

STATUTORY COURSE TRANSCRIPT SUBMITTAL

RE 221 (Rev. 6/04)

DATE SUBMITTED _____

GENERAL INFORMATION

- ❖ *This form is to be used by salesperson applicants or licensees only.*
- ❖ If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.
- ❖ Complete the information below and forward your transcripts to:
 Department of Real Estate
 P.O. Box 187003
 Sacramento, CA 95818-7003

 Telephone Number (916)227-0931
- ❖ **Statutory Courses vs. Continuing Education Courses**
 - **Do not** confuse “statutory course” requirements with “continuing education” requirements.
 - Statutory courses each consist of three semester or four quarter college level units and are not interchangeable with

continuing education course “clock hours.” Acceptable statutory courses include:

- Accounting
- Business Law
- Common Interest Developments
- Computer applications in real estate
- Escrows
- Legal Aspects of Real Estate
- Mortgage Loan Brokering & Lending
- Property Management
- Real Estate Appraisal
- Real Estate Economics
- Real Estate Financing
- Real Estate Office Administration
- Real Estate Practice

Note: If your original salesperson license was issued on or after July 1, 2003, you must submit evidence of completion of Real Estate Practice as one of the two required courses to be issued a non-conditional license.

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TRANSCRIPT INFORMATION

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|----------------------------|---|
| NAME OF APPLICANT/LICENSEE | ID# (IF LICENSED) |
| CURRENT MAILING ADDRESS | <input type="checkbox"/> CHECK HERE, IF YOUR MAILING ADDRESS IS THE SAME AS YOUR RESIDENCE ADDRESS. |

Check one:

- My application for the salesperson examination has been submitted. I am submitting evidence of either Real Estate Principles and/or **two** additional statutory courses.
- I have passed the real estate salesperson examination but have not been issued an original license. I am submitting transcripts as evidence of completion of two additional statutory courses. Check one of the following:
 - My Salesperson License Application is attached.
 - My Salesperson License Application was previously submitted.
- I am currently a conditionally licensed salesperson and am submitting transcripts as evidence of completion of **two** additional statutory courses.
- I have received a notice that my salesperson license was suspended under Section 10153.4(c) of the Business and Professions Code. I am submitting transcripts as evidence of completion of **two** additional statutory courses in order to reinstate my license.
- Other:

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| SIGNATURE OF APPLICANT/LICENSEE »»» | DATE |
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DRE USE ONLY

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|--------|------------|---|
| PROC.# | DATE KEYED | <input type="checkbox"/> ADDRESS CHANGE PROCESSED — FILM THIS DOCUMENT |
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❖ *Course accreditation, transcripts*

- Courses must be completed at an institution of higher learning accredited by the Western Association of Schools and Colleges or by a comparable regional accrediting agency recognized by the United States Department of Education, or by a private real estate school which has had its' courses approved by the California Real Estate Commissioner.
- *Correspondence courses* — For those students who prefer independent study, the University of California (Extension), as well as several approved California private vocational schools, offer correspondence courses in the required subject.

Not more than two correspondence courses may be completed in any five-week period. (One course may be completed in 2½ weeks.) The student should make certain the private school offering the course is approved by the Real Estate Commissioner and satisfies the statutory course requirements.

- Official transcripts, copies of official transcripts, or a certification with school seal confirming successful completion of required course(s) are generally acceptable methods of providing evidence of completed courses.
- Courses completed through foreign institutions of higher learning must be evaluated by a foreign credentials evaluation service approved by the Department of Real Estate and that evaluation must then be submitted for review. (Refer to RE 223 - Examination Applicant Foreign Education Information.)

❖ *Processing information*

- Allow sufficient processing time (three to four weeks) to receive the non-conditional license certificate that is issued when the transcripts for the two additional courses have been submitted in conjunction with an 18-month conditional license, or have been submitted to reinstate from conditional license suspension under Section 10153.4 of the Business and Professions Code.
 - We cannot honor requests to confirm receipt of faxed documentation. Your fax machine may provide a confirmation sheet to show receipt of your documents..
 - All applications are processed in date received order, whether submission was made by mail, by fax, or was received at a District Office front counter.
 - Your transaction will be reflected on our Web site at **www.dre.ca.gov** under License Status as soon as it is processed.
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