

# Your Course Testing Procedures

Log in to your course at  
[firsttuesday.us/login](http://firsttuesday.us/login)

## STEP 1: Your course outline

Your 45-hour continuing education package is divided into 3 sections. Each section has its own quizzes and exam(s). To complete your 45 hours, follow your personalized course outline online.

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

Course reading materials are available online\* immediately after enrollment. The **minimum** study time for your multi-media or e-book 45-hour package is **1 week**, beginning with your course enrollment date, unless you are on the 45-hour login timer. Provided your quizzes have been taken, you are eligible to take your first exam.

<b>Section 1</b> 15 Hrs of Consumer Protection in the topic you selected	50 total quiz questions	(1) 45-question exam 45 minutes
<b>Section 2</b> 12 Hrs of Consumer Protection in the topic you selected ..... 3 Hrs of Office Management and Supervision	50 total quiz questions ..... (1) 15-question quiz	(1) 45-question exam 45 minutes ..... (1) 15-question exam 15 minutes
<b>Section 3</b> 15 Hrs of Agency, Fair Housing, Trust Funds, Ethics and Risk Management	(5) 15-question quizzes	(5) 15-question exams 15 minutes each
<b>Total: 45 Hours</b>	<b>190 total questions</b>	<b>180 total questions</b>  <b>8 Exams</b>

## STEP 3: Take the quizzes

Quizzes are mandatory and available online immediately after enrollment. Quizzes are not timed and there is no minimum passing score. You have unlimited quiz attempts. Quizzes are taken online by clicking on "Take Quiz" link 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, 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 exams with a score of 70%** to receive 45 hours of continuing education credit. Exams are multiple choice and open book. The exam(s) for each section become available only after you've met the minimum study time and taken the quizzes for that section. **You may only test on 15 hours of continuing education (one step) per 24-hour period.** The maximum time allowed per exam is equal to **1 minute per question.** Exams are available online by clicking on the "Take Exam" link in your course outline. Online exams are graded instantly upon completion.

A backup exam is available immediately if you fail any exam. 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, that course section is automatically reset. For resets on Sections 1 or 2, you must retake the corresponding quizzes and wait the minimum study time before you receive 2 more attempts at the section exam. The minimum study time on reset sections is: 1 section = 3 days; 2 sections = 5 days. For Section 3, you must retake the corresponding quiz for any course exam you fail, and wait 3 hours per failed exam before you receive 2 more attempts on that exam. There is no cost for resets during your 1-year enrollment.

**IMPORTANT:** For students enrolled in packages **other than #203 and 702**, the scores for exams on Sections 1 and 2 are averaged together. If your averaged exam score is not 70% or better, both Sections 1 and 2 will be reset. For these packages, the exam for Section 1 must be completed before the exam for Section 2.

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

Once you pass your course exams, the Certificate of Completion becomes available online under the "Certificate" section of your student account. You are responsible for reporting your course completion to CalBRE. CalBRE doesn't accept course completions directly from schools. CalBRE forms, fees, addresses and application instructions are available under the "Renewal Forms and Instructions" section of your student account. 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](http://bre.ca.gov).