



Television Education, Inc.

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GENERAL INFORMATION:

**Ethics, Trust Fund Handling, Agency,
Fair Housing, and Risk Management**

1. Course and school requirements:

There are no pre-enrollment qualifications, except that a student must be at least 18 years of age. Students must complete one open-book final exam per course.

2. Course Information:

These courses are approved by the California Department of Real Estate for 15 hours credit in the Continuing Education categories of Ethics, Trust Fund Accounting/Handling, Agency, Fair Housing, and Risk Management.

3. School policy regarding time limits:

Students have one year from the first day of enrollment to complete the course. One extension of 90 days will be granted on payment of a fee of \$30. Key dates are defined as follows:

DATE REGISTERED: The date the course fee is received by the school.

DATE STARTED: The date the course materials are received. (If materials are shipped, they are considered received five calendar days from the date of shipment.)

DATE COMPLETED: The date the student successfully completed the final exam. (The date that the final exam is taken, not necessarily the date that the exam is scored by the school.) Students have up to 1 year from the date of enrollment to complete the course. (See below and next two pages for more details on the time requirements)

4. School policy regarding exam requirements and procedures:

COURSE PRACTICE QUIZ/COURSE HIGHLIGHTS: Each course contains either a 10 question quiz or a list of highlighted facts at the end of the text. Students must study the entire written course in addition to the course highlights, and are advised to complete the optional practice quiz when provided with one.

SCHEDULING YOUR FINAL EXAM: The California Department of Real Estate has 2 time requirements for completing the Continuing Education Courses. The first requires that students may not complete more than 8 hours credit per 24 hour period of time. For example, course work worth 45 hours of credit requires that a student wait 6 days before being eligible to take final exams for course credit.

The second DRE time requirement applies to the final exams. The DRE policy states that students may not complete final exams for more than 15 hours of credit in a 24 hour period of time. This means that for a total of 45 hours of Continuing Education Credit, the student must take the final exams over a 72 hour period. The tables on the following two pages further explain the time requirements and our school final exam schedule.

EXPLANATION OF DRE TIME REQUIREMENTS

Days	Events	Hours of Credit	Explanation:
1-6	Study Course Materials	45	Wait 6 days before you are eligible to take final exams for 45 hours of credit.
7	Take 1st final*	1-15	Take first final exam for 15 hours of credit.
8	Take 2nd final	16-30	Wait at least 24 hours from first final exam and then take the second final for additional 15 hours credit.
9	Take 3rd final	31-45	Wait at least 24 hours from the second final exam and then take the third final exam for the final 15 hours of credit.
* Per DRE regulations only final exams for a maximum of 15 hours of credit may be taken in a 24 hour period. This time is not cumulative (waiting 72 hours from day 6 does not qualify you to take all of the final exams on the same day).			

FINAL EXAM: A 30-question multiple choice final exam is required for each course. It is a pass/fail, supervised, open-book exam. This is a timed exam and you are allowed no more than 45 minutes to complete the final exam. You may take the final exam over the Internet or you may take the final exam under the supervision of an exam proctor. You may bring a copy of your text book and consult it throughout the exam. You may not consult any other printed or written materials, including notes or dictionaries of any kind. (See the enclosed INSTRUCTIONS FOR SCHEDULING YOUR FINAL EXAM for further details.)

FINAL EXAM SCHEDULES FOR DIFFERENT COURSE PACKAGES

45 HOURS OF CONTINUING EDUCATION FINAL EXAM SCHEDULE

Days	Events	Hours of Credit	Explanation
1-6	Study Course Materials for all courses	45	Wait 6 days before you are eligible to take final exams.
7	CA Real Estate Law final exam part 1	1-15	Take first half of the CA Real Estate Law final exam for 15 hours of credit.
8	CA Real Estate Law final exam part 2	16-30	Wait at least 24 hours from first final exam and then take the second half of the CA Real Estate Law final exam for 2nd 15 hours of credit.
9+	Ethics Trust Fund Handling Agency Fair Housing Risk Management	31-45	Wait at least 24 hours from the second half of the CA Real Estate Law final exam and then take the final exams for the final 15 hours of credit. These may be taken individually and over the course of multiple days if you wish.

30 HOURS OF CONTINUING EDUCATION FINAL EXAM SCHEDULE

Days	Events	Hours of Credit	Explanation
1-4	Study Course Materials for all courses	30	Wait 4 days before you are eligible to take final exams.
5	CA Real Estate Law final exam part 1	1-15	Take first half of the CA Real Estate Law final exam for 15 hours of credit.
6+	CA Real Estate Law final exam part 2	16-30	Wait at least 24 hours from first final exam and then take the second half of the CA Real Estate Law final exam for 2nd 15 hours of credit.

15 HOURS OF CONTINUING EDUCATION FINAL EXAM SCHEDULE

Days	Events	Hours of Credit	Explanation
1-2	Study Course Materials for all courses	15	Wait 2 days before you are eligible to take final exams.
3+	Ethics Trust Fund Handling Agency Fair Housing Risk Management	1-15	Take the final exams for the five different courses. These may be taken individually and over the course of multiple days if you wish.

5. School policy regarding grading:

FINAL EXAM: The score on the final exam determines the course grade. The minimum passing score is 70% (21 out of 30 correct answers). Grades will be assigned as follows:

PASS = 70%-100%

FAIL = 0% to 69% (The final exam must be repeated)

INC = INCOMPLETE (The course must be repeated; upon successful completion, the "INC" will be replaced with a new grade.)

If you fail the final exam, you will receive no credit for the course and must successfully repeat the final exam. You may take it as many times as necessary within one year (plus extension) from the date the course was started. If you do not complete the course within the time allowed, you will receive a grade of "INC" (incomplete). The course must then be repeated.

After you pass the final exam, Television Education, Inc., will mail you an approved Continuing Education Course Completion Certificate. To get credit for your course you must input the course approval number on your Continuing Education Course Verification form (RE 251) after successfully passing the course and receiving your certificate of completion.

The Continuing Education Course Verification form (RE 251) must be sent to the DRE along with your license renewal application (form RE 207, 208, or 209) in order to receive credit and renew your license. Alternatively you may fill out the DRE's eLicensing online renewal application.

6. School policy regarding refunds of student fees:

Refunds must be requested within 30 days of receiving course materials. All course materials must be returned in their original condition. Refunds will not be made if course materials have been written in (including erasures). Shipping charges and the course registration fee of \$10 are not refundable. No refunds will be made after the exam administrator has been nominated. Course fees are not transferable.

7. DRE Disclaimer Statement:

This course is approved for continuing education credit by the Department of Real Estate. However, this approval does not constitute an endorsement of the views or opinions which are expressed by the course sponsor, instructor, authors or lecturers.

8. Course fees:

Registration.....\$ 10.00

Tuition (applies to all instructional materials and services; to be filled in by school)

TOTAL COURSE FEES

\$
