package*           | 15 Hours | Agency, Ethics, Trust Fund Handling, Fair Housing, and Risk Management  | \$59                      |
| Ethics                     | 3 Hours  | Ethics  | \$25                      |
| Agency                     | 3 Hours  | Agency  | \$25                      |
| Fair Housing               | 3 Hours  | Fair Housing  | \$25                      |
| Trust Fund Handling        | 3 Hours  | Trust Fund Handling   | \$25                      |
| Risk Management            | 3 Hours  | Risk Management   | \$25                      |
| Management and Supervision | 3 Hours  | Management and Supervision  | \$25                      |

\*combined courses for package pricing. (\$10 additional shipping fee)

### COURSE COMPLETION CERTIFICATE

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

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## 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.

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## 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.

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## 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.

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## 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).

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## 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> |
|--|-------------------|--|-------------------|
| Any 3 Hour Continuing Education Course   | 1 day (3hr)       | 1 <sup>st</sup> day (15min)  | 1 day             |
| Ethics, Agency, Fair Housing, Trust Fund Hand, & Risk Mgmt.  | 2 days (15hr)     | 2 <sup>nd</sup> day (75min)  | 2 days            |
| Real Estate Update (30 Hours Consumer Protection)  | 4 days (30hr)     | 3 <sup>rd</sup> and 4 <sup>th</sup> day (70min)  | 4 days            |
| 45 Hour Package (Real Estate Update, Agency, Ethics, Fair Housing, Trust Fund Handling, and Risk Management)                             | 6 days (45hr)     | 4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> day (145min)                   | 6 days            |
| 48 Hour Package (Real Estate Update, Agency, Ethics, Fair Housing, Trust Fund Handling, Risk Management, and Management and Supervision) | 6 days (48hr)     | 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> day (160min) | 6 days            |

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## 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.

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## 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 |  |

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## ONLINE EVALUATION STATEMENT

A course and instructor evaluation is available on the California Department of Real Estate (DRE) website at [www.dre.ca.gov](http://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.

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## 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](http://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.

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## FINAL EXAMINATIONS

All final examinations are multiple choice.

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|------------------------------|------------------------------|---------------------------------|
| • 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 |
| • Real Estate Update         | 70 multiple choice questions | 70 minutes maximum time allowed |

The 30 Hour Real Estate Update consists of two parts. Part 1 consists of 35 multiple choice questions taken in 35 minutes maximum time allowed. Part 2 consists of 35 multiple choice questions taken in 35 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. Please do not call the school for your results as this may cause a delay in processing.**

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## EXAMINATION INFORMATION

After designated waiting period and completion of all quizzes, one part per 24 hours may be taken, any other parts taken more than once a day will be void.

### **Part 1** – Not Applicable to First Time Salesperson Renewals

3 Hour Management and Supervision

15 Questions - 15 Minutes

### **Part 2**

15 Hour Agency, Ethics, Trust Fund, Fair Housing, and Risk Management

75 Questions - 75 Minutes

### **Part 3**

30 Hour Real Estate Update

35 Questions - 35 Minutes

### **Part 4**

30 Hour Real Estate Update

35 Questions - 35 Minutes

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| <p><b>MUST COMPLETE ALL QUIZZES<br/><u>BEFORE</u> TESTING!</b></p> |
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## ACCESSING ONLINE TESTING

1. Go to [www.accreditedncschools.com](http://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.

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