

GENERAL INFORMATION PAGE

Home-Study Continuing Education Courses

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

COURSE PROVIDER NAME		www.LicenseMasters.com	
A Step Ahead School of Real Estate			
BRE SPONSOR ID # (4 DIGITS)	PHONE NUMBER	EMAIL ADDRESS	
4863	(530) 544-4403	info@LicenseMasters.com	
ADDRESS (STREET, CITY, STATE, ZIP CODE)			
1034 Emerald Bay Rd #433 South Lake Tahoe, Ca. 96150			
COURSE NAME			
Management & Supervision			
BRIEF COURSE DESCRIPTION			
Management and Supervision is a course focused on how brokers should oversee their offices. Establishing policies and procedures, properly supervising licensees, storage of records and the use of branch managers are just a few topics included in this course. We will also look at three case studies where licenses had to be revoked due to their failure to supervise.			
METHOD OF COURSE PRESENTATION		COURSE CATEGORY	CREDIT HOURS
Correspondence / Internet		Management & Supervision	3

COURSE FEES	
\$15 Per 3 Hour Course / \$25 for 30 Hour course - eBook Materials	
\$35 Per 3 Hour Course / \$40 for 30 Hour course - Printed Materials	
TEXTBOOK, WORKBOOK, OR OUTLINE INFORMATION	
Title: Management & Supervision	
Author(s): Ryan Bryan	
Copyright Date: 2019	
Pages: 55	
Edition (if applicable): Fourth	

REFUND/CANCELLATION POLICY	
We strive to bring you a quality experience with your real estate education. If you do not complete the course/s, you may request a refund in writing subject to the following conditions:	
1.) Request is made within 14 days of enrollment date. If a refund is granted you must return all materials that were sent to you.	
2.) A minimum service charge of \$10.00 per package will be charged to cover administrative fees.	

FINAL EXAMINATION CRITERIA	TYPES OF QUESTIONS	TIME
NUMBER OF QUESTIONS	Multiple Choice & True or False	20 Minutes
20		
HOW MANY DIFFERENT FINAL EXAMS ARE OFFERED FOR THIS COURSE		MINIMUM PASSING PERCENTAGE
Two		70%

DRE 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 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/Internet Course Identification Statement

In order for the student to enter the course or examination area, they have to pass through two log-in pages that are designed to ensure that the test taker is the registered student. The student log-in area will require a unique username & password to access it, which is set-up during registration. Our final exam login area will require a security question (which is also established during registration). Once through these areas, the website will inform the student of the specific course or exam process and rules. We have ensured that the materials and exams cannot be copied, printed, downloaded or bypassed by the test taker.

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:

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

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.
