

REAL ESTATE SCHOOL SUPERVISION
AUDIT DECLARATION

1 The School Owner or designated School Administrator shall complete this Audit
2 Declaration and return it between December 15, 2016 and January 31, 2017, and every
3 two years beginning from December 2010, to the Arizona Department of Real Estate
4 (“ADRE”):

5
6 Arizona Department of Real Estate
7 Education Division
8 2910 North 44th Street, Suite 100
9 Phoenix, Arizona 85018
10 OR through the ADRE
11 **Message Center** by clicking [here](#)
12

13 This Audit Declaration does not preclude an onsite or field audit of the books and records
14 of the Real Estate School pursuant to A.R.S. §32-2108(A) and A.A.C. R4-28-404(G). The
15 ADRE may use the information in the completed Audit Declaration in conducting any future
16 field audit.

17
18 The Audit Declaration is an important report that will become a public record and be kept
19 by the ADRE for at least five years. To ensure the ADRE receives the completed Audit
20 Declaration, you may wish to consider sending it Certified Mail, Return Receipt Requested
21 or scan or digitally complete and sign and submit through the ADRE Message Center at
22 www.azre.gov or through the Online Education System at <https://services.azre.gov/OES>.

23
24 **Please complete, sign and return the Audit Declaration to the ADRE by January 31,**
25 **2017.** If you require additional space to answer a question, please provide a further written
26 response as part of this submission. A **NO** answer requires further explanation, whereas a
27 **N/A** answer may require further explanation, on page 4.

28
29 **ADMINISTRATIVE**
30

31
32 _____
[SCHOOL NAME] [LICENSE NUMBER]

33
34 _____
[SCHOOL BUSINESS NAME (d/b/a)]

35
36 _____
[NAME/PHONE NUMBER OF OWNER/ADMINISTRATOR COMPLETING THIS FORM] [LICENSE NUMBER]

37
38 _____
[MAIN SCHOOL'S STREET ADDRESS]

39
40 _____
[CITY/STATE/ZIP] [EMAIL ADDRESS]

41
42 _____
[MONTH/DAY/YEAR]
43
44

- 1 ✓ The School is approved by the ADRE as one of the following:
2 Sole Proprietorship (Self-Employed) Corporation LLC General Partnership
3 Other: _____
- 4 ✓ The School provides (check all that apply): Prelicensure Education
5 Live Continuing Education Distance Learning Continuing Education
- 6 ✓ Number of instructors currently approved to teach for the School: _____
- 7 ✓ The School teaches live Arizona Real Estate Course classes from its own teaching
8 facility or facilities. Yes No
9 If Yes, the street address of each of the facilities:
10 1. _____
11 2. _____
12 3. _____
13 4. _____

14
15 **GENERAL COMPLIANCE**

- 16
17 Yes No N/A The School, each Administrator and each Instructor are currently
18 licensed by ADRE. A.R.S. §32-2135(A) and A.A.C. R4-28-404(A)
- 19 Yes No N/A The School's name(s), main address and addresses for any other
20 facilities operated by the School are the same as the names and
21 addresses listed by the ADRE in its licensee database on the
22 ADRE's web site. A.R.S. §32-2135(A) and A.A.C. R4-28-404(A)
- 23 Yes No N/A The application and background information previously provided to
24 ADRE for the School, and for any Administrators and Instructors is
25 current and accurate. A.R.S. §32-2108(C), A.A.C. R4-28-
26 301(A)&(F), R4-28-404(A),(C)&(H)
- 27 Yes No N/A For a Prelicensure School, the location of the school registration
28 and licensing certification records previously reported to ADRE is
29 accurate. A.A.C. R4-28-404(A)(10)
- 30 Yes No N/A Attendance records as required by law are kept for 5 years. A.A.C.
31 R4-28-404(D)
- 32 Yes No N/A If attendance records are kept by electronic means, the school is
33 able to reconstruct the records in the event of the destruction of the
34 originals, and legible copies can be provided to the ADRE on
35 request. However, original signature rosters for live courses are
36 kept pursuant to law. A.A.C. R4-28-404(D)(6)
- 37 Yes No N/A The School issues a certificate of real estate course attendance to
38 each person who completes an approved prelicensure or
39 continuing education course. A.R.S. §32-2135(B)
- 40 Yes No N/A The School, as applicable, is in compliance with the provisions of
41 A.R.S. Title 32, Chapter 20, A.A.C. Title 4, Chapter 28, ADRE and
42 Substantive Policy Statements No. 2010.02, 2010.03 and 2012.01
43
44

1 **APPROVED EDUCATION COURSES**

- 2
- 3 Yes No N/A The School takes full responsibility for the content of any course it
4 offers. A.R.S. §32-2135(A)
- 5 Yes No N/A Prelicensure enrollment application or agreement includes course
6 description, cost, refund policy and a statement of any placement
7 service description. A.A.C. R4-28-404(E)
- 8 Yes No N/A Each ADRE approved continuing education course includes the
9 minimum required content for the specific course category. A.A.C.
10 R4-28-402(A)(5)
- 11 Yes No N/A Each approved live classroom course includes a course outline
12 with sufficient detail to clearly identify the scope and content of the
13 course. A.R.S. §32-2135(F)
- 14 Yes No N/A The outline for each approved live classroom course states a
15 desired instructional outcome for the course. A.R.S. §32-2135(F)
- 16 Yes No N/A No course whose content is not current or that is substantially
17 changed is being taught. A.R.S. §32-2135(C)(7) and (F)
- 18 Yes No N/A Any unapproved course that is offered for credit is being advertised
19 as "pending" ADRE approval. A.R.S. §32-2135(D)(1)
- 20 Yes No N/A The School does not teach information or use course materials
21 that have not been approved by ADRE. A.R.S. §32-2135(C)(4)
- 22 Yes No N/A The School submits notices to the ADRE at least 14 days before
23 holding a live prelicensure or continuing education course. A.R.S.
24 §32-2135(G)(1)
- 25

26 **APPROVED INSTRUCTORS**

- 27
- 28 Yes No N/A The School takes full responsibility for the professional
29 administration and teaching of its courses. A.R.S. §32-2135(A)
- 30 Yes No N/A Only properly approved instructors teach prelicensure or
31 continuing education. A.R.S. §32-2135(E)&(J), A.A.C. R4-28-
32 404(C) and Substantive Policy Statement No. 2015.01
- 33 Yes No N/A Each School instructor is fully competent to teach the course(s) to
34 which assigned as an instructor. A.R.S. §32-2135(E)
- 35 Yes No N/A The School and the School's instructors enforce the ADRE's
36 requirement that each student attends at least 50 minutes of
37 instruction for each hour of credit awarded for all live prelicensure,
38 continuing education, and distance learning continuing education
39 courses. A.R.S. §§32-2124(B)&(C), 32-2130(A), A.A.C. R4-28-
40 101(5), A.A.C. R4-28-402 and Substantive Policy Statements No.
41 2005.02 and 2010.02
- 42 Yes No N/A The students are informed, as necessary, of ADRE's class
43 attendance policies as described on page 3, lines 37 through 41
44 above.

1 Yes No N/A The licensed instructor is in attendance for the entire classroom
2 credit hours of both live-prelicensure and live-continuing education
3 classes. A.R.S. §§32-2124(B)&(C), 32-2130(A), A.A.C. R4-28-
4 101(5) and Substantive Policy Statement No. 2005.02
5

6 **DUTY OF SUPERVISION**
7

8 Yes No N/A The School exercises reasonable supervision over the activities for
9 which a license is required for an owner, director, administrator or
10 instructor in the school's employ. A.R.S. §32-2153(A)(26)

11 Yes No N/A The School supervises its advertising and includes its name,
12 address and telephone number in all of its advertising of ADRE-
13 approved courses. A.A.C. R4-28-502(D)

14 Yes No N/A The School reports violations of the applicable statutes and rules
15 to ADRE. A.R.S. §32-2135(C)(1)

16 Yes No N/A The School properly certifies student attendance or performance.
17 A.R.S. §32-2135(C)(2)

18 Yes No N/A The School and the School's instructors do not file misleading
19 applications, reports or documentation with ADRE. A.R.S. §32-
20 2135(C)(6)

21 Yes No N/A The School does not promote or advertise the school using false or
22 misleading statistics or testimonials or any other form of deceptive
23 advertisement. A.R.S. §32-2135(D)(2)
24

25 **ADDITIONAL INFORMATION**
26

27 Please provide further explanation below for any **NO** answers, or for any answer above for
28 which inadequate space was provided. Attach additional explanation as necessary.

29 _____
30 _____
31 _____
32 _____
33 _____
34 _____
35 _____
36 _____
37 _____
38 _____
39 _____
40 _____
41 _____

1 **AUDIT DECLARATION AFFIRMATION**
2

3 As the School Owner or designated School Administrator, I have personally completed this
4 Audit Declaration and have personally reviewed and verified the responses in the Audit
5 Declaration. I understand the importance of the School's duty to exercise reasonable
6 supervision in assuring School compliance with the law and have made diligent efforts to
7 comply in every respect.
8

9 **I hereby declare and affirm** all responses are true, full, complete and accurate to the best
10 of my knowledge. I further understand that any false, misleading or incomplete answers to
11 this Audit Declaration may be construed as a violation of A.R.S. §§32-2135(C)(6) and 32-
12 2153 (A)(3), (A)(17), (A)(22), (A)(26) & (B)(8).
13

14 _____
15 [OWNER/ADMINISTRATOR SIGNATURE]

16 _____
17 [PRINTED NAME & TITLE]

18 _____
19 [MONTH/DAY/YEAR]