

GENERAL INFORMATION PAGE

To be provided to the participant prior to registration/enrollment.

All offerings shall be completed within one year from the date of registration.

COURSE PROVIDER NAME A Step Ahead School of Real Estate	WEB SITE ADDRESS Asarealtyschool.com
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CalBRE SPONSOR ID # (4 DIGITS) 4863	PHONE NUMBER (530) 544-4403	EMAIL ADDRESS info@asarealtyschool.com
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ADDRESS (STREET, CITY, STATE, ZIP CODE) 1043 Emerald Bay Rd. #433 South Lake Tahoe, Ca. 96150
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COURSE NAME Management & Supervision

BRIEF COURSE DESCRIPTION Management and Supervision is a course focused on how brokers should be overseeing their offices. Establishing policies and procedures, properly supervising licensees, storage of records and the use of branch managers are just a few topics included in this course. We will also look at three case studies where licenses had to be revoked due to their failure to supervise.
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METHOD OF COURSE PRESENTATION (LIVE, CORRESPONDENCE/INTERNET) Correspondence	COURSE CATEGORY Management & Supervision	CREDIT HOURS 3
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DATES AND LOCATION (FOR LIVE COURSES)

COURSE FEES (INCLUDE ANY SHIPPING AND HANDLING FEES) \$15 per CE Course or \$75 for a 45 hour package
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TEXTBOOK, WORKBOOK, OR OUTLINE INFORMATION Title: Management & Supervision Author(s): Ryan Bryan Copyright Date: 2015 Pages: 55 Edition (if applicable): Third

REFUND/CANCELLATION POLICY

We strive to bring you a quality experience with your real estate education. If you do not complete the course/s, you may request a refund in writing subject to the following conditions:

- 1.) Request is made within 20 days of enrollment date. If a refund is granted you must return all materials that were sent to you.
- 2.) A minimum service charge of \$10.00 per package will be charged to cover administrative fees.

FINAL EXAMINATION CRITERIA NUMBER OF QUESTIONS 20	TYPES OF QUESTIONS Multiple Choice	TIME 20 minutes
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HOW MANY DIFFERENT FINAL EXAMS ARE OFFERED FOR THIS COURSE (ONE OR TWO)? Two	MINIMUM PASSING PERCENTAGE 70%
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CalBRE Disclaimer Statement

Prior to the start of the course, the sponsor shall provide participants with the following disclaimer statement: "This course is approved for continuing education credit by the California Bureau of Real Estate. However, this approval does not constitute an endorsement of the views or opinions which are expressed by the course sponsor, instructors, authors, or lecturers."

Attendance Policy

For live courses, students must attend a minimum of 90% of the approved course hours to be eligible to receive CalBRE continuing education course credit

Live Course Identification Statement

Participants shall present one of the following forms of identification below immediately before admittance to a live presentation of an offering:

- A. A current California driver's license.*
- B. A current identification card described in Section 13000 of the California Vehicle Code*
- C. Any identification of the participant issued by a governmental agency or a recognized real estate related trade organization within the immediately preceding five years which bears a photograph, signature and identification number of the participant.*

Correspondence Course Identification Statement

Participants shall present one of the following forms of identification immediately before the administration of the final examination:

- A. A current California driver's license.*
- B. A current identification card described in Section 13000 of the California Vehicle Code*
- C. Any identification of the participant issued by a governmental agency or a recognized real estate related trade organization within the immediately preceding five years which bears a photograph, signature and identification number of the participant.*

Examination Regulatory Notes

- Participants taking a correspondence offering or package of offerings shall be limited to completion of final examinations for a maximum of fifteen (15) credit hours during any one 24-hour period. A participant shall not be granted access to additional segments of the final examination for offerings or a package of offerings that exceed fifteen (15) credit hours until the appropriate 24-hour period has elapsed.
- An offering may include a provision for one retaking a different final examination by a participant who failed the original examination provided the questions in the re-examination are different questions than those contained in the original examination. A participant who fails the re-examination cannot receive credit for the course. Such a participant is not barred from enrolling and completing the same course, but must retake the course and pass the final examination with a score of 70% or better to receive credit.
- Questions used in a final examination shall not duplicate any more than 10% of questions used in any other quiz or examination utilized during the presentation of the course.
- Final examinations for CE courses consisting only of multiple choice, true/false and/or fill-in the blank questions shall be limited to a maximum of 10% true/false questions.
- Time calculations for a final examination consisting of multiple choice, true/false and/or fill-in the blank questions should be allowed a maximum amount of one (1) minute per question. The minimum number of questions for a continuing education final examination consisting only of multiple choice, true/false and/or fill-in the blank questions is:

<i>1 credit hour = 5</i>	<i>19-23 credit hours = 50</i>
<i>2 credit hours = 10</i>	<i>24-27 credit hours = 60</i>
<i>3-5 credit hours = 15</i>	<i>28-31 credit hours = 70</i>
<i>6-8 credit hours = 20</i>	<i>32-35 credit hours = 80</i>
<i>9-11 credit hours = 25</i>	<i>36-39 credit hours = 90</i>
<i>12-14 credit hours = 30</i>	<i>40 credit hours and over = 100 questions</i>
<i>15-18 credit hours = 40</i>	

Online Evaluation Statement

A course and instructor evaluation is available on the California Bureau of Real Estate (CalBRE) website at www.calbre.ca.gov. Access this form by typing in "RE 318A" in the search box located in the upper right corner of the home page.
