CONTINUING EDUCATION GENERAL INFORMATION PAGE

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

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

COURSE PROVIDER NAME: CALONLINECE.COM
WEB SITE ADDRESS: www.CalOnlineCE.com

CALBRE SPONSOR ID # (4 DIGITS): 5985
PHONE NUMBER: (818) 649-6203
EMAIL ADDRESS: hello@calonlinece.com

ADDRESS (STREET, CITY, STATE, ZIP CODE): 248 Beacon St, Somerville, MA 02143

COURSE NAME: MANAGEMENT AND SUPERVISION

BRIEF COURSE DESCRIPTION

This course is intended to examine the tools of an effective supervising, managing broker including Manuals, Documentation, Consistency, Marketing, Trust Funds, Supervision, Reporting, and how to cope with Failure. Completion of this course will allow students to gain practical understanding of policies, rules and procedures that will create positive professional demeanor and a successful, positive and ethical work environment. Students will learn how to be a valuable addition to their company while learning to apply regulations that will directly impact their work.

METHOD OF COURSE PRESENTATION (LIVE, CORRESPONDENCE/INTERNET)
Correspondence/Internet

DATE AND LOCATION (FOR LIVE COURSES)

COURSE FEES (INCLUDE ANY SHIPPING AND HANDLING FEES)
38.87

TEXTBOOK, WORKBOOK, OR OUTLINE INFORMATION
Title: MANAGEMENT AND SUPERVISION
Author(s): CalOnlineCE.com
Copyright Date: 2017
Pages: 51
Edition: N/A

REFUND/CANCELLATION POLICY
If student has not started a course then a full refund will be issued within 7 days of purchase. After 7 days, it will be handled on a case by case basis.

FINAL EXAMINATION CRITERIA
NUMBER OF QUESTIONS: 35
TYPES OF QUESTIONS: Multiple choice
TIME: 35 minutes
HOw MANY DIFFERENT FINAL EXAMS ARE OFFERED FOR THIS COURSE (ONE OR TWO)? Two
MINIMUM PASSING PERCENTAGE: 70%

CalBRE 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 Bureau 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 CalBRE 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:

  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 Bureau of Real Estate (CalBRE) website at www.calbre.ca.gov. Access this form by typing in “RE 318A” in the search box located in the upper right corner of the home page. Form RE 218A can also be found in the Appendix of the coursework.