

# firsttuesday

the California real estate educators

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## Department of Real Estate (DRE) 15-Hour Multimedia Continuing Education Course Instructions

**\*To access online content, go to [firsttuesday.us](http://firsttuesday.us). Log in with your 8-digit DRE license number, and last name (not case sensitive).**

### STEP 1: Your course outline

Your 15-hour continuing education package consists of five three-hour courses:

15 Hrs of Agency, Fair Housing, Trust Funds, Ethics and Risk Management	(5) 15-question quizzes	(5) 15-question exams
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Agency, Fair Housing, Trust Funds, Ethics and Risk Management. Each course consists of one quiz and one exam.

### STEP 2: Read the materials and meet your minimum study time

Course reading materials are combined and available 1) in the printed book or 2) online\* by clicking on the book title in your course outline. Course reading materials are available online\* immediately after enrollment. The minimum study time for your 15-hour package is **three days**. The first day of your study time is your course enrollment date. After three days, and provided the corresponding quizzes have been taken, you are eligible to take the exams.

### STEP 3: Take the quizzes

The quizzes are mandatory and are available online immediately after enrollment. The quizzes are not timed and you are not required to pass them. The quizzes may be taken as many times as you like. The quizzes are taken online\* by clicking on the "Take Quiz" links in your course outline. Feedback on your quiz performance and quiz answers are provided after you complete each quiz.

### STEP 4: Take the final exams

Before reviewing any course material online, DRE requires you to acknowledge, under penalty of perjury, that you are the person enrolled, and you will be the only person to complete the course.

**You must pass all exams** to receive 15 hours of continuing education credit. The exams are multiple choice, and open book. Each course exam becomes available only after you've met the minimum study time and taken the corresponding quiz. The maximum time allowed is **one minute per question**. The exams are available online\* by clicking on the "Take Exam" links in your course outline. The online exams are graded instantly upon completion. The passing score for each exam is 70%.

A backup exam is available immediately if you fail the original exam for any course. The backup exam covers the same course material as the original exam, but the questions are not the same. If you do not pass the backup exam, your course is automatically reset. If a course is reset, you are required to wait the minimum study time and retake the quiz for that course before you receive two more attempts at the exam. There is no cost for a reset during your one-year enrollment.

## STEP 5: Receive your certificate and renew your DRE license

Once you pass the exams for your courses, the Certificate of Completion becomes available online\* under the "Certificate" section of your course outline. You are responsible for reporting your course completion to DRE. DRE doesn't accept course completions directly from schools. DRE forms, fees, addresses and application instructions are available at [firsttuesday.us](http://firsttuesday.us) under the "Continuing Education" menu. Choose either "Sales Agent Renewal Forms and Instructions" or "Broker Renewal Forms and Instructions." To contact DRE directly, call 877.373.4542 or visit [dre.ca.gov](http://dre.ca.gov).

## Other Important Information

### One-year enrollment period / re-enrollment

Your enrollment includes one-year access to the course reading materials, quizzes, exams and the **first tuesday** Membership Benefits. If you do not pass your exams within the one-year enrollment period, you must re-enroll in order to take the exams. The re-enrollment fee is \$25, and includes another full year of enrollment in the 15-hour package. Re-enrollment resets the minimum study time, quizzes and exams. Re-enroll by 1) calling 951.781.7300 or 2) logging into your online\* student account and selecting "Course History" in the menu.

### Refund / cancellation / substitution policy

**first tuesday** courses come with a 100% moneyback guarantee. The refund request must be made during the one-year enrollment period, and before any exam is taken.

### DRE disclaimer and Department of Consumer Affairs statement

These courses are approved for continuing education by DRE. However, this approval does not constitute an endorsement of the views or opinions which are expressed by the course sponsor, instructor, authors or lecturers.

We have voluntarily entered into an agreement with the Director of the Department of Consumer Affairs to comply with certain California statutes, rules and regulations as they existed on June 30, 2007.

### Contact us

For the fastest response, please direct your question to the correct department below. For emails, include a subject header, your full name and your 8-digit DRE license number. For phone calls, please have your 8-digit DRE license number ready.

**Customer Service Inquiries:** For product information, order status, exam procedures, billing inquiries, student services, technical issues or operational questions, please email [customerservice@firsttuesday.us](mailto:customerservice@firsttuesday.us), or call 951.781.7300.

**Editorial Inquiries:** For questions, comments or suggestions regarding our course material content, please email [editorial@firsttuesday.us](mailto:editorial@firsttuesday.us). We are happy to answer questions regarding our course materials. However, we are not consultants. For legal or tax advice on your specific fact situation, seek the advice of a qualified, licensed professional.