

# **Accredited's Recommended Steps to Help Pass the State Exam**

## with the Home Study Course Package

1. **Register and receive** the eBooks (or physical textbook) for all courses.
2. Study a course textbook and complete and pass the corresponding final examination after the allotted time has passed.
3. Continue Step #2 for the remaining home study courses.
4. Begin practicing for the State Exam by using the **textbooks and any other exam preparation material previously purchased**.
5. A **Certificate of Completion** for each course will be available for download upon completion.
6. Upon receiving the **Certificate of Completion** from Accredited Real Estate Schools, Inc., please verify the following:
  - a. The name provided is legally correct with valid information. Please make sure there are no spelling errors.
  - b. All three home study courses are listed with appropriate completion dates and course grades.
7. Apply to the **California Department of Real Estate (DRE)** by using their **eLicensing** platform on **www.dre.ca.gov**. Make sure to follow all instructions designated by the DRE.
8. Once approved by the DRE, use eLicensing to **register for a State Exam date**, unless the DRE already assigned a date.
9. **Review** textbooks and any other Accredited exam preparation materials while waiting to take the State Exam.
10. Accredited offers various levels of state exam preparation.
  - **Practice Questions \$75** - The interactive Exam Preparation Practice Question Online Program contains over 3,650 fully-explained practice questions. You receive access to a constantly updated online program for one year!
  - **Prerecorded Virtual Crash Course \$100** - One week access to our eight-hour prerecorded virtual state exam preparation crash course. You will receive an interactive handout that coincides with the video lecture. You can also watch the recording as much as you want in the one-week time frame. **OPTIONAL: Add Exam Preparation Practice Questions for \$50!**
  - **Online State Exam Preparation Video \$150** - Eighteen hours of prerecorded video just like our live seven-night exam preparation class. You would receive a workbook and fill it out with the online instructor. You would learn exactly what you need to know and how to know it to pass the exam on the first try! Plus, you have four months of access to the online video upon activation.
  - **Video and Practice Questions \$199**
  - **Live In-Person or Virtual Seven Night State Exam Preparation Class \$299** – Seven nights of live in-person or virtual state exam preparation. The seven nights of virtual instruction prepare you for the state exam as you will receive an interactive workbook and exam preparation practice questions.
11. **Pass the State Exam!**

Please remember these are recommended guidelines to help pass the State Exam and do not guarantee passage of the State Exam. However, if a student does fail the State Exam and had purchased the video exam preparation package for \$150 or \$199 with practice questions prior to the State Exam, Accredited Real Estate Schools, Inc. will extend the video for another three months if the student shows examination results and took the State Exam within one month of video expiration.

# ACCREDITED REAL ESTATE SCHOOLS, INC.

7840 Madison Ave #149, Fair Oaks, CA 95628

www.accreditedschools.com

(916) 966-9300 Phone - (916) 966-9305 Fax

ncinfo@accreditedschools.com

DRE Sponsor Number: S0011

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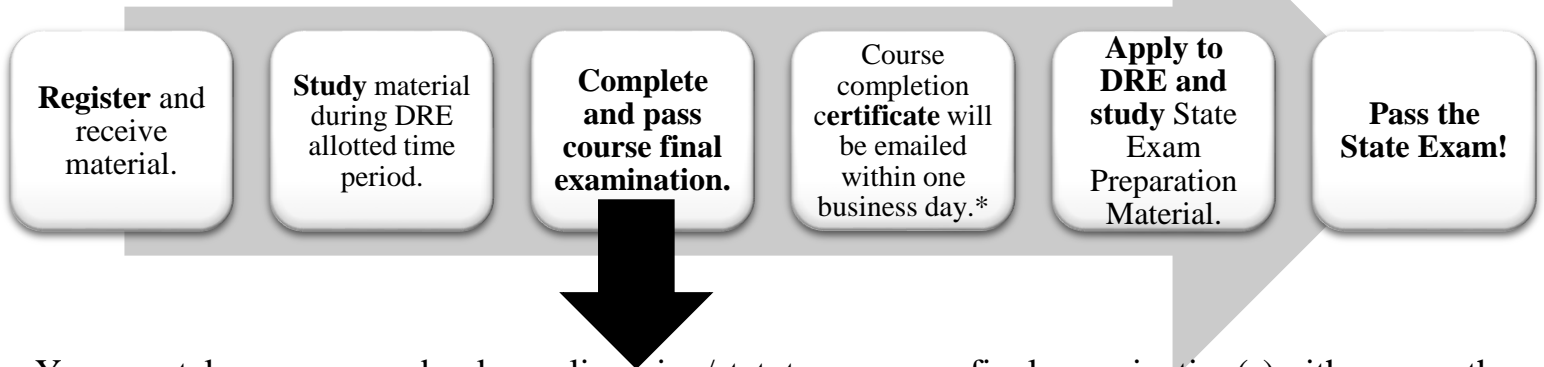
## EXAMINATION INFORMATION PAGE

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### STATUTORY / PRE-LICENSING COURSES

Real Estate Principles, Real Estate Practice, Property Management, Mortgage Loan Brokering, Legal Aspects of Real Estate, Real Estate Appraisal, Real Estate Economics, Real Estate Finance, Escrow, & Business Law

### OVERVIEW



You can take your open-book pre-licensing/statutory course final examination(s) either over the internet or at our school location.

Number of Questions	Type of Questions	Time	Minimum Passing Grade	Number of Different Final Examinations	Method of Final Examination
100	Multiple Choice	Three Hours	60%	Two	Online

### COURSE COMPLETION CERTIFICATE

A Certificate of Completion for each course will be available for download upon completion.

### ACCESSING ONLINE TESTING

1. Go to [www.accreditedschools.com](http://www.accreditedschools.com).
2. Click on “Online Testing.”
3. Read Exam Procedures and select appropriate link to access the testing platform.
4. A logon prompt will appear where you will enter your **User ID and Password**.

**PLEASE NOTE:** When you start an exam you must complete it. Exams are timed and you will see the time sequence counting backwards. When exam time has expired, your exam will end and automatically submit the results to our database. Exams are NOT downloadable or printable per California Department of Real Estate. If you are “kicked off” your internet connection during the exam, you may re-login immediately and continue the exam. The timer will continue to tick.

### TRADITIONAL FINAL EXAMINATIONS

If you elect to take the final examination(s) through more traditional means, you can take the exams at our school location. Please contact an Accredited representative to set-up a date and time. In addition, please allow five business days for your results and certificate.

# GENERAL INFORMATION PAGE

## STATUTORY / PRE-LICENSING COURSES

Real Estate Principles, Real Estate Practice, Property Management, Legal Aspects of Real Estate, Real Estate Appraisal, Real Estate Economics, Real Estate Finance, Business Law, Mortgage Loan Brokering, & Escrow to be provided to the participant prior to registration/enrollment.

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

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## COURSE DESCRIPTIONS

### Real Estate Principles

Textbook: California Real Estate Principles by Bryan Church and Schyler Church (2019), 520 pages

Overview: Before, During, and After a Real Estate Transaction – Starting a Career in Real Estate – Working with Buyers and Sellers Prior to a Real Estate Transaction – Agency Relationships, Ethics, and Fair Housing – Property and Estates in Land – Real Estate Contracts: Offer and Acceptance – Opening Escrow and the Escrow Process – Disclosures Part I – Disclosures Part II – Physical Inspection Contingencies – Appraisal Contingencies – Financing Contingencies – Taking Title to Real Property – After the Real Estate Transaction – Working with Real Estate Investors and Real Estate Taxation

### Real Estate Practice

Textbook: California Real Estate Practice by Bryan Church and Schyler Church, 2<sup>nd</sup> Edition (2023), 558 pages

Getting Started in the Real Estate Brokerage Business – Prospecting for Clients – Residential Listing Agreement – Seller’s Advisory – Residential Purchase Agreement and Joint Escrow Instructions Part I & II – Buyer’s Inspection Advisory – Opening Escrow and Real Estate Transfer Disclosure Statement – Statewide Buyer & Seller Advisory Part I & II – Real Estate Contract Contingencies & Closing the Transaction – New Home Sales & Subdivisions – Distressed Properties – Fair Housing with Online Interactive Participatory Component (Students Role Play as Both a Consumer and Real Estate Professional) and Implicit Bias – Trust Fund Handling and Risk Management

### Property Management

Textbook: California Real Estate Property Management by Bryan Church (2017), 512 pages

A Day in the Life of a Property Manager – Property Management Overview – Leasehold Estates – The Property Management Plan – The Property Management Agreement and Agency Relationships – Tenant Screening and Finding Prospective Tenants – Lease Agreements and Security Deposits – Tenant Management, Lease Terminations, and Evictions – Records Management, Cost Controls, and Office Procedures – Property Maintenance – Managing Single-Family Rental Properties – Managing Condominium Rental Properties – Managing Multi-Unit Residential Buildings – Managing Commercial Leased Investments and Specialty Properties

### Legal Aspects of Real Estate

Textbook: Legal Aspects of Real Estate by Realty Publications, Inc., 6<sup>th</sup> Edition (2016), 478 pages

Sources of Real Estate Law – Real Estate Interests – Adjacent Owner Issues – Title and Vesting – Liens/Lis Pendens – Real Estate Remedies

### Real Estate Appraisal

Textbook: California Real Estate Appraisal by Walt Huber, Levin P. Messick, and William Pivar, 5<sup>th</sup> Edition (2018), 490 pages

Introduction (Mobile Technology Evolution) – Understanding Value – The Appraisal Process – Property Description and Appraisal Math – Data Collection and Analysis – Site Valuation – Residential Construction – Cost Approach to Value – Sales Comparison Approach to Value – Income Approach to Value – Reconciliation and Final Value Opinion – The Appraisal Report – Appraising Special Interests – The Appraisal Profession – Financial Institutions and Regulations

### Real Estate Economics

Textbook: Real Estate Economics: Realty Almanac 2018-2020 by Realty Publications, Inc. (2018), 451 pages

Jobs – Interest Rates – Real Estate Speculation – Home Equity – Renting: The Alternative to Homeownership – Mortgages – Inflation & CPI – Consumer Confidence – Savings – Construction – Inventory – Pricing – Stock Market – Retirees – First-Time Homebuyers – Fiscal Spending – Monetary Policy – Politics – Wealth from Other Nations – Taxation – Population Growth – Demographic Change – Regulation – Energy Consumption – Regional Housing Indicators

### Real Estate Finance

Textbook: Real Estate Finance by Realty Publications, Inc., 8<sup>th</sup> Edition (2016), 638 pages

The Borrower-Lender Relationship – Notes and Their Provisions – The Trust Deed – Carryback Financing – Lenders – Recourse and Nonrecourse Loans – Default and Foreclosure – Tax Aspects of Financing

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**Business Law**

Textbook: California Business Law and Legal Environment by Walt Huber and Kim Tyler, 5<sup>th</sup> Edition (2018), 592 pages  
Introduction – Court System & Court Procedure – Alternative Dispute Resolution – Ethics, Law, & Business – Torts: Intentional, Negligent, & Liability – Business Torts & E-Commerce – Contracts: Offer, Acceptance, & Mutual Assent – Capacity & Consideration – Unlawful Agreements and the Statute of Frauds – Consent & Performance – Interpretation & Third Parties – Contract Discharge & Remedies for Breach – Sales Law: Terms, Formation, Obligations, & Title – Sales Law: Risk of Loss & Warranties – Agency – Major Forms of Ownership – Major Federal Acts

**Mortgage Loan Brokering**

Textbook: Mortgage Loan Brokering and Lending by Realty Publications, Inc. (2022), 607 pages  
Licensing and Management – Consumer Mortgage Practice – Types of Mortgages – Consumer Protection – Servicing, Default, and Foreclosure – Private Lender Mortgages

**Escrow**

Textbook: Escrow 1 by Walt Huber, Joe Newton, and Anita Rubeck, 5<sup>th</sup> Edition (2017), 500 pages  
Pre-Escrow Transaction Coordinator – What is Escrow – Basic Escrow Processes and the Role of Transaction Coordinator – Sample One, Part One – Sample One, Part Two – Sample One, Part Three – Sample Two, Part One – Sample Two, Part Two – Sample Two, Part Three – Sample Three, Part One – Sample Three, Part Two – Exchange Escrow Sample – Processing the Exchange Escrow – Note and Trust Deed Escrow Sample – Processing the Note and Trust Deed Escrow

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Method of Course	Course Hours	Cost
Correspondence	45	\$69 - \$79 Each (Discounts on Package Courses)

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**COURSE COMPLETION TIME LIMITS**

There is a maximum course completion time limit of one year from enrollment. However, the DRE mandates a minimum course completion time of 18 days per course from date of enrollment. Minimum course completion time limits as follows:

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1 course = 18 days	2 courses = 36 days	3 courses = 54 days	4 courses = 72 days
5 courses = 90 days	6 courses = 108 days	7 courses = 126 days	8 courses = 144 days

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**FINAL EXAMINATION**

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Number of Questions	Type of Questions	Time	Minimum Passing Grade	Number of Different Final Examinations	Method of Final Examination
100	Multiple Choice	Three Hours	60%	Two	Online

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**COURSE COMPLETION CERTIFICATE**

Course completion certificates will be available for download upon completion.

**RECORDS**

The school maintains a database of all students who enroll and/or complete statutory/pre-licensing courses. Please call the school for a duplicate copy of your certificate (a small handling fee will be charged).

**REFUND POLICY**

Money-back guarantee if material is returned unused within seven (7) days from enrollment date, less the \$25 enrollment fee and any shipping charges if applicable.

**CALIFORNIA DEPARTMENT OF REAL ESTATE DISCLAIMER**

This course is approved for pre-license education credit by the Department 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.

**ONLINE EVALUATION STATEMENT**

A course and instructor evaluation is available on the California Department of Real Estate (DRE) website at [www.dre.ca.gov](http://www.dre.ca.gov). Access this form by typing in “RE 318A” in the search box located in the upper right corner of the home page.

**COURSE PROVIDER COMPLAINT FORM**

A course provider complaint form is available on the California Department of Real Estate (DRE) website at [www.dre.ca.gov](http://www.dre.ca.gov). Access this form by typing in “RE 340” in the search box located in the upper right corner of the home page. An informational form regarding course provider complaints, “RE 340A” is also available.

**CORRESPONDENCE COURSE IDENTIFICATION STATEMENT**

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

- A current California driver’s license.
  - A current identification card described in Section 13000 of the California Vehicle Code.
  - 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.
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