

## PRE-LICENSE GENERAL INFORMATION PAGE

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

PRE-LICENSE SCHOOL NAME Monrovia Community Adult School		WEB SITE ADDRESS www.Monroviaadultschool.com
DRE PRE-LICENSE SCHOOL ID # N/A	PHONE NUMBER (626) 471-3044	EMAIL ADDRESS jrussell@monroviaschools.net
ADDRESS (STREET, CITY, STATE, ZIP CODE) 920 S. Mountain Ave., Monrovia, CA 91016		
COURSE NAME California Real Estate Practice		
BRIEF COURSE DESCRIPTION This self-study course meets the California Department of Real Estate's 45 hour course requirement and covers office procedures, duties and responsibilities of a real estate brokerage and salesperson. The course is 2 ½ weeks in duration and includes practices in listing agreements, purchase contracts, conflicts in agency, escrow, disclosures, and requirements for a real estate exchange. It also addresses ethics and compliance of state and federal regulations. This course is a mandatory requirement to the three courses required as a pre-requisite to taking the State licensing examination. The course provides the student with both a 45 hour, two and one-half (2 ½) weeks of self-study with a text book and an electronic online version. The course also includes 25 hours of optional lectures to assist those preparing for the California Real Estate sales license examination. The live classroom lecture/study group is designed to help the student complete their independent study of the course and prepare for the successful passing of the course final exam. To receive the required course certificate a passing grade of 75% is required. The course is facilitated by a licensed CA Real Estate Broker. The course final exam is a live proctored exam held at the Monrovia Community Adult School.		
METHOD OF COURSE PRESENTATION (LIVE LECTURE OR CORRESPONDENCE/INDEPENDENT STUDY/INTERNET) Independent Study (45 hours) with additional 25 hours of optional live lectures/group study		COURSE HOURS 45
COURSE DATES AND LOCATION (FOR LIVE LECTURES) 25 hours of live lectures offered at Monrovia Community Adult School (optional attendance) with course dates TBD		
COURSE FEES (INCLUDE ANY SHIPPING AND HANDLING FEES, COURSE GROUP PACKAGE FEES, DISCOUNTS ETC.) \$250.00		
TEXTBOOK, WORKBOOK, OR OUTLINE INFORMATION Title: California Real Estate Practice Author(s): William H. Pivar, Lowell Anderson, Daniel S. Otto with Contributing Editor Kartik Subramaniam Copyright Date: 2016 3 <sup>rd</sup> Revision, June 2018 Pages: 759 Edition (if applicable): Ninth (9 <sup>th</sup> )		
REFUND/CANCELLATION POLICY Students have the right to cancel enrollment and obtain a refund of fees paid as long as the cancellation is made prior to the scheduled start date of the class. Notice of cancellation must be in writing and, if sent by mail, notice is effective when delivered or when postmarked. Electronic correspondence to the general Monrovia Community Adult School (MCAS) email account or the email account listed on this info sheet is acceptable. Upon cancellation the student must return any books or		

materials in good condition to the school within 10 days following the date of the notice of cancellation. A refund of the student's registration fee minus a processing charge of \$15.00 will be credited back to a credit card or refunded by check within 4 weeks. If MCAS cancels a class the student will receive a full refund within 4 weeks. Credit card charge backs and checks returned with insufficient funds are subject to \$30.00 handling fee.

<b>FINAL EXAMINATION CRITERIA</b> NUMBER OF QUESTIONS 100	TYPES OF QUESTIONS Multiple choice (open book)	TIME 3.0 hours
HOW MANY DIFFERENT FINAL EXAMS ARE OFFERED FOR THIS COURSE (ONE OR TWO)? One		MINIMUM PASSING PERCENTAGE 75%

ADDITIONAL SCHOOL POLICY AND PROCEDURES **ENROLLMENT:** Students are considered enrolled in the course, if and only if, the Monrovia Community Adult School (MCAS) has received full payment of tuition owed. Any agreements for scheduled payments, partial payments, or financial aid are not part of this enrollment.

**DROP/DISMISSAL POLICY:** If a student partakes in the harassment of other students, attends lectures/study group under the influence of alcohol or drugs, commits illegal acts, and/or his/her behavior interferes with the class objectives; or endangers the safety of other students or faculty the student will be dropped from the live classroom/lecture portion of the course. The student will however be able to continue the course through their independent study and will be invited to take the final exam.

**COURSE COMPLETION POLICY:** MCAS understands that health issues or urgent personal circumstances may prevent a student from completing the course requisite hours and final exam. The student will be allowed to make-up the requisite hours and a final exam date and time will be provided as arranged by the course instructor.

### DRE Disclaimer Statement

This course is approved for pre-license 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 course lectures attendance is optional but attendance is encouraged.

### 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

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*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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### **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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