

firsttuesday

the California real estate educators

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California Bureau of Real Estate (CalBRE) 15-Hour Online-only Continuing Education Course Instructions

***To access online content, go to firsttuesday.us. Log in with your 8-digit CalBRE 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: Agency, Fair Housing, Trust Funds, Ethics and Risk Management. Each course consists of one quiz and one exam.

15 Hrs of Agency, Fair Housing, Trust Funds, Ethics and Risk Management	(5) 15-question quizzes	(5) 15-question exams
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STEP 2: Read the materials and meet your minimum study time

Course reading materials are combined and available online immediately after enrollment. Log in*, and click on the book title in your course outline. You are required to actively study your materials online for 15 hours. A reading timer is present to track your reading time and updates each minute. You will be logged out for inactivity after 15 minutes. You do not receive credit for reading offline, or on any page which does not contain the reading timer. Once you meet the study time, the reading timer no longer accrues time.

STEP 3: Take the quizzes

The five quizzes are mandatory and are available online* immediately after enrollment. You accrue study time for taking the quizzes. The quizzes do not need to be passed, and 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, CalBRE 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 five exams to receive 15 hours of continuing education credit. The exams are multiple choice, and open book. The exams become available only after you've met the minimum study time and taken the quizzes. 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 is 70% for each exam.

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 for any course, the course is automatically reset. If a course is reset, you are required to wait three hours and retake the corresponding quiz before you receive two more attempts at that course exam. There is no cost for a reset during your one-year enrollment.

STEP 5: Receive your certificate and renew your CalBRE 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 CalBRE. CalBRE does not accept course completions directly from schools. CalBRE forms, fees, addresses and application instructions are available at firsttuesday.us under the "Continuing Education" menu. Choose either "Sales Agent Renewal Forms and Instructions" or "Broker Renewal Forms and Instructions." To contact CalBRE directly, call 877.373.4542 or visit bre.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. If you want to upgrade to multi-media delivery, an additional **\$17.50** upgrade fee applies.

Course and instructor evaluation

A course and instructor evaluation is available on CalBRE's website, bre.ca.gov. Access this form by typing "RE 318A" in the search box in the upper right corner of CalBRE's website.

CalBRE disclaimer and Department of Consumer Affairs statement

These courses are approved for continuing education by CalBRE. 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 emails, include a subject header, your full name and your 8-digit CalBRE license number. For phone calls, please have your 8-digit CalBRE 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, or call 951.781.7300.

Editorial Inquiries: For questions, comments or suggestions regarding our course material content, please email 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.