

Golden Hyde Real Estate Center

1168 San Gabriel Blvd. #J

Rosemead, CA 91770

(626) 571-0751

www.goldenhyde.com

DRE Sponsor #: 3551

GENERAL INFORMATION

Course Title:	Management and Supervision
Course Credit:	3 Hours of Continuing Education in Management & Supervision
Method of Course Presentation:	Correspondence
Course Fees:	\$40 (plus \$10 shipping and handling)

Course Description

The purpose of this course is to reinforce the importance of a broker's responsibility to manage and supervise his or her licensees. By doing so, the importance of brokers and their ability to establish policies, rules, and procedures including systems to review, inspect, and manage offices will be highlighted. Supervision in real estate transactions sometimes can be tricky so the backbone of what every broker should understand is broken up into each chapter. Retaining and reviewing documents, proper filing, storage and maintenance of documents, proper handling of trust funds, advertising of any service for which a license is required, and familiarizing agents with the requirements of federal and state laws relating to the prohibition of discrimination are some of the concepts that are discussed.

Refund Policy

Students must complete the course within one year of their registration date. If the student receives materials that have been damaged, shipped in error, or they have changed their mind prior to receiving the course materials, the registration fee minus the shipping and handling fees will be refunded back to them.

Textbook Information

Title: Management and Supervision

Author: Golden Hyde School

Pages: 36

Copyright Date: 2023

Homework Assignments

Quizzes: An incremental assignment will be given to the student at the time of registration, which must be completed prior to completing the final exam. The assignment consists of ten "true or false" questions and it must be dropped off or mailed back to us in order to set up a final examination.

Exam Requirements

Participants shall present one of the following forms of identification immediately before the 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.

Final Examination: The final is an open book examination. After the student has carefully reviewed over the study materials, the student may request a convenient date and time for taking the final examination, either at our school or with a monitor. The final examination for this 3-hour course consists of 15 multiple choice questions. They will be allowed up to 15 minutes to complete this examination.

If the student would like to take the final exam at another location outside of the school, a monitor/proctor can be used, who can administer the exam for them. The school can designate an outside monitor/proctor which cannot be related to the student by blood, marriage, domestic partnership, or any other relationship. They must fill out the "Final Examination Monitor Request Form" to certify this information at the time of request. After the school has received this form, the final exam will then be sent to the qualified test administrator, who will then notify the student for the scheduling of the final examination.

Completion of Course/Certificates: If the student achieves a score of seventy percent (70%) on the final examination, an official certificate of their course grade will be mailed to them within fifteen days from receipt of the completed final examination.

Re-Examination Policy: If the student fails to achieve a score of seventy percent (70%) on the final examination, the student may take one alternate final exam within the one-year period. This alternate final will be taken as an open book, 15 question multiple choice exam in the same manner as the regular examination.

Maintenance of Records: The school will keep records of student attendance completion certificates for up to five years. If the student needs an additional or duplicate certificate, a \$10.00 handling fee will be charged for a re-issuance.

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.

DRE Disclaimer Statement

This course is approved for continuing education credit by the California Department of Real Estate (DRE). However, this approval does not constitute an endorsement of the views or opinions which are expressed by the course sponsor, instructor, authors, or lecturers.

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.