



BUREAU OF REAL ESTATE APPRAISERS
 1102 Q STREET, SUITE 4100, SACRAMENTO, CA 95811
 P 916.552.9000 F 916.552.9007 | www.brea.ca.gov



September 6, 2017

The Counselors of Real Estate
 Attn: Larisa Phillips
 430 N. Michigan Ave. 6th. Floor
 Chicago, IL 60611

10060

Dear: Ms. Phillips:

Thank you for your application for accreditation of your continuing education course(s).

The Bureau of Real Estate Appraisers (BREA) is pleased to forward the approval number for the following The Counselors of Real Estate sponsored continuing education course(s):

The Counselors of Real Estate 2017 Annual Convention
 Approval #: 1710060010 Method of Inst: Classroom CE Hours: 10 BE Hours: 0
 Exp. Date: 09/05/2021

Each student successfully completing a course must be provided with a completion certificate which includes:

- BRE A course approval number;
- Name, address and license number, if applicable of student;
- Course Name;
- Method of instruction (classroom or distance);
- Date of course completion and date of final examination for basic education;
- Statement that the student was in attendance at least 90% of the class time for continuing education credit;
- Penalty of Perjury Statement with signature of verifier; and,
- USPAP certificates must contain name of instructor

In addition, you must maintain attendance records of each course offering for at least five years. Your records must contain, at a minimum:

- BRE A course approval number;
- Name, address and license number, if applicable of student;
- Course Name, number of hours credit, and names and addresses of instructors;
- Clock-hours of attendance, including sign-in and sign-out rosters;
- Dates the course was presented;
- Name and address of the course sponsor;
- Name of the person who verifies attendance and successful completion; and
- Records that show that policies on refunds and cancellation of course were provided to participants prior to or at the time of registration.

Acceptance of course approval by BREa constitutes agreement on your part to abide by all regulations listed in our educational course provider handbook and in Article 9, California Code of Regulations, Title 10, Chapter 6.5. BREa approvals are valid until:

- the expiration date of BREa accreditation for the school or course, whichever is first;
- you make a material change to the course (see description below);
- the expiration date of the International Distance Education Certification (IDEC); or
- you are otherwise notified by BREa, whichever occurs first.

A material change means a significant deviation in one or more aspects from the course offering, school ownership, management or operating policies as approved by BREa, including but not limited to a change in curriculum, course length, form or substance of the final examination, workbooks, texts or syllabi. However, a change designed exclusively to reflect recent changes in statutes, regulations, or laws is not considered a material change in the course.

If you have any questions or need further clarification, please contact me at the above address or by calling 916-552-9013.

Sincerely,



Elena Corral
Education Analyst

You can help us improve service by completing an online survey at:
<http://www.brea.ca.gov/html/CustomerSurvey.html>