

## Continuing Education Credits for IBBA and CABB Courses

Continuing Education credits for non-approved courses are available from the DRE. You can submit your completed IBBA and CABB courses, or others, to the DRE for "CE Equivalent Activity" as outlined in the DRE publication number RE 312, section 3110.4 (Rev. 12/10), and CE Equivalent Activity Petition Application RE 312 (page 2, section 3011.4).

You must send a written "Petition of Equivalent Petition Application" (use that as a heading on your cover letter) to the DRE, state they are "Consumer Protection Courses" and include in the letter the following:

1. Your name, license number and expiration date
2. The name, address, and telephone number of the course sponsor or school
3. The title of the course
4. The title, publisher, and date of publication of any text or course material used
5. The number of clock hours attended that includes specific beginning and ending dates
6. (Copy of) any outline or syllabus (enclosed with the letter, a copy of the training materials)
7. A list of reading assignments with page references
8. A final grade report for the final examination (enclosed with letter)
9. A completion certificate (enclosed with letter)
10. Sixty dollar (\$60) processing fee (you may submit as many courses as you want at the same time, for a single fee, just include them all in the same package to the DRE)

As recommended by the DRE, do not send any originals, since nothing submitted will be returned to you.

Mail all the required information to:  
California Department of Real Estate  
Attn: Education Section  
P.O. Box 187009  
Sacramento, CA 95818-7000

For my last renewal I submitted 40 hours of IBBA courses, and they were all approved. It took about 45 days. After that, I only needed the "Survey Course" to finish all my mandatory requirements.

This process is a real value, if you attend many IBBA or CABB courses, all of which are excellent business broker/M&A classes, and this eliminates the hours spent on non-business brokerage "continuing education."

Ron Johnson, M&AMI, CBI, CBB, *Fellow of the IBBA*

## CE EQUIVALENT ACTIVITY PETITION APPLICATION

RE 332 (Rev. 10/11)

### GENERAL INFORMATION

Business and Professions Code §10170.4 authorizes the Commissioner to grant continuing education (CE) "equivalent activity" credit under a written petition process. In addition to attendance at courses not approved by the Commissioner, such "activity" may include, but is not limited to, instruction in real estate subjects, publication of professional articles or books, or development of real estate education programs, laws or research. Specific information regarding the requirement of the various types of "petitions" are included on this form.

### WHAT IS REQUIRED?

#### Written Petition

In addition to the specific items listed on this form, a written petition found on page 2 is required. The petition must include your name, real estate license ID number with expiration date, address, telephone number, and must be signed and dated.

Do not send original course materials as they will not be returned.

#### Fee

A \$60 processing fee is required (Regulation 3009).

A single petition may request credit for more than one activity, however, if a subsequent petition is submitted at a later date, a separate \$60 processing fee and written petition will be required.

#### Restrictions

Activity for which credit is being requested must have been achieved during a the four-year period preceding the license renewal application.

#### Mailing Address

Petitions should be sent to:

Department of Real Estate  
 Education Section  
 P.O. Box 187009  
 Sacramento, CA 95818-7000

### INSTRUCTOR INFORMATION

#### CE Course Instructors

Refer to Regulation 3011.1. It is recommended that instructors of DRE approved CE courses be issued course completion certificates by the course sponsor rather than submitting a CE equivalent activity petition and fee. Instructors must have taught or participated during the entire course presentation in order to receive a course completion certificate. Course credit for CE instructors may only be granted once during each two-year term of the course approval.

#### Pre-License Course Instructors

Refer to Regulation 3011.1. Instructors of pre-license (college-level) courses may petition for CE credit for each different pre-license course taught, i.e., real estate principles, real estate practice, etc. Equivalency CE credit may only be received once for each pre-license course taught during each four-year license term of an individual.

### EQUIVALENT ACTIVITIES REGULATIONS

In order to receive equivalent credit for one of the sections below, you must check and include all of the required attachments for the section in which you are applying.

#### 3011.1. *Petitions for Continuing Education Credit Equivalency for Course Instruction.*

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- (a) To receive continuing education credit for instruction of real estate related courses not approved for continuing education, the petitioner shall submit a statement under penalty of perjury which includes at least the following information:
- (1) The petitioner's qualifications to teach the course.
  - (2) The title of the course.
  - (3) The date(s) and location the instruction took place.
  - (4) Clock hours of instruction.
  - (5) Titles and description of instructional materials used including the author(s), date of publication, and a copy of the Table of Contents, if applicable.
  - (6) An outline or syllabus for the course.
  - (7) Any other information useful in determining that the course will contribute to current knowledge as set forth in Business and Professions Code Section 10170.4.
  - (8) A statement by the course sponsor or school that the petitioner taught the course.
- (b) A sponsor of an approved continuing education course may issue a completion certificate to the instructor of an approved continuing education course for one presentation of the course during its approval period.

#### 3011.2. *Petitions for Continuing Education Credit Equivalency for Authorship of Articles or Books.*

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- (a) To receive continuing education credit equivalency for authorship of articles or books, the applicant shall submit a petition under penalty of perjury that includes at least the following information:
- (1) The date of publication of the article or book.
  - (2) An explanation of how the material published meets

the criteria of Section 3011.

- (3) The number of hours the petitioner devoted to authorship of the article or book.
  - (4) The period during which the article or book was written.
- (b) The applicant shall submit a copy of the published article or book.

**3011.3. Petitions for Equivalency for Development of Real Estate Programs, Laws, and Research.**

(a) If the claim for continuing education credit is based upon development of education programs, submit a statement under penalty of perjury including at least the following information:

- (1) A clear and complete description of the education program.
- (2) A description of the role of the petitioner in developing the program.
- (3) The number of hours the petitioner devoted to development of the program.
- (4) The period during which the program was developed.
- (5) An explanation of how the development of the program meets the standard of Section 3011.

(b) If the claim involves development of real estate law or research, submit a statement under penalty of perjury that includes at least:

- (1) A detailed description of the law affected or the research performed.
- (2) The number of hours devoted to the research or development of law.

- (3) An explanation of how the petitioner's participation meets the standard set forth in Section 3011.
- (4) A copy of the research report or of the law developed shall be attached to the petition, if the report or law exists. If research support data is not available, the Commissioner may request whatever additional information is needed to support the claim.

**3011.4. Petitions for Continuing Education Credit Equivalency for Attendance at Unapproved Programs.**

(a) The Commissioner, when acting upon a petition for continuing education credit for completing a course that is not approved, shall apply the criteria set forth in Sections 3006 and 3007.3.

(b) The applicant shall submit a petition under penalty of perjury including at least the following information:

- (1) The name, address, and telephone number of the course sponsor or school.
- (2) The title of the course.
- (3) The title, publisher, and date of publication of any text or course material used.
- (4) The number of clock hours attended that includes specific beginning and ending dates.
- (5) Any outline or syllabus.
- (6) A list of reading assignments with page references.
- (7) A final grade report for the final examination.
- (8) A completion certificate.

The written petition below must be completed and signed prior to submittal.

I am submitting this petition and attachments as it relates to Regulation \_\_\_\_\_ (i.e. 3011.1) above. I have checked off and included the necessary attachments as indicated by the section for which I am applying.

I, \_\_\_\_\_, declare under penalty of perjury that the foregoing is true and correct. Signed in the City of \_\_\_\_\_, State of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SIGNATURE		DATE	
PRINTED NAME			
LICENSE ID NUMBER		EXPIRATION DATE	
STREET ADDRESS			
CITY	STATE	ZIP CODE	TELEPHONE NUMBER