



CALBRE AGENT LICENSING KIT

Licensing checklist, State Exam Training Guide and Study Tips

LICENSING CHECKLIST

Use this checklist to streamline your sales agent licensing process.

1

EDUCATION: 3 COURSES REQUIRED

3 courses are required: real estate Principles, Practice and Legal Aspects (elective).

- **first tuesday** courses are homestudy correspondence courses.
- You receive the materials in print and online.
- Online access is immediate; printed books arrive within 5-7 business days.

2

STUDY YOUR MATERIALS

- 3 courses in 54 days.
- You have 1 year from enrollment to complete the courses.
- To check your comprehension, take quizzes online or from your printed books.

3

PASS YOUR COURSE EXAMS

- All course exams are open book.
- Each course exam has 100 multiple choice questions.
- You have 2 hours and 30 minutes to complete each exam.
- You have unlimited exam attempts during your 1-year enrollment period.
- 60% passing score for each exam.
- Print all your **Certificates of Completion**.

4

APPLY FOR THE AGENT STATE EXAM

You may either:

- apply to take the State Exam first and on passing the exam, apply for the license; or
- apply for the State Exam and license at the same time to cut processing time. More details on this alternative route, please visit firsttuesday.us/agentalt.



CalBRE processing time: 3-6 weeks.
You have 2 years to pass the State Exam.

- Fill out and sign RE 400A (Salesperson Examination Application).
- Pay a \$60 exam fee by check payable to "Bureau of Real Estate" or by credit card using RE 909 (Credit Card Payment).
- Mail RE 400A, the exam fee payment and your 3 Certificates of Completion issued by first tuesday to:
Bureau of Real Estate
Examination Section
PO Box 137001
Sacramento, CA 95813-7001

You will receive a letter from CalBRE clearing you for the State Exam.

Schedule your State Exam date and location by registering for an eLicensing account at bre.ca.gov.

5

PREPARE FOR THE STATE EXAM

- Read the State Exam Study Guide and Study Tips.
- Study your State Exam Prep Book.*
- Take the interactive practice exams.*
- Review the online memory-sorting Flash card app.*
- Watch the Online Video Crash Course with its math component.*
- You may want to attend a live State Exam Prep course.*

* Premium study tools, not included in all packages

6

TAKE YOUR STATE EXAM

Take only your current government-issued photo ID into the testing room – nothing else. Receive your exam results immediately on completion.

When you pass, move to the next step.





7

GET YOUR FINGERPRINTS SCANNED

- Fill out and sign 3 copies of **RE 237 (Live Scan Service Request)**.
- Hand all 3 copies of **RE 237** to a Live Scan service provider.
- Pay a \$20-\$40 Live Scan Rolling Fee and a \$49 fingerprint processing fee to the Live Scan service provider.

8

APPLY FOR YOUR LICENSE



CalBRE processing time: 3-6 weeks.
You have 1 year from passing the State Exam to apply for your license.

CalBRE will send the **RE 202 (Salesperson License Application)** to you for completion.

Send the completed **RE 202**, 1 copy of **RE 237** and the \$245 licensing fee (unless prepaid) by check payable to "Bureau of Real Estate" or by credit card using **RE 909**, to:

Bureau of Real Estate
Examination Section
PO Box 137002
Sacramento, CA 95813-7002

When your license application has been processed, you will receive your **real estate sales agent license**.

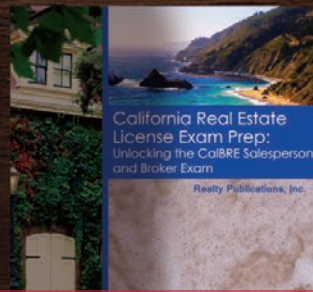


ADDITIONAL SERVICES

To start your career off on the right track use these **FREE first tuesday** services:

- Find a broker using **first tuesday's** Broker Search.
- Develop your income and expense expectations for your first year using the Agent's Income Data Sheet. [RPI Form 504]
- Get ahead by reading the **first tuesday Journal**.
- Download your **FREE** real estate forms and FARM letter templates.
- Reference the **Realtipedia**, our 16-volume real estate library.

Access these **first tuesday** benefits at firsttuesday.us/ftbenefits.



THE STATE EXAM TRAINING GUIDE

The guidance presented below informs you about

- 1) the scope of the State Exam variables you will encounter when taking the State Exam
- 2) the ratio of State Exam questions allocated to each of seven real estate topics the exam covers, and
- 3) topical study references available from the Realtipedia Library link on your Licensing Courses page.

STATE EXAM FACTS

Length: 150 multiple choice questions

Time Limit: 3 Hours

Format: Taken on a computer at exam site

Passing Score: 70%

Exam Locations: Fresno, San Diego, Los Angeles, Oakland and Sacramento

PRACTICE OF REAL ESTATE AND DISCLOSURES

approximately **25%** of exam

Covers: Trust Account Management, Fair Housing Laws, Truth in Advertising, Record Keeping Requirements, Agency Supervision, Permitted Activities of Unlicensed Sales Assistants, CalBRE Jurisdiction and Disciplinary Actions, Licensing, and Continuing Education Requirements and Procedures, California Real Estate Recovery Fund, General Ethics, Technology, Property Management, Commercial/Industrial/Income Properties, Specialty Areas, Transfer Disclosure Statement, Natural Hazard Disclosure Statements, Disclosure of Material Facts Affecting Property Value, Need for Inspection and Obtaining/Verifying Information, Reports, Servicing Diverse Populations

Study: **Agency, Fair Housing, Trust Funds, Ethics and Risk Management**, Agency section, Fair Housing section, Trust Funds section; **Real Estate Principles**, "Real estate licensing and endorsement", Property Disclosures section, Property Management section

LAWS OF AGENCY AND FIDUCIARY DUTIES

approximately **17%** of exam

Covers: Law, Definition and Nature of Agency Relationships, Types of Agencies and Agents, Creation of Agency and Agency Agreements, Agency Supervision, Responsibilities of Agent to Seller/Buyer as Principal, Disclosure of Agency, Disclosure of Acting as Principal or Other Interest, Termination of Agency, Commission and Fees, Responsibilities of Agent to Non-Client Third Parties

Study: **Real Estate Principles**, "Agency: authority to represent others", "The agency law disclosure", "Conflict of interest", "Dual agency and subagency"; **Agency, Fair Housing, Trust Funds, Ethics and Risk Management**, "Agency confirmation provision", "A broker's use of supervisors"; **Real Estate Practice**, "Brokerage activities: agent of the agent", "An agent's perception of riches", "Human resources: low-level management by brokers", Listings: Employment by the public section



STUDY TIPS

Practical advice for passing the State Exam

BEFORE THE EXAM

Use the State Exam Study Guide in this booklet to prepare

The Study Guide contains the CalBRE's list of topics which appear on the State Exam. Review the **first tuesday** book chapters listed for each topic. All **first tuesday** books are available online except Appraisal, under the **Realtipedia Library** link in your Licensing Courses page.

Have a solid grasp of real estate vocabulary

State Exam questions test your mastery of **real estate terms**. Review our dictionary at firsttuesdayjournal.com. Also, **first tuesday's** mobile flash card app trains you to retain — on the go. The app's learning modes use memorized-sorting slideshows to teach you terms you need to know (separate charge).

Practice makes perfect

Retake the practice quizzes for your licensing courses multiple times until you consistently receive a score of **80% or greater**. The quizzes highlight key topics covered on the State Exam.

Consider a State Exam prep book and crash courses

first tuesday publishes a Prep Book, State Exam practice questions, provides online videos and a live Crash Course (separate charges). These tools help you zero in on important concepts. If you opt for the live crash course, schedule it for the weekend before your State Exam for optimum retention.

Cut the distractions and get down to work

Study in a **quiet place**, free from distraction. That means no Facebook, Twitter, texting, family TV, computer, radio, cell phone or anything else which competes for your attention.

Study often, in short bursts

Take breaks so you don't overload. Review online videos or flash cards anytime you have a couple of free minutes.

Use mnemonic devices and acronyms

Use easy-to-remember **mnemonic devices** and **acronyms** to help concepts stick.

Write it down

Take notes. The physical act of **writing information down** helps you retain it.

Practice with a timer

Time yourself when you take practice quizzes or exams. Try to finish them in less time than is provided for the actual licensing exam.

Solicit input from new licensees

Ask new licensees what subjects were heavily represented on the State Exam, and what topics they found challenging. Mine them for pragmatic test-taking tips.

Be well rested and ready to go

Don't party or drink alcohol or caffeine the night before your test. **Sleep!**

EXAM DAY TIPS

The early bird passes the exam

Arrive early so you aren't hurried. This gives you more time to get situated and do your last minute studying.

Carefully read what is written

Read the exam questions and answers **slowly** and **carefully**. Read what is written; don't assume you know what the question is asking before you finish reading it. It may be asking you for an exception, rather than the rule.

Answer what is written – do not assume any facts outside of the question

Answer the questions **exactly as they are written**. Every question is its own self-contained universe, and everything you need to answer it will be contained in the question itself. If you find yourself arguing with the question, you're over-thinking.

Skip the hard questions, then go back to them

All questions on the exam are given the exact same weight and importance, so don't get hung up on one question. Just move on, and return to it before you submit the exam.

Partially incorrect = incorrect

Keep an eye out for **absolute wording** such as "always", "never", "every", "only" and "must." If any part of the answer is incorrect, the entire answer is incorrect. There are no shades of gray on the exam.

Are two answers correct?

Some answer selections provided are, "All of the above", "None of the above" and "Both a. and b." If you're reviewing the answer selections and multiple seem correct, check all of your answer selection options to determine whether an "All of the above" or "Both a. and b." response is available. Remember, you're looking for the **best answer**.

The greater the consumer protection, the better

For questions concerning state or federal **regulatory controls**, the answer that provides the greatest protection to consumers is likely correct.

If all else fails, take an educated guess

If you don't know what the correct answer selection is, make an **educated guess**. Eliminate as many wrong answers you can. Generally, if three selections are similar and one is different, the dissimilar selection is correct. If one answer selection is longer than the others, it is likely correct.

Make a note of it

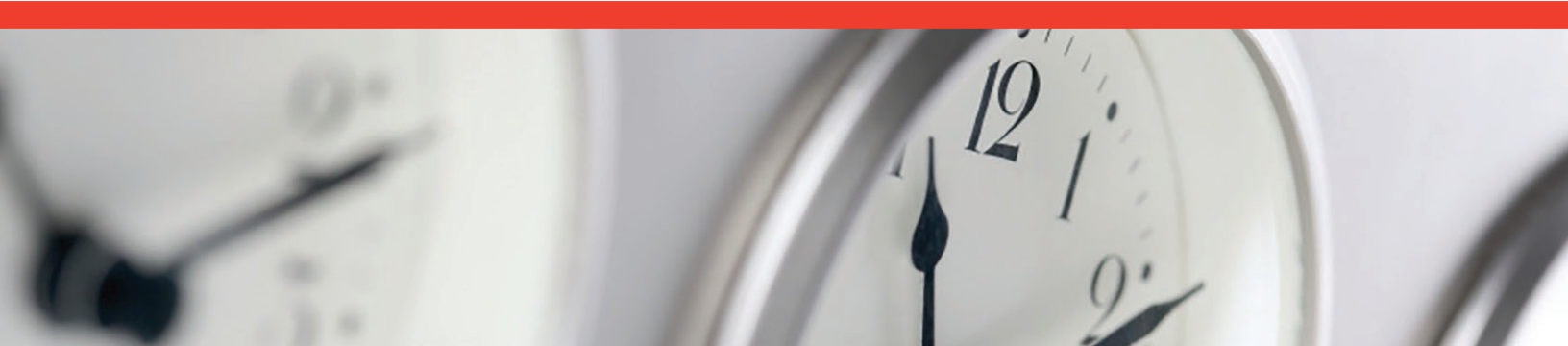
You are provided a small white board, marker and eraser when taking the exam. This comes in handy for making **notes**, such as specific questions you'd like to return to and review, or helpful mnemonic devices or acronyms you used during your study.

Look for clues

If you are stuck on a question, review the exam for other questions covering a similar subject matter to see whether these questions provide any clues regarding the answer of the question causing you trouble.

Use every second to your advantage

Use the **full time** allotted to take the exam. After you complete it, don't immediately submit it. Go back and **review** the exam as many times as the clock allows. Don't change your answers without a good reason.



CONTACT US

first tuesday

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editorial@firsttuesday.us

Call us

951.781.7300

Visit us

3474 Niki Way, Riverside, CA 92507

Hours of operation

Monday - Friday, 8:30 AM - 5:00 PM PST

CalBRE

Find them on the web

bre.ca.gov

Information line

877.373.4542

Examination mail

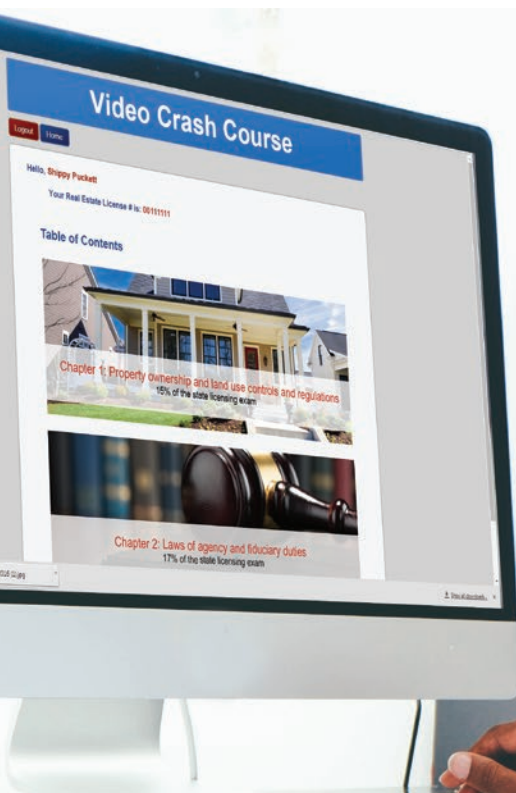
PO Box 137001, Sacramento, CA 95813-7001

Original License mail

PO Box 137002, Sacramento, CA 95813-7002

Hours of operation

Monday - Friday, 8:00 AM - 5:00 PM PST



first tuesday's Online Video Crash Course builds the confidence you need to master the State Exam

Six hours of 40 engaging and instructive online videos modeled after the content of the State Exam. Includes test-taking strategies, critical study tips and a supplement on real estate mathematics and participants in real estate transactions.

Study at your own pace. Get the benefits of a live crash course experience at home or on your mobile device.

firsttuesday.us/onlinecc | 951.781.7300