



Online Correspondence: California Management and Supervision General Information Page

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

Sponsor Information

Course Provider Name: Colibri Real Estate Web Site Address: www.colibrirealestate.com
DRE Sponsor ID #: 6372 Phone Number: (844) 701-2946
Email Address: colibriregulatory@colibrigroup.com
Address: 399 S Spring Avenue, Suite 108, St. Louis, MO 63110

Course Description

Brokers (sole practitioners or corporate broker-officers) who employ salespeople have a duty to supervise their licensed activities. As an agent of his or her employing broker, a salesperson has a duty to perform real estate activities in compliance the Real Estate Law and the Commissioner's Regulations. The Department of Real Estate's Enforcement Section receives a large number of complaints each year. Most (if not all) of these complaints could have been avoided simply by brokers properly supervising the licensed activities of their sales associates.

Because of the importance of broker supervision, since 2016, all real estate brokers and salespersons (on their subsequent renewal) must complete a Management and Supervision course as part of their continuing education requirements.

The course covers office policies and procedures, trust funds and trust accounting, as well as the role and responsibilities of branch or division managers pursuant to B&P 10164, including salespersons acting as branch or division managers.

Completion of this course will help to ensure that you meet the Management and Supervision Requirement, a three-hour continuing education course in managing real estate offices and supervising real estate activities.

Method of Course Presentation: Correspondence/Internet
Course Category: Management & Supervision **Credit Hours:** 3
Course Fee: \$39.00

Textbook, Workbook, or Outline Information

Title: Online Correspondence: California Management and Supervision
Author: McKissock, LLC (www.mckissock.com)
Copyright Data: N/A
Pages: 26 pages
Edition (if applicable): N/A

Refund/Cancellation Policies

Money-Back Guarantee

If you are not satisfied for any reason, simply contact us within 24 hours of completion for a full refund or discount toward future courses. **There is no cash value associated with future discounts and all future discounts expire if not used within two years of issuance.



Online Courses

Starting from the date the course was purchased, you have 30 days from the date of purchase to request a full refund.

Cancellation Policy

Online courses are not cancelled. In the event that we would have to pull a course for any reason, students are notified and given at least 2 weeks to complete the course.

Final Examination Criteria

Number of Questions: 30 Question

Type: Multiple Choice/True or False

Time Allowed: 30 minutes

Number of Different Versions: 2

Minimum Passing Percentage: 70%

Additional School Exam Policies and Procedures

Although course materials may be printed for student reference, final exams are delivered through the system and may not be downloaded or printed. The course final exam is a closed book exam. Upon time expiration, the exam is graded as-is, and the student will receive the results immediately. If you do not pass the first exam attempt, you may review the course again and make a second attempt, but you will not get credit for the course until you successfully pass the exam. The final exam questions are randomly selected from a pool of questions. After a second failed attempt you will be re-enrolled in the course and you will need to go through the course again and pass the course final exam in order to receive credit.

DRE Disclaimer Statement

This course is approved for continuing education 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, instructors, authors, or lecturers.

Course Identification Statement

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

- 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.

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 of 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 in 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:

1 credit hour = 5	19-23 credit hours = 50
2 credit hours = 10	4-27 credit hours = 60
3-5 credit hours = 15	28-31 credit hours = 70
6-8 credit hours = 20	32-35 credit hours = 80
9-11 credit hours = 25	6-39 credit hours = 90
12-14 credit hours = 30	40 credit hours and over = 100
15-18 credit hours = 40	questions

Online Evaluation Statement

A course and instructor evaluation is available on the California Department of Real Estate (DRE) website at 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 Statement

A course provider complaint form is available on the California Department of Real Estate (DRE) website at 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.

Registration

To enroll in a course, the student will be required to create a username and password for the system, which will be used for this and all future course transactions. When finalizing the enrollment, the student must pay by credit card either by phone during normal business hours or online.

Support

Questions regarding course content or technical issues may be submitted via email to Colibri Real Estate or the course instructor using the conveniently located link on the left-hand Help Tab of each course or via the "Contact Us" tab at the top of each page of our website. Students may also call our 800-number during our regular business hours, as follows, to speak with a customer service representative.

Weekdays: 8:00 am – 8:00 pm (Eastern Time)

Weekends: 12:00 pm – 3:30 pm (Eastern Time)

Evaluation & Completion Instructions

Once a course final exam has been passed, a survey page will be displayed. This survey was developed by our school and helps us to monitor the quality of our courses to ensure we offer education that is consistent with the online courses we present.



Recordkeeping

Completion results are kept both in an online database and in our office at St. Louis MO., 63110 for a minimum of five (5) years. Our database records are logged to show all relevant information for each student and are backed up nightly, weekly, and monthly to ensure we never lose information regarding students certificates, etc. Upon passing the course final exam, a course completion certificate will be issued to the student indicating that the student has successfully completed the course. Certificates of completion will be posted directly to the "My Colibri Real Estate" account.