

JANUARY 2022



Arizona Department of Real Estate

EDUCATOR UPDATE



Update:

Stay in the Loop
Forms and Policy Updates
Volunteer Course Monitor Program
Arizona Real Estate Law Books
Pre-Licensing IDW
December Examination Statistics
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Stay in the Loop!

Course Completion Certificates may ONLY be signed by the authorized Administrator registered with ADRE.

Student names are to be inserted by the school - NOT by the student and NOT by a course sponsor or any other party.

Changes to the **Homestead Exemption (HB2617)**, from the 2021 Legislative Session can be found online [HERE](#).



ADRE Forms and Policy Updates

SUBSTANTIVE POLICY STATEMENT No. 2022.01

Instructor Professional Development Requirements have been updated to allow Instructor Development Workshops (IDWs) to be completed through the Host Remote Live Streaming teaching method.

As was discussed during the December 2021 EAC meeting, SPS 2015.01 required most IDWs, but particularly those taken by instructors seeking approval to teach IDWs to be completed live in classroom. When asked, members provided feedback that an update to the SPS would be welcomed and the Department is happy to let you know the update has been completed.

SPS 2022.01, approved earlier this month, now allows all IDWs to be completed via Host Remote Live Streaming. See the full Substantive Policy Statement [HERE](#).



ADRE FORM CHANGES

Please use only the current version of forms. The most current version of a form is always made available on the ADRE website.

Changes were made to the **PRELICENSURE EDUCATION CERTIFICATE** in October, 2021. Pre-Licensure schools need to use only the updated form located [HERE](#).

Previous versions of certificates issued for courses completed on or after March 1, 2022 will not be accepted by ADRE.

The **LI-214/244 - DISCIPLINARY ACTION DISCLOSURE Form** was changed to reflect changes to Arizona law effective September, 2021. To ensure pre licensing students use the most up to date ADRE forms, you should refer them to the ADRE website forms page, [HERE](#).



VOLUNTEERS NEEDED!



HELP ADRE "Raise the Bar" in REAL ESTATE education!

MONITOR COURSES, RECEIVE CE CREDIT!

The ADRE Volunteer Monitor Program utilizes current and active real estate licensees to provide feedback to the ADRE by attending courses at an Arizona approved real estate school. The purpose of monitoring real estate education is to identify opportunities that could improve the delivery, quality, content and outcomes of real estate courses, and the course approval requirements of ADRE.

If you are an education minded licensee, with the highest integrity, then you are a good candidate to be an ADRE Volunteer Monitor.



For More INFORMATION: Request an application through the ADRE Message Center [click here.](#)

Those selected to attend will receive an email invitation to training.

Volunteer Monitors shall not be an ADRE licensed educator affiliated with an ADRE approved school.

Request for Input



As noted in the November Educator Update and at the December Education Advisory Committee (EAC) meeting, ADRE will be reviewing education forms throughout 2022 and welcomes input from the education committee.

Currently "Addendum C - Host Remote Live Streaming" of the ED-102 Form CE/DL/HR/OPCW: Course Approval Application, is under review. Your suggestions regarding improvements to Addendum C are requested at this time.

Specifically, we are requesting your comments/suggestions on:

- clarification of language
- areas that could be enhanced for ease of use
- what qualifications do you believe are important when considering a qualified Host Remote application

All input will be considered and we thank you in advance for any feedback you provide.

Please send your feedback through the online Message Center [HERE](#) prior to February 28, 2022 for consideration.

ED-102 Addendum C - Host Remote Live Streaming
APPLICATION FOR CERTIFICATE OF COURSE APPROVAL

This "Addendum C" is an Attachment to the ED-102 for Course titled: _____

SECTION I – COURSE ORIENTATION (Review the Checklist and Instructions Prior to Submitting this Form)

Enrollment Agreement or Application. At time of enrollment will each prospective student be presented with an enrollment agreement or application for review and signature which includes: 1) the course or course segment title within a curriculum; 2) the ADRE course total credit hours applicable to a license; 3) cost of the course; 4) refund policy; 5) a list of any/all required course material, with information on the accessibility and/or required cost of the material; 6) course completion requirements; 7) policies regarding attendance and behavior; 8) topical outline; 9) learning objectives. A.A.C. [R4-28-404\(E\)](#) Yes No

SECTION II – HOST CLASS LOCATION

Host/Instructor Class Location/Address:
Each course event requires a separate 14 day notice pursuant to A.R.S. [§32-2135\(G\)\(1\)](#). 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 through the ADRE online Real Estate School System. *This application does not serve as notice for a course to be held outside of Arizona [A.R.S. [§32-2135\(I\)](#)].* Contact ADRE Message Center at www.azre.gov to submit written request.

Each host remote live streaming course will be scheduled on the ADRE 14 day notice, and the course access information will be submitted to ADRE through the Message Center at www.azre.gov in advance of the course delivery date. Yes No

SECTION III – REMOTE INDIVIDUALS/CLASSROOM

Host/Remote Location: All education classes are delivered by an ADRE approved live instructor from a host classroom to remote individuals/classroom through synchronous delivery platforms with real time audio and video, such as satellite broadcasting or third party technology facilitators Yes No

Webex Go To Meeting Zoom Google Other (Describe): _____

All Applications, All Methods of Submission

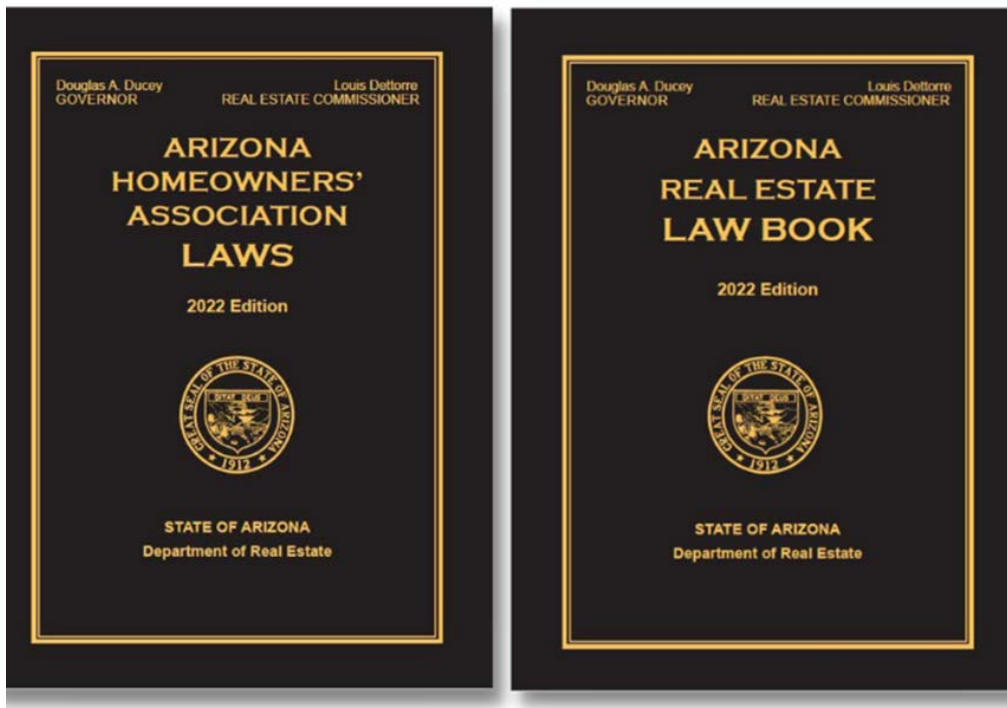
In addition to mailing and walking an application in to the office, applicants are now able to submit any and all types of license applications through the ADRE Message Center or Online License System.

New to being able to submit applications through the ADRE Message Center or Online License System are:

- Out-of-State License Recognition Applications
- Original and Renewal Applications with Disclosures

Certified Documents continue to be required for both of these two types of applications. As many of you know, during the pandemic many courts and state agencies began issuing and receiving Certified Documents in electronic formats. This was the case for the Department of Real Estate in receiving Certified Documents in 2020 and the beginning of 2021 and going forward, it made little sense for the Department to continue to require someone receiving Certified Documents by electronic means to print the documents out for the sake of having the documents in an paper format.

LAW BOOKS HAVE ARRIVED!



2022 Arizona Real Estate Law Books are here!

Submit your order for the 2022 Arizona Real Estate Law Book, 2022 Arizona Homeowners' Association Laws book, or both, using the [ADRE Online Message Center](#) or by visiting www.azre.gov and then going to the Message Center!

For additional details on requesting the Books or to submit an order in person or by mail, use the [PDF form](#).



Current EAC members and terms:

(July 2020 - July 2022)

Jenny Hogan-Lizarraga
Patrick Sheahan
Theresa Barnabei
Greg Muir

(July 2021 - July 2023)

Cheryl Terpening
Kim Horn
BethAnn Neynaber
Annalisa Moreno
Jeff Raskin
Kurt Wildermuth
Holly Eslinger



DECEMBER EDUCATION STATISTICS

- **Number of active schools (including branches): 223**
- **Number of active courses: 2,237**
- **Number of active instructors: 671**
- **Number of Broker Exams administered in December: 70**
 - **Broker:(Passing Rate for First-Time Test Takers): 42%**
- **Number of Salesperson Exams administered in December: 770**
 - **Salesperson: (Passing Rate for First-Time Test Takers): 36%**
- **Number of Out-of-State License Examinations Administered in December: 98**
 - **Out-of-State First-Time Test Takers in December:**
 - **Broker: 78%**
 - **Salesperson: 64%**



**WE ARE
HIRING**



LEGISLATIVE LIASON

REQ # 504543



REVENUE AUDITOR III

REQ # 50445



We're looking for two great people to join our team!

Currently requesting applications

azstatejobs.gov/jobs/search

**Visit Arizona State Jobs - To learn more and submit an application!
We look forward to meeting you!**