

## CONTINUING EDUCATION GENERAL INFORMATION PAGE

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

COURSE PROVIDER NAME <b>California Association of REALTORS®</b>		WEB SITE ADDRESS <b>www.edesignations.com</b>
DRE SPONSOR ID # (4 DIGITS) <b>0001</b>	PHONE NUMBER <b>(213) 739-8239</b>	EMAIL ADDRESS <b>lauram@car.org</b>
ADDRESS (STREET, CITY, STATE, ZIP CODE) <b>525 South Virgil Avenue, Los Angeles, CA 90020</b>		
COURSE NAME <b>Trust Fund Management</b>		
BRIEF COURSE DESCRIPTION <p>The purpose of this course is (1) to minimize the licensee's risk of being audited by the Department of Real Estate, and (2) for those brokers who are audited, to come through with a clean bill of "trust fund compliance health"</p> <p>The overall concept of trust fund accountability is covered in this course. Also discussed are prudent business practices, which the licensee must follow in order to avoid the possibility of harsh results, stemming from an audit by the DRE. The major requirements concerning the receipt, handling, and disbursement of trust funds are discussed.</p> <p>Upon completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> <li>• Identify DRE requirements for handling trust funds</li> <li>• Comply with trust fund bank account regulations</li> <li>• Maintain and reconcile trust fund accounting records</li> <li>• List the documentation required for various real estate transactions</li> <li>• Prepare for an audit by the DRE</li> <li>• Record transactions on the columnar record forms</li> <li>• Recognize the consequences of violating the law as it relates to trust fund handling</li> </ul>		
METHOD OF COURSE PRESENTATION (LIVE, CORRESPONDENCE/INTERNET) <b>Live, Webinar</b>	COURSE CATEGORY <b>Trust Fund</b>	CREDIT HOURS <b>3</b>
DATES AND LOCATION (FOR LIVE COURSES) <b>(as scheduled)</b>		
COURSE FEES (INCLUDE ANY SHIPPING AND HANDLING FEES) <b>The course fee is \$74.50 or discounted to \$67.71 if purchased as part of a full program purchase.</b>		
TEXTBOOK, WORKBOOK, OR OUTLINE INFORMATION <p>Title: <b>Trust Fund Management</b></p> <p>Author(s):  <b>Annette Graw, BA, M.A., GRI, CRS, ABR, Manhattan Beach, CA</b>  <b>Minnie Lush, BA, GRI, Burbank, CA.</b>  <b>Cari Lynn Pace, GRI, CCIM, CRB, CRS, Novato, CA</b>  <b>Buck Stapleton, BA, M.A., GRI, West Los Angeles College, Culver City, CA</b></p> <p>Copyright Date: <b>1999-2008</b></p> <p>Pages: <b>50</b></p>		
REFUND/CANCELLATION POLICY <p>Students may transfer to a future class or cancel at any time up to 48 hours prior to the start of the course. If a student fails to provide sufficient notice, or fails to attend, that person will be liable for the entire class fee. Processing of refunds may take up to two weeks. Students who cancel will not receive course materials.</p>		
FINAL EXAMINATION CRITERIA NUMBER OF QUESTIONS <b>15</b>	TYPES OF QUESTIONS <b>Multiple Choice</b>	TIME <b>One (1) minute per question</b>
HOW MANY DIFFERENT FINAL EXAMS ARE OFFERED FOR THIS COURSE (ONE OR TWO)? <b>Two (2)</b>		MINIMUM PASSING PERCENTAGE <b>70%</b>

### 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 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 courses, students must attend a minimum of 90% of the approved course hours to be eligible to receive DRE 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:

<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 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.

---

## Course Provider Complaint Statement

A course provider complaint form is available on the 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.