



**Kaplan Real Estate Education**  
**DRE Sponsor No. – S0650**  
**Home Office- 332 Front Street, Suite 555**  
**La Crosse, WI 54601**  
**Phone Number: 800-660-8105**

### General Information Page

(This is provided to you in accordance with standards set by the California Department of Real Estate – DRE)

#### Cost and Course Description

The total cost of the course(s) is the price advertised in the current brochure, on the current version of the website, or quoted to you by the Kaplan Real Estate Education Registrar or Enrollment Center; fees for additional services are explained below. The prices range between \$89 and \$169 per course with packages of courses available. Also, specific course descriptions are provided in our current brochure and are available at our website. Specific textbook information is available upon request.

Home Study courses include a textbook for your study material. Once you have studied the textbook and completed all in book assessments for the required 18 days, you will then be able to go online and complete the Final Exam using the login information, provided via email to complete the online Final Exam.

#### Examination Requirements

You will be required to pass a final examination, which will be administered online. You will have a maximum of 2 attempts. If you do not pass, you will be required to re-enroll in the course. Pass rates for all College Level courses are 60%. All DRE approved final exams for correspondence courses are provided online and are included in the course cost. For DRE approved courses, the exam will be “open book”. All tests are timed.

Name	Category	Hours	Presentation	# of Questions	Time Limit
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Home Study-HS      Multiple Choice-M/C

#### College Level/Statutory

Escrow	Statutory	45	HS	100 M/C	2.5 hrs
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Textbook: California Real Estate Escrow and Title, 2014, Author – George W. Lawrence, 550 pages - This book provides an in-depth explanation of the escrow, title, and related real estate services and the specific duties of the professionals who perform these services. It is directed toward those who work in any of the variety of occupations of the real estate industry, including escrow, title insurance, real estate brokerage, appraisal, and lending, and especially those new to their respective professions and careers. The subjects covered provide the reader with a comprehensive overview of the responsibilities of the escrow and title insurance professional and offers an introduction to the activities, qualifications, and practices of the real estate and loan professionals and the services they deliver.

Real Estate Practice	Statutory	45	HS	100 M/C	2.5 hrs
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Textbook: California Real Estate Practice, 2019, Author – William H. Pivar, Lowell Anderson, Daniel S. Otto & Kartik Subramaniam, 624 pages - A real estate license does not come with an operating manual, so this textbook focuses on what it really takes to succeed in the business and will expand your knowledge of the industry in an engaging and effective forum. Topics include: The Business of Real Estate, The Art of Pricing and Listing, and How to Find and Counsel the Buyer. Complete with checklists, contracts, CAR® and other sample forms, and quizzes and exams that closely follow the state exam.



Legal Aspects of Real Estate

Statutory 45 HS 100 M/C 2.5 hrs

Textbook: California Real Estate Law, 2019, Author – William H. Pivar, and Robert J. Bruss, 612 pages - California Real Estate Law is an introduction to the laws that govern real estate transactions in the state of California. Used as either a salesperson elective course or a required broker course, this title includes more than 200 case studies to help you apply concepts to real life. Make the law come alive and explore some of the common myths and misconceptions that affect your day-to-day activities. Find out how you can avoid legal entanglements with this textbook.

Real Estate Office Administration

Statutory 45 HS 100 M/C 2.5 hrs

Textbook: Real Estate Brokerage: A Management Guide, 2013, Author – Laurel D. McAdams and Joan M. Sobek, 492 pages - This practical guide offers an applications-oriented approach to becoming more effective managers, leaders, and communicators. The most comprehensive real estate brokerage title available, this new edition reflects innovation, most apparent in digital media and all the associated tactics and risks (including Internet security and identity theft), and the influence of generational diversity in contemporary business practices. The guide also highlights new trends in professional development, including formal mentoring and cross-training programs, and developments in civil procedures, including RESPA, antitrust, and employment law issues. When used with the workbook for additional review, the package is a complete "how-to" for starting and maintaining a real estate brokerage business.

Real Estate Principles

Statutory 45 HS 100 M/C 2.5 hrs

Textbook: California Real Estate Principles, 2017, Author – Charles O. Stapleton III and Martha R. Williams, JD, 598 pages - Become successful in your field by understanding key topics such as time management, the listing and selling process, property valuation, closing the sale, escrow procedure, taxes, financing, and more. Topics include: Land Descriptions and Subdivisions, Acquisition and Transfer of Real Property, Liens and Encumbrances, Leases, Contracts, Unlawful Discrimination, Agency and Business Principles, and Ethics.

Real Estate Appraisal

Statutory 45 HS 100 M/C 2.5 hrs

Textbook: Fundamentals of Real Estate Appraisal, 2018, Author – William L. Ventolo, Jr. and Martha R. Williams, JD, 576 pages -This textbook covers the basics of the appraisal profession, the mathematical and statistical analysis skills the role requires, and how the appraisal process relates to financing and the real estate transaction as a whole.

Real Estate Economics

Statutory 45 HS 100 M/C 2.5 hrs

Textbook: California Real Estate Economics, 2015, Author – Ignacio Gonzalez, JD, 570 pages - Designed for both salesperson and broker candidates, this text is built on strong economic and finance principles. It explores how real estate fits into the economy and showcases our economic vitality. The "In California" section and state appendices will give direct insight into local issues. This core text covers everything on building a successful practice with student features such as checklists, contracts, CAR® and other sample forms, and quizzes and exams that closely follow the state exam.

Real Estate Finance

Statutory 45 HS 100 M/C 2.5 hrs

Textbook: California Real Estate Finance, 2016, Author – Minnie Lush, BA, GRI, ABR and David Sirota, PhD, 507 pages - As demonstrated by the recent sub-prime mortgage crisis, few topics in the real estate world are more important than finance. Understanding the monetary system, the nuances of home mortgages, and instruments of financial leverage at all stages of the market are essential for all real estate professionals. This book is designed to offer comprehensive instruction in real estate finance, while also satisfying California state licensing requirements. This book fulfills a prelicensing elective for salespersons and is a required course for all broker applicants.



Property Management      Statutory      45      HS      100 M/C      2.5 hrs

Textbook: Property Management, 2017, Author – Robert C. Kyle, Marie S. Spodek, DREI, and Floyd M. Baird, RPA/SMA, 544 pages - This practical discussion explores daily issues facing practitioners, such as maintenance, accounting, administrative, and legal activities, and it has up-to-date content on federal regulations, such as civil rights, fair housing, ADA issues, and environmental concerns. Its flexible format adjusts to various hour requirements and includes case studies and sample forms to enhance student application and instructor resources to help with class preparation.

### Identification Required

Students will be required to provide a photocopy immediately before the administration of the final examination (via email - CAPhotoID@Kaplan.com), and enter the ID number upon registration, of one of the following items:

- (a) A current California driver 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.

If this information is not provided, the student completion certificate may be held until such a time as the identification information is provided.

### Certificate of Completion

When you pass your exam, Certificates can be printed by clicking on the Certificate Icon on your Dashboard. Your Certificate will indicate the number of credit hours earned, and the course-approval category. If you should misplace or lose your Certificate, Kaplan Real Estate Education maintains College Level records and will issue a duplicate Certificate upon request (\$15 each, payable by check or credit card).

### Course Completion Time Limits

The enrollment period for College Level courses is 6 months. For DRE approved College Level courses, the minimum completion time allowed by the DRE is 2 ½ weeks (18 days) per course. For example, the DRE will not permit you to complete 2 courses in less than 5 weeks (36 days). In addition, should you fail a College Level exam, there is an additional 18 day waiting period before you are allowed to re-take that exam.

### Refund Policy

**Risk-Free Money Back Guarantee\***: Please check your materials immediately upon receipt to ensure they include everything that was ordered. If you're not completely satisfied, you can return the materials unmarked to us within 30 days from the date they were received. Upon verification, you will receive a 100% refund less shipping and handling.

\*Refunds are not provided if we've issued you a certificate of completion.

### Grading System

In order to pass a course, you must achieve a minimum score on the course final exam. For all DRE approved college level courses the passing score is 60%.



### **DRE Course and Instructor Evaluation**

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.

### **DRE Disclaimer Statement**

These courses are approved for Credit by the California Department of Real Estate. However, this approval does not constitute an endorsement of the views or opinions which are expressed by the course sponsor, instructor, authors, or lecturers.

This material is for educational purposes only. In no way should any statements or summaries be used as a substitute for legal or tax advice.

It is your responsibility to know and understand DRE rules and regulations concerning licensing and educational requirements. We will be pleased to help answer your questions, but DRE is the final authority - contact them at 877-373-4542 or visit DRE's website at [www.dre.ca.gov](http://www.dre.ca.gov).

### **Course Provider Complaint Statement**

A course provider complain 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.