



Real Estate Office
Administration
General Information Page

Sponsor Information

Colibri Real Estate

www.colibri realestate.com

DRE Sponsor No. S0693 (866) 739-7277 colibri regulatory@colibrigroup.com

399 S. Spring Ave., Suite 108, St. Louis, MO 63110

Course Description

This course includes instruction in Management and Leadership; Developing a Strategic Operating Plan; Accounting, Bookkeeping, and Recordkeeping; Policies and Procedures; Broker Salesperson Agreements; Recruiting, Selecting and Hiring Personnel; Mentoring and Coaching; Office and Brokerage Operations and Growth Options.

Method of Course Presentation: Internet

Course Hours: 45

Fee: \$99.00

Textbook, Workbook, or Outline Information

Title: California Real Estate Office
Administration

Author(s): Colibri Real Estate

Copyright Data: 2022

Pages: 244

Edition (if applicable):
1

Refund Policy

At Colibri Real Estate, we're committed to providing the ultimate learning experience, which is why we back every purchase with our 100% satisfaction guarantee. Our commitment to quality education promises peace of mind when selecting real estate courses.

Online Courses

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

All Modalities

If a student has completed a course, whether self-paced or livestream, the completed course does not qualify for a refund. If a student purchased a package that includes a required course where a certificate is issued, a refund is no longer available. Textbooks and shipping are not qualified for a refund.

To request a cancellation, you may contact Colibri Real Estate either via email at CustomerCare@ColibriRealEstate.com or by phone at 1-866-739-7277.



Final Examination Criteria

Number of Questions:
100

Question Type: Multiple
Choice

Time Allowed: 3 hours
(180 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. Upon time expiration, the exam is graded as-is, and the student will receive their results immediately. Should the student fail to pass the exam, they may attempt a second exam. After a second failed exam attempt, the student would need to re-enroll in the course and would be required to go through the course again in order to receive credit.

California Department of Real Estate Disclaimer Statement

This course is approved for pre-license 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, instructors, authors, or lecturers.

Course Identification

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 by a governmental agency or recognized real estate-related trade organization

California Department of Real Estate Online Evaluation

A course and instructor evaluation is available on the DRE website at <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.

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 transactions. When finalizing enrollment, the student may pay by credit card either online or by phone during our normal business hours.

Support

Questions regarding course content or reports of technical issues may be submitted via email to the course instructor or customer support respectively through the links conveniently located on every page of our courses or via the "Contact Us" tab at the top of each page of our website. Students may also call us at 866-739-7277 during our regular business hours (listed below) to speak with a customer support representative.

Monday – Friday: 8:00 am – 5:00 pm (Central Time)

Evaluation and 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 monitor the quality of our courses to ensure we offer education consistent with the online courses we present.



Recordkeeping

Completion results are kept both in an online database and in our office at 399 Spring Ave. Suite 108, 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 student 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 distance learning course. Certificates of completion will be posted directly to the online student dashboard.

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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.