

## Your Licensing Course Instructions

### STEP 1: Read the materials

Course reading materials are available 1) in the printed books and 2) online\* under the "Reading" tab of your student account. Online reading access is **not available** for the Real Estate Appraisal\*\* course.

### STEP 2: Meet your minimum study time

The day **after** you place your order is considered day 1 of your study time. The **minimum** study time for **each** licensing course is 2 1/2 weeks (18 days). Your personal exam schedule is online under the "Exams" tab of your student account. Exams may be taken in any order.

*Example: If you enroll in 3 licensing courses, your first exam is available on day 18, the second exam is available on day 36, and the third exam is available on day 54.*

### STEP 3: Take the quizzes

Quizzes are optional and may be taken as many times as you like. Quizzes are available 1) in the printed books (answer keys are provided for self-grading) and 2) online\* under the "Quizzes" tab of your student account (answers are provided after the quiz is submitted). Online quiz access is **not available** for the Real Estate Appraisal\*\* course.

### STEP 4: Take the final exam(s)

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.

Each final exam is open book, timed and consists of 100 multiple choice questions. The time allotted is 2 hours and 30 minutes per exam. During your 1-year enrollment, you may take each final exam as many times as necessary to obtain the **minimum passing score of 60%**. Exams are available online under the "Exams" tab of your student account. Online exams are scored instantly upon completion.

### STEP 5: Receive your certificate(s)

Once you pass the exam for a course, the Certificate of Completion for that course becomes available online\* under the "Certificates" tab of your student account. Print your Certificate(s) of Completion and send them to CalBRE with your exam/license application. Note: Once you pass an exam, the Certificate of Completion never expires.

### STEP 6: Apply for the CalBRE exam and license

You are responsible for sending your Certificate(s) of Completion to CalBRE with your exam/license application. CalBRE does not accept course completions directly from schools. CalBRE forms, fees, addresses and application instructions are available under the "License" tab in your student account. Choose either "Applying for the Sales Agent State Exam" or "Applying for the Broker State Exam". To contact CalBRE directly, call 877.373.4542 or visit [bre.ca.gov](http://bre.ca.gov).

# Other Important Information

## 1-year enrollment period / re-enrollment

Your enrollment includes 1 year of access to the course reading materials, quizzes, exams and the **first tuesday** services. If you do not pass an exam within the 1-year enrollment period, you must re-enroll in that course to take the exam. **The re-enrollment fee is \$35 per course**, and includes updated books and another full year of enrollment. Re-enrollment restarts the 18-day minimum study time per course. Re-enroll by 1) calling 951.781.7300 or 2) logging into your online\* student account and selecting the "Course History" tab.

## Refund / cancellation / substitution policy

If you are not satisfied with your courses, **first tuesday** offers a 100% moneyback guarantee. The refund request must be made during the 1-year enrollment period, and before any exams are taken. If you want to substitute courses, we will send you a different licensing course of your choice for a **\$17.50** substitution fee. Note: State Exam Prep Book and Video Crash Course must be requested within 90 days of purchase.

## Course and instructor evaluation

A course and instructor evaluation is available on CalBRE's website, [bre.ca.gov](http://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

These courses are approved for licensing 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.

## Department of Consumer Affairs

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 T-number or 8-digit CalBRE license number. For phone calls, please have your T-number or 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.

**Thank you for choosing first tuesday!**