

## COURSE APPLICATION FORM CONTINUING EDUCATION OR 6-HOUR CONTRACT WRITING

Use this form to apply to the Department of Real Estate to receive approval for, or renewal of, a Real Estate Continuing Education or 6-Hour Contract Writing Course.

This application should be completed and accompanied by a detailed course outline with sufficient detail to clearly identify the scope and content of each course. Each course must include how the teaching of the course to licensees will protect the public. See here for [Instructions and a Sample Course Outline](#).

Once complete, this application and additional documents should be submitted by the school administrator requesting the approval through our [Message Center](#) or through the [School Login](#).

### SCHOOL INFORMATION

School's Legal Name:	School Approval No.:
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### DELIVERY METHOD

☐ Live (Synchronous and In-Person or Virtual)

☐ Distance Learning (Not Synchronous)

### COURSE INFORMATION

☐ Original Course

☐ Renewal

Course Title:

Number of Credit Hours:

Current Course Number, if applicable:

Brief Course Description (60 characters or less):

Will this be a recurring course, or will it be provided only once?

☐ One-time  
☐ Recurring

In your opinion, is this course designed for a Beginner, Intermediate, or Advanced licensees? This categorization will become searchable on the Department's Public Database. Completion of this categorization is optional and will not be used for auditing purposes.

☐ Beginner  
☐ Intermediate  
☐ Advanced

Is this course being created for licensees that mainly work with Commercial Real Estate, Residential Real Estate, or Timeshares?

☐ Commercial  
☐ Residential  
☐ Timeshare

Is trust account information a significant portion of this course?

☐ Yes   ☐ No

COURSE CATEGORY	
<input type="checkbox"/> Agency Law	<input type="checkbox"/> Disclosure
<input type="checkbox"/> BMC #1 - Statutes And Rules	<input type="checkbox"/> Fair Housing
<input type="checkbox"/> BMC #2 - Broker Policies	<input type="checkbox"/> Contract Law
<input type="checkbox"/> BMC #3A - Supervision	<input type="checkbox"/> Instructor Development Workshop (IDW)
<input type="checkbox"/> BMC #3B - Property Management	<input type="checkbox"/> Real Estate Legal Issues
<input type="checkbox"/> Commissioner's Standards	<input type="checkbox"/> 6-Hour Contract Writing
<input type="checkbox"/> General Real Estate	

STUDENT CERTIFICATION (Distance Learning Only)
Please use the following space to explain how your school will ensure that the individual who completes the course and exam is the licensee receiving the course certificate to get CE credit. Specify use of identity authenticating software or procedures.

EMERGENCY CONTACT INFORMATION (Distance Learning Only)		
Please provide the direct contact information for an emergency contact that the Department should reach out to in the case that the Administrator cannot be reached. This should not be a general phone or email address.		
Name:	Phone & Ext.	Email:

STUDENT ASSISTANCE CONTACT INFORMATION (Distance Learning Only)		
Please provide the contact information and a linked help tool, as applicable, for students having difficulty with your platform.		
Name:	Phone & Ext.	Email:
Linked help tool:		

ADRE COURSE LOGIN INFORMATION (Distance Learning Only)	
Please provide a login created for ADRE to allow for a review of the course. Any logins created for ADRE shall not expire as long as the course is active and must be updated to remain current.	
URL:	
User 1 (Student view):	Password:
User 2 (No time constraints):	Password:

SCHOOL ADMINISTRATOR ATTESTATION	
I understand that it is my obligation to comply with the statutes, rules, and regulations set forth by Arizona Law, and that such laws may be referenced at <a href="http://azleg.gov">azleg.gov</a> . I also affirm that I will be collecting IP addresses and following S.P.S. 2025.01 for any distance learning courses, and student attendance will be properly certified to ensure compliance with instruction requirements of 50 minutes per credit hour for all courses.	
Administrator Name:	
Administrator Signature:	Date:

### **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

### **Notice to Applicant Pursuant to A.R.S. § 41-1093**

An agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03. Arizona Revised statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

### **Notice to Applicant Pursuant to A.R.S. § 41-1093.08**

Pursuant to Arizona Revised Statutes, Title 41, Chapter 6, Article 11, an applicant, licensee, registrant or certificate holder may petition the Office of Administrative Hearings to request a review of a denial, suspension or revocation of a license, registration or certificate for a prior criminal offense.