

California Pre-License Course Application Checklist

For detailed instructions on how to submit a Pre-License Course Application, schools can access PDF versions of the forms on the Department of Real Estate forms page at <http://www.dre.ca.gov>.

The California Course Application Packet consists of the following forms:

1. RE303 - Pre-License Course Instructions (Real Estate Broker & Salesperson)
2. RE 306 - Pre-License Course Approval Application (Real Estate Broker & Salesperson)
3. RE307 – Regulation Excerpts (Private Vocational Schools)
4. RE318A – Course and Instructor Evaluation
5. RE336 – Pre-License Instructor Certification (live courses only)
6. RE338 – Private Postsecondary Disclosure
7. RE423 – Examination Requirements

Your submission should include the following:

- Completed RE 306 – Pre-License Course Approval Application
- Proof of approval by the Bureau of Private Post Secondary and Vocational Education (ONLY for courses over \$500)
- Copy of the texts “table of contents,” “cover,” and “publication page” (the actual text may be required by the Department)
- Detailed course timed outline
- Final exam and answer key keyed to course materials
- Proctoring instructions along with the final exam instructions to students
- Proof of pre-license instructor approval or form RE 336 Pre-License Instructor Certification (live course ONLY)
- Mock Course General Information Page
- Mock Course Certificate of Completion
- \$150 application fee per course

If the Sponsor is:

- A Fictitious Business name
 - Submit a Fictitious Business Name Statement
- A corporation, LLC or LLP located in California
 - Submit a copy of the articles of organization
- A corporation, LLC or LLP located outside of California
 - Submit a copy of a Certificate of Qualification from the California Secretary of State

If the course a homestudy:

- Include proctor instruction and a proctor certification form
- A timed outline is not necessary

If the course is via the internet:

- Include internet security instructions

