

**ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)
INSTRUCTIONS FOR CERTIFICATE OF COURSE APPROVAL
CONTINUING EDUCATION/DISTANCE LEARNING/PRELICENSE COURSE (ED-102-CE/DL/PE)**

Course content approved by the ADRE must be directly related to professional real estate practice and adhere to the specific guidelines as stated in the current A.R.S §32-2135 and A.A.C. R4-28-402, as well as serve to protect the public interest by providing relevant education to real estate licensees professional practice of real estate.

A.A.C. R4-28-101 "**Distance learning course**" means a course of instruction outside a traditional classroom situation consisting of computer-based interactive instructional material, requiring completion in the credit hours specified. A course that requires a student to read text, listen to audio tapes, or view video material without student participation, feedback, and remedial instruction is not a distance learning course. Instruction/delivery methods for distance learning courses may be presented by computer, internet, host/remote location. The host/remote location instruction delivery method must be classes that are held in classrooms with synchronized platforms, bi-directional audio and video communications between the host and remote classrooms, administered by a live instructor from the host classroom, and monitored by an onsite monitor in the classroom at each remote classroom location.

The following are examples of courses deemed as unacceptable topics for approval for continuing education credit: Prospecting for Leads/Listings/Buyers; Social Media; Computer and/or Internet; Negotiation Techniques; Body Language Interpretation; Managing Personal Budget; Home Decoration; Landscaping; Identity Theft Protection; Stress Management; Personal Marketing; Interpersonal Communication; Positive Thinking; Time Management; Safety. Other topics not listed may also be deemed unacceptable.

Overview of Course Application Requirements

- Review A.A.C. R4-28-402 for course content categories. Approvals will not be granted for any course material that does not adhere to these guidelines.
- A school, licensed or exempt from licensure under A.A.C. R4-28-404, must present all classes leading to licensure or renewal of licensure for approval by ADRE.
- **Application Timeframe Filing Requirements** (A.R.S §32-2135 License Time-frames, allows ADRE **30** days to process live education applications and **90** days to process distance learning education applications.)
 - Original live course applications must be received by ADRE **no less than 30 days** prior to the first course presentation.
 - Distance learning course applications must be received by ADRE **no less than 90 days** prior to the first course presentation.
 - Distance learning course applications with Instruction/Delivery Methods for Host/Remote Location must be received by ADRE **no less than 30 days** prior to the first course presentation.
- Only a completed application, with a detailed course outline, with time allocations, including a Desired Instructional Outcome, and the Attestation signed by an authorized School Administrator, will be accepted for processing (refer to www.azre.gov Education FAQ on "Who Can Sign a Course Application"). Prelicense course outlines must adhere to the "Outline of Prescribed Curriculum" as found at www.azre.gov.
- Only ADRE approved schools may submit a request for course and/or instructor approvals.
- All instructors listed on application must have a current Instructor number, except for guest speakers.
- The application **must** describe any teaching materials and/or aids used, including any student handouts and textbook titles. **Please do not submit hard copies of instructional material to ADRE.**
- A "credit hour" is 50 minutes of instruction, which shall include student participation/interaction, and at least one other method of instruction. (A.A.C. R4-28-101)
- **Exemptions from Instructor Qualifications Criteria** - "Guest Speaker" (including panelists) is defined as an individual who teaches a real estate education course on a one-time only or very limited basis, who possesses a unique depth of knowledge and experience in the subject matter proposing to teach. A Guest Speaker does not apply to Prelicensure or Instructor Development Workshop (IDW) courses. The Guest Speaker exemption does not apply to a licensed instructor who wishes to teach in other categories or specific course subjects that are not approved for that instructor to teach.
- **Sale or promotion of products or services are not permitted during instructional time, but is permitted prior to or after class, or during breaks. Lender programs presented in class must be generic programs offered through other lenders, and not proprietary to the presenting lender.**
- The school may advertise a course, before its approval, only as "pending approval."
- See A.A.C. **R4-28-103 and Table 1** for course application processing time-frames. If deficiencies continue to exist after the overall time-frame period, the course approval will be denied.

Instructions not a part of the Application; do not file with ADRE

- Salesperson Prelicense, Broker Prelicense, contract writing pursuant to A.R.S. § 32-2124(L), and Instructor Development Workshop courses shall be held in a “live classroom setting,” as an individual course, by an individual instructor, in an individual classroom.
- A.R.S. §32-2135(E) states, in pertinent part: “The commissioner may determine minimal content requirements for approving educational courses...”.
- A.R.S. §32-2135(F) states, in pertinent part: “For a live classroom course, the applications shall include a course outline with sufficient detail to clearly identify the scope and content of the course. The outline shall state a desired instructional outcome for the course.” A detailed course outline of the proposed course material must be submitted as part of the application. For each three-hour course or course segment, the submitted course outline, at a minimum, must be in 12 point type, that clearly identifies the nature of the subject matter and topics, including time allocated, with enough detail that the course content may be evaluated for appropriateness and approval category. The desired instructional outcome shall state an objective unique for the proposed course and relevant to the course content as set forth in the outline. The course outline applies to distance learning courses pursuant to A.A.C. R4-28-402 (B) and (D). Refer to the course outline example included in instructions below.
- Minimum of 3 hours in each category to qualify for continuing education. A.A.C. R4-28-402.
- Maximum of 9 hours per day for continuing education. A.A.C. R4-28-401(E).
- Maximum of 10 hours per day for prelicensing education. A.A.C. R4-28-402 (C).

Course Outline and Objectives

EXAMPLE

Time	Topic	Objective (as applicable)	Teaching Method
5	Introductions		
15	Department Overview - Org chart of who’s who in the Education Department	Explain the course approval process	Lecture
30	Review Course Applications	Differentiate between forms ED102-, ED-104 and ED-105	Lecture
10	Break		
15	Review what steps to take when developing a course outline	List at least 3 items that should be included in a Course Outline	Lecture
15	Introduce the SMART process of writing course objectives	Describe what make a good objective	Lecture
10	Review Sample Course Outlines	Distinguish between a well developed course outline and a poorly written course outline	Group Exercise
20	Break out Session – Assign groups course topics and have them develop Objectives.	Demonstrate writing course objectives	Group Exercise
10	Break		
30	Discuss Copyrighted Issues	Identify	Lecture
10	Review		Instructor lead Question Session
15	Question & Answer Session		Group Questions
10	Evaluations	Evaluate Course	Student Activity

185 minutes total, less 5 minutes for introductions, 20 minutes for breaks and 10 minutes for course evaluations = 150 minutes of instruction = 3 credit hours

For distance learning courses, include time allotments for each module of instruction or in 50-minute intervals with stated learning objectives for each module.

Instructions not a part of the Application; do not file with ADRE



Arizona Department of Real Estate (ADRE)
 Education Division
www.azre.gov

100 North 15th Avenue, Suite 201, Phoenix, Arizona 85007

DOUGLAS A. DUCEY
 Governor

JUDY LOWE
 Commissioner

APPLICATION FOR CERTIFICATE OF COURSE APPROVAL
Continuing Education/Distance Learning/Prelcense Education (ED-102 – CE/DL/PE)
Review the Checklist and Instructions Prior to Submitting this Form

SECTION I - COURSE INFORMATION

1. Course Title:				Date Submitted:	
2. Course Type: <input type="checkbox"/> Prelcensure Education OR <input type="checkbox"/> Continuing Education (CE): <input type="checkbox"/> Live/ <input type="checkbox"/> Distance Learning				Total No. Credit Hours:	
Purpose: <input type="checkbox"/> New Course—Recurring <input type="checkbox"/> Revised Course				CE Category (Section III):	
<input type="checkbox"/> New Course—One-Time Only <input type="checkbox"/> Renewal Expiration Date*: _____					
<input type="checkbox"/> Instructor Development Workshop (Live CE) (*must file before expiration)					
3. If applicable, ADRE course number _____ Previously approved for this same submitting School? <input type="checkbox"/> Yes <input type="checkbox"/> No					
4. Desired Instructional Outcome (a descriptive summary of the course, its objective, and its application to protection of the public interest):					
5. School's Legal Name:		Phone No.:		Email Address:	
Address:					
6. School License No.:			School Exp. Mo/Year:		
7. Regular Business Hours: _____ a.m. or p.m. through _____ a.m. or p.m.					
8. Days of Week with Regular Business Hours (Check all that apply): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday					
9. Arizona Practices. Does the entire course content clearly and exclusively identify Arizona Practices when it covers areas of practice, law, administrative code, custom or the standard of care? <input type="checkbox"/> Yes <input type="checkbox"/> No					
10. Approved Instructor (s) who will teach or continue to teach this course:					
Instructor Name (Live Classroom)	Instructor/Developer Name (Distance Learning)	Sponsor School (If secondary sponsor, Expedited Instructor Application required ED-103)	Approved For This Course Category and/or Subject Area?	ADRE Instructor Number	Exp. Date.
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
			Yes <input type="checkbox"/> No <input type="checkbox"/>		
11. Guest Speakers and Panelists (Attach Bio), if applicable If more names, list on separate sheet and checkbox here <input type="checkbox"/>					
Name	Name	Name			
a.	b.	c.			
12. Is student required to pass a comprehensive test to receive credit? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, attach copy with answer key)					

SECTION II - SPECIFIC COURSE SUBJECTS

13. 6 Hour Contract Writing A.R.S. § 32-2124(L) must be titled Contract Writing or Introduction to Contract Writing
Note: Does not qualify as a Distance Learning Course

Course Category Qualifier: 3 hours Contract Law and 3 hours Real Estate Legal Issues

The Contract Writing course shall include:

- Yes No Participation in drafting contracts to purchase real property
Yes No Listing agreements
Yes No Lease agreements

9 Hour Broker Management Clinic (BMC) A.R.S. §32-2136. Each title must include the term "BMC #1, #2 or #3"

Course Category Qualifier: 3 hours each class in Commissioner's Standards

The BMC shall be presented in three (3) different three (3) hour classes and may be delivered in either live classroom or distance learning format. Each class may include/emphasize a specific real estate discipline (specialty) as described below under BMC Specialty Option that includes the distinct Specialty Name in the course title. To meet statutory requirements these three (3) classes shall be designed as three (3) hours each in BMC #1- Statutes and Rules, BMC #2 - Broker Policies, and BMC #3 – Supervision as described in numbers 14, 15, and 16 below. Schools may apply for individual three (3) hour BMC classes. To acquire the required nine (9) hours, licensees may take BMC #1, #2, and #3 in any order, and from any combination of approved schools within any specialty/discipline.

14. 3 Hour BMC #1 Statutes and Rules

BMC #1 Course Title:

BMC #1 _____ **Specialty Name in "()" if applicable**

BMC #1- Shall include the following topic areas:

- Yes No Record keeping requirements
Yes No Trust fund accounts
Yes No Advertising and promotions
Yes No Employment agreements
Yes No Contracts
Yes No Fiduciary duties
Yes No Material disclosures
Yes No Department investigations
Yes No Department audits
Yes No Other related statutes or rules _____

BMC #1 Specialty Option

Yes No (If Yes, check which specialty/discipline below)

- Residential resale Property management Commercial real estate New home sales Business brokerage Timeshares
 Other specific real estate issues: _____

15. 3 Hour BMC #2 Broker Policies

BMC #2 Course Title:

BMC #2 _____ **Specialty Name in "()" if applicable**

BMC #2- Shall include the following topic areas:

- Yes No Broker policy development
Yes No Related topics, including a minimum of one of the following:
Yes No Establishment of broker policies (A.A.C. R4-28-1103)
Yes No Practical application enforcing policies
Yes No Emphasis on those policies which ADRE has identified as common complaints/violations to avoid

BMC #2 Specialty Option

Yes No (If Yes, check which specialty/discipline below)

- Residential resale Property management Commercial real estate New home sales Business brokerage Timeshares
 Other specific real estate issues: _____

16. 3 Hour BMC #3 Supervision

BMC #3 Course Title:

BMC #3 _____ **Specialty Name in "()" if applicable**

BMC #3- Shall include the following topic areas:

- Yes No Broker risk management
Yes No Broker supervision
Yes No Broker responsibilities/legal obligations
Yes No Other related topics _____

BMC #3 Specialty Option

Yes No (If Yes, check which specialty/discipline below)

- Residential resale Property management Commercial real estate New home sales Business brokerage Timeshares
 Other specific real estate issues: _____

17. **90 Hour Broker Pre-license** **90 Hour Salesperson Pre-license**

Note: Does not qualify as a Distance Learning Course

(When applying for The 90 hour pre-license course utilize the Outline of Prescribed Curriculum as provided at www.azre.gov for mandatory course content and apply time allotments).

18. **Instructor Development Workshop(s)**

Note: Does not qualify as a Distance Learning Course

To obtain an original or renewal instructor approval for a specific content category, a content Instructor Development Workshop (IDW) may be taken within the immediate prior 24 months by an instructor instead of taking the two category specific courses. The IDW course category, or specific course subject, must be submitted in conjunction with any continuing education Course Category Qualifier (SECTION III) or Specific Course Subject (SECTION II) sections of this application. For IDW instructor requirements, see Instructor Approval/Renewal/Change Application, form ED-101.

Course content IDW must include ALL of the following requirements:

- The words “Instructor Development Workshop” or the acronym “IDW” in the proposed title of the course.
- **150 minutes per 3 hours on instructor development topics** in the IDW course content outline.
- At least three (3) of the following instructor development specific topics in the selected category or specific course subject area below within each minimum 3 hour continuing education course category or specific course subject area pursuant to A.A.C. R4-28-402 (A)(2)and(3).

Choose from the following **Categories OR Specific Course Subjects** that are applicable to this IDW course application. Refer to the Specific Course Subject (SECTION II) or Course Category Qualifier (SECTION III) of this application for a detailed description of each.

Agency Law Category

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

Contract Law Category

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

Commissioner’s Standards Category

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

Disclosure Category

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

Fair Housing Category

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

Real Estate Legal Issues Category

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

6 Hour Contract Writing Specific Course Subject – Category Qualifier: 3 hours Contract Law and 3 hours Real Estate Legal Issues

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

3 Hour Broker Management Clinic #1 (BMC #1) Statutes and Rules - Category Qualifier: 3 hours Commissioner’s Standards

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

3 Hour Broker Management Clinic #2 (BMC#2) Broker Policies - Category Qualifier: 3 hours Commissioner’s Standards

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

3 Hour Broker Management Clinic #3 (BMC #3) Supervision - Category Qualifier: 3 hours Commissioner’s Standards

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

SECTION III - COURSE CATEGORY QUALIFIER

<p>19. Course Category Qualifier - A.A.C R4-28-402 (Course content <u>must</u> meet the requested category type, check all that apply)</p> <p><input type="checkbox"/> Agency Law The majority of class material <u>must</u> concern both: Yes <input type="checkbox"/> No <input type="checkbox"/> Agency relationships and disclosure</p>
<p><input type="checkbox"/> Contract Law The majority of class material <u>must</u> concern the contract formation and implementation, or the results of contract use, including: Yes <input type="checkbox"/> No <input type="checkbox"/> Various contract forms and clauses, fundamentals, updates, options, offers, counter offers, first right of refusal, and exchanges Yes <input type="checkbox"/> No <input type="checkbox"/> Contract writing Yes <input type="checkbox"/> No <input type="checkbox"/> Required disclosures, problem-solving, and law and rule requirements Yes <input type="checkbox"/> No <input type="checkbox"/> Recent court decisions and case law studies Yes <input type="checkbox"/> No <input type="checkbox"/> Breach of contract issues Yes <input type="checkbox"/> No <input type="checkbox"/> Legal, ethical and agency considerations, procedures, and disclosures Yes <input type="checkbox"/> No <input type="checkbox"/> Accommodating current financing procedures, requirements, and options</p>
<p><input type="checkbox"/> Commissioner's Standards The majority of class material <u>must</u> relate to license laws, including: Yes <input type="checkbox"/> No <input type="checkbox"/> Article 26 of the Arizona Constitution Yes <input type="checkbox"/> No <input type="checkbox"/> A.R.S. Title 32, Chapter 20, and A.A.C. Title 4, Chapter 28, which includes trust accounts, recordkeeping, license requirements, exemptions to licensure, commission payments, recovery fund provisions, development requirements, processes for public reports for and sale of subdivided and un-subdivided land, membership campgrounds and time-shares, cemetery regulations, and grounds for disciplinary action and hearings Yes <input type="checkbox"/> No <input type="checkbox"/> A.R.S. Title 44, Chapter 10, Article 3.1 Trade Name and Business Practices</p>
<p><input type="checkbox"/> Disclosure The majority of class material <u>must</u> concern the following: Yes <input type="checkbox"/> No <input type="checkbox"/> Licensee's disclosure obligations to client and others Yes <input type="checkbox"/> No <input type="checkbox"/> Seller's and buyer's disclosure obligations to each other Yes <input type="checkbox"/> No <input type="checkbox"/> Common material facts warranting disclosure, and liability for failure to disclose Yes <input type="checkbox"/> No <input type="checkbox"/> Avoiding inadvertent non-disclosures Yes <input type="checkbox"/> No <input type="checkbox"/> Transaction documents that should be reviewed Yes <input type="checkbox"/> No <input type="checkbox"/> Common "red flags" in a real estate transaction Yes <input type="checkbox"/> No <input type="checkbox"/> Homeowner associations and buyers' obligations to homeowner associations; and Yes <input type="checkbox"/> No <input type="checkbox"/> Advising buyers and sellers of common "red flags."</p>
<p><input type="checkbox"/> Fair Housing The majority of class material <u>must</u> concern equal opportunities in housing, including: Yes <input type="checkbox"/> No <input type="checkbox"/> Americans with Disabilities Act, ADA architectural designs (construction and development) and pertinent court cases Yes <input type="checkbox"/> No <input type="checkbox"/> Arizona and federal fair housing laws, including advertising, marketing, information, and enforcement Yes <input type="checkbox"/> No <input type="checkbox"/> Housing developments Yes <input type="checkbox"/> No <input type="checkbox"/> Deed restrictions Yes <input type="checkbox"/> No <input type="checkbox"/> Affordable housing Yes <input type="checkbox"/> No <input type="checkbox"/> Elder housing Yes <input type="checkbox"/> No <input type="checkbox"/> Zoning, local ordinances, and disclosures Yes <input type="checkbox"/> No <input type="checkbox"/> Commercial and residential concerns Yes <input type="checkbox"/> No <input type="checkbox"/> Administrative procedures and business practices</p>
<p><input type="checkbox"/> Real Estate Legal Issues The majority of class material <u>must</u> concern existing real estate law, including: Yes <input type="checkbox"/> No <input type="checkbox"/> Sources of real estate law (constitutions, statutes, zoning, common), and the legal system Yes <input type="checkbox"/> No <input type="checkbox"/> Land and its elements (air, mineral rights, real and personal property) Yes <input type="checkbox"/> No <input type="checkbox"/> Land, title, and interests in land, homestead, encumbrances, and the Landlord and Tenant Act Yes <input type="checkbox"/> No <input type="checkbox"/> Easements, fixtures, land descriptions, ownership, deeds, and building restrictions Yes <input type="checkbox"/> No <input type="checkbox"/> Escrow procedures, financing documents, and lending laws and regulations, including Regulation Z Yes <input type="checkbox"/> No <input type="checkbox"/> Wills and estates, taxes, bankruptcy law, securities laws, title insurance, and appraisal law Yes <input type="checkbox"/> No <input type="checkbox"/> Case law studies, real estate fraud, disclosure law, interstate and international real estate Yes <input type="checkbox"/> No <input type="checkbox"/> Commission issues and forms of business ownership Yes <input type="checkbox"/> No <input type="checkbox"/> Homeowners Association regulations Yes <input type="checkbox"/> No <input type="checkbox"/> Real Estate Settlement Procedures Act (RESPA) Yes <input type="checkbox"/> No <input type="checkbox"/> Environmental issues</p>
<p><input type="checkbox"/> General Real Estate The majority of class material <u>must</u> concern real estate, and does not fall within any other credit category, including: Yes <input type="checkbox"/> No <input type="checkbox"/> Appraisal methodology Yes <input type="checkbox"/> No <input type="checkbox"/> General finance, use of financial calculators, mathematics, and managing cash flow Yes <input type="checkbox"/> No <input type="checkbox"/> History of development in metropolitan areas; and Yes <input type="checkbox"/> No <input type="checkbox"/> Introduction to property management</p>

20. Complete course outline, formatted as follows (See example in instructions.)

Time (minutes)	Topic	(Include this Column only if Applicable) Page & Item No. of Corresponding Item on Prescribed Outline	Objective (The student will be able to....)	Teaching Method

LIVE CLASSROOM INSTRUCTION

Complete and include **Addendum A (1 page)**

DISTANCE LEARNING INSTRUCTION

Complete and include **Addendum B (2 pages)**

Addendum A - Live Classroom

APPLICATION FOR CERTIFICATE OF COURSE APPROVAL
Review the Checklist and Instructions Prior to Submitting this Form

1. Instruction Methods (Check all that apply) <input type="checkbox"/> Lecture <input type="checkbox"/> Round-table <input type="checkbox"/> Discussion <input type="checkbox"/> Role Playing <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Panel Q & A <input type="checkbox"/> Quiz <input type="checkbox"/> Case Studies <input type="checkbox"/> Class Exercise <input type="checkbox"/> Other (Describe in outline)
2. Teaching Aids (Check all that apply) <input type="checkbox"/> Text(s) <input type="checkbox"/> PowerPoint <input type="checkbox"/> Flip Chart/Whiteboard <input type="checkbox"/> Quiz <input type="checkbox"/> Internet/Software <input type="checkbox"/> Handout(s) <input type="checkbox"/> DVD/Video Total Class% _____ <input type="checkbox"/> Other (Describe): _____
3. Class Location: _____ Date: _____ Time: _____ The above Instruction Methods require a separate 14 day notice pursuant to A.R.S. § 32-2135-(G) (1) for each course event. This application does not serve as the required 14 day notice [A.R.S. § 32-2135-(G) (1)] visit www.azre.gov to submit notice. This application does not serve as notice for a course to be held outside of Arizona [A.R.S. § 32-2135-(I) (1) and (2)] contact ADRE to submit written request.
4. School Attestation <ul style="list-style-type: none">• By my signature below I attest that I have reviewed and hereby approve of the submitted course application, outline and any other course materials. I have further reviewed and approve each proposed instructor's qualifications and credentials. I will be responsible for ensuring that the course is presented by the School in the manner stated in this application. I understand the potential penalties pursuant to A.R.S. §§32-2135(C) and 32-2153(A) (26). I attest that:• The course content adheres to A.A.C. R4-28-402.• The course content serves to protect the public interest.• The course content is intended to benefit and promote professional real estate practice.• The course content is appropriate for professional real estate education, reflects current real estate practices or methods, is consistent with the proposed instructional materials and can be taught in the allotted time as stated in the application.• Each named proposed instructor for this course is knowledgeable in the requested course category or categories, and is or will be an ADRE-approved instructor at the time of presentation.• The course content is, and will remain, accurate and in accordance with all applicable statutes and rules;• All instructional materials used by students reflect current content and real estate practice, and contain no significant errors, in content, typography or grammar.• I further understand that "The course may not be taught if the content ceases to be current or is substantially changed." A.R.S. §32-2135(F).• I understand that in the event there has been any misrepresentation or willful omission in this application or any attachments, any approval, which may be granted, is subject to suspension or revocation at any time.
Administrators Name (printed): _____ Title: _____
Administrators Signature: _____ Date: _____

Addendum B - Distance Learning Course

APPLICATION FOR CERTIFICATE OF COURSE APPROVAL
Review the Checklist and Instructions Prior to Submitting this Form
(Note: Pre-license courses cannot be presented as a distance learning course)

1. Instruction/Delivery Methods (Check one) <input type="checkbox"/> Computer <input type="checkbox"/> Internet <input type="checkbox"/> Host/Remote Location Only the Host/Remote Location method requires the 14 day notice pursuant to A.R.S. § 32-2135-(G) (1).	
a. Computer Lab: Are two copies of the program on a CD or ZIP cartridge in executable format if a computer lab course is included with this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Internet Access Permissions: Are two passwords/Internet access permissions, or one password valid for access twice? <i>The access and program disks shall not expire for at least four years.</i>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Passwords/Permissions/Uniform Resource Locator: Login(s): 1a. _____ 2a. _____ Password(s): 1b. _____ 2b. _____ Uniform Resource Locator (URL): _____	
c. Host/Remote Location: Are continuing education classes delivered by a live instructor from a host classroom to remote classrooms through synchronous delivery platforms with real time audio and video, such as satellite broadcasting or third party technology facilitators (i.e., Webex, GoToMeeting, NEFSIS)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Host/Remote Class Location Requirements (a through f below)	
a. Host/Remote classes will be held in a classroom facility that meets ADRE classroom criteria/guidelines as defined in rule, statute or policy and will comply with applicable local, state and federal regulations regarding safety, health, and disabilities?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Host/Remote classrooms have a synchronized platform, which includes bi-directional audio and video communication between the classrooms?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
c. Remote classrooms have an onsite monitor in the classroom to monitor attendance and student engagement activities and follow prescribed guidelines?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
d. Host classroom is administered by a live instructor?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
e. Course administrator is able to visually monitor the remote classrooms?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
f. Course contains student-instructor interactivity and allows for students to view material and ask questions to the instructor (i.e. via email, chat or VoiP, phonline, or other electronic means)?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Instructional Methods (Check all that apply) <input type="checkbox"/> Text <input type="checkbox"/> Graphics <input type="checkbox"/> Audio <input type="checkbox"/> Photos <input type="checkbox"/> Video <input type="checkbox"/> Interactivity <input type="checkbox"/> End-of-Module Diagnostic Assessments (Quizzes) <input type="checkbox"/> Final Examination	
4. Security Measures/Protocols. Are security measures/protocols in place to ensure that the person taking the course is the registered student, that includes a required field for the ADRE license number (or other option for unlicensed student) and an attestation from each student verifying same?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Security Measures/Protocols Description: _____	
5. Hardware and/or Software Failure. A plan is in place for dealing with a hardware and/or software failure?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Information: Name _____ Phone # _____ Email _____	
6. Instructor and/or School Administrator Contact Information. Does each page of the course clearly indicate the contact information if student needs assistance from an ADRE approved instructor?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Information: Name _____ Phone # _____ Email _____	
7. Computer Support Contact Information. Does each screen of the course clearly indicate <u>contact information</u> if student needs assistance from instructor or for hardware and/or software problems?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

COURSE TIME VERIFICATION

8. Module Minimum. Does the course contain a minimum of 5 modules per 3 credit hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. 50-Minute Rule (Intervals). Does course comply with 50-minute per credit hour rule (A.A.C. R4-28-101)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Verifiable Course Timers. Does the course program have verifiable course timers in each module?	<input type="checkbox"/> Yes <input type="checkbox"/> No

INTERACTIVITY/QUIZZES/FINAL DIAGNOSTIC ASSESSMENT/REMEDIATION

11. Interactivity. Are there a minimum of 5 instances of interactivity within at least 5 modules in addition to the end of module quiz questions? <input type="checkbox"/> Yes <input type="checkbox"/> No			
12. Quiz Question. Does the course contain a minimum of 5 end-of- module quiz questions for each of the 5 modules and a minimum of 25 quiz questions for each 3 hour course? <input type="checkbox"/> Yes <input type="checkbox"/> No			
13. Quiz Question Pass Score. Do quizzes include an 80% minimum pass score? <input type="checkbox"/> Yes <input type="checkbox"/> No			
14. Final Diagnostic Assessment. Does the course contain a minimum of 25 questions on the final diagnostic assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. Final Diagnostic Assessment Pass Score. Does the final diagnostic assessment include an 80% minimum passing score? <input type="checkbox"/> Yes <input type="checkbox"/> No			
16. Quiz and Final Diagnostic Assessments. Do quizzes and final diagnostic assessment include randomized questions and/or answers? <input type="checkbox"/> Yes <input type="checkbox"/> No			
17. Remediation. Does the course program include: 1) repetition of each module if a student is deficient in a diagnostic assessment; and 2) continuous repetition of the module until the student understands the content material? <input type="checkbox"/> Yes <input type="checkbox"/> No			
18. AVAILABILITY OF INSTRUCTOR(S) (Required) One or more ADRE approved instructor(s) or school administrator(s) as approved for this course will (MUST) be available on the school’s premises/course location or by telephone during the school’s regular business hours (at a minimum) or, if an internet course, by telephone or email within 24 hours or the next business day if 24 hours falls on other than a regular business day for the school? <input type="checkbox"/> Yes <input type="checkbox"/> No			
19. Other Course Certification(s): Is the course certified by another entity? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Course No. _____ and Certifying Authority: _____ If more certifications, list on separate sheet, attach to application, and checkbox here <input type="checkbox"/>			
20. Other State Approval: Is the course approved for real estate credit in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, list states:			
a.	b.	c.	d.
School Attestation By my signature below, I attest that I have reviewed and hereby approve of the submitted course application, outline and any other course materials. I have further reviewed and approve each proposed instructor’s and/or author’s qualifications and credentials. I will be responsible for ensuring that the course is presented by the School in the manner stated in this application. I understand the potential penalties pursuant to A.R.S. §§32-2135(C) and 32-2153(A)(26). I attest that: <ul style="list-style-type: none"> • The course content adheres to A.A.C. R4-28-402. • I have reviewed A.A.C. R4-28-402(D) • I certify that the distance learning course will be administered according to statutes, rules and substantive policy statement(s). • I hereby affirm that all of the information given in this application is true and correct to the best of my knowledge and belief. • The course content serves to protect the public interest. • The course content is intended to benefit and promote professional real estate practice. • The course content is appropriate for professional real estate education, reflects current real estate practices or methods, is consistent with the proposed instructional materials and is taught in the allotted time as stated in the application. • Each proposed instructor and/or author for this course is knowledgeable in the requested course category or categories, and will be an ADRE-approved instructor at time of presentation or authoring, whichever is sooner. • The course content is, and will remain, accurate and in accordance with all applicable statutes and rules. • All instructional materials used by students reflect current content and real estate practice, and contain no significant errors, in content, typography or grammar. • I further understand that “The course may not be taught if the content ceases to be current or is substantially changed.” A.R.S. §32-2135(F). • One or more ADRE approved instructor(s) or school administrator(s) as approved for this course will be available on the school’s premises/course location or by telephone during the school’s regular business hours (at a minimum) or, if an Internet course, by telephone or email within 24 hours or the next business day if 24 hours falls on other than a regular business day for the school. • I understand that in the event there has been any misrepresentation or willful omission in this application or any attachments, any approval, which may be granted, is subject to suspension or revocation at any time. 			
Administrators Name (print): _____		Title: _____	
Administrators Signature: _____		Date: _____	

1 through 18 required for No. 1 a. and b. Computer/Internet
1, 2, 3, 5 and 9 required for No. 1 c. Host/Remote Location

Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02