

ADDENDUM B



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

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KATIE HOBBS
GOVERNOR

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COMMISSIONER

FORM ED-102

ORIGINAL OR RENEWAL APPLICATION FOR CONTINUING EDUCATION DISTANCE LEARNING OR ONLINE 6-HOUR CONTRACT WRITING COURSE

Please use this addendum with your preceding ED-102 to create or renew your Continuing Education Distance Learning or Online 6-hour Contract Writing Course(s).

COURSE INFORMATION

Course Title:

Number of Credit Hours:

Current Course Number, if applicable:

Brief Course Description (60 characters or less):

- ☐ Beginner
☐ Intermediate
☐ Advanced

In your opinion, is this course designed for a Beginner, Intermediate, or Advanced licensee? 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.

- ☐ Commercial
☐ Residential
☐ Timeshare

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

- ☐ Yes ☐ No

Is trust account information a significant portion of this course?

COURSE CATEGORIES

☐ AGENCY LAW

☐ DISCLOSURE

☐ BMC #1 - STATUTES AND RULES

☐ FAIR HOUSING

☐ BMC #2 - BROKER POLICIES

☐ GENERAL REAL ESTATE (provide additional information below)

☐ BMC #3 - SUPERVISION

☐ INSTRUCTOR DEVELOPMENT WORKSHOP (IDW)

☐ COMMISSIONER'S STANDARDS

☐ ONLINE 6-HOUR CONTRACT WRITING

☐ CONTRACT LAW

☐ REAL ESTATE LEGAL ISSUES

GENERAL REAL ESTATE

If applying for a General Real Estate course, please use the following space to advise how the information in this course can be used to help licensees protect the general public.

COURSE COMPLETION CONFIRMATION

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.

ADMINISTRATOR CONTACT INFORMATION

Please provide the direct contact information for the School Administrator. This information will be used by the Department when a complaint is received.

Name:	Phone & Ext.	Email:
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STUDENT ASSISTANCE CONTACT INFORMATION

Please provide the contact information and a linked help tool, as applicable, for students having difficulty with your platform.

Name:	Phone & Ext.	Email:
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Linked help tool:

ADRE COURSE LOGIN INFORMATION

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:

INSTRUCTORS

If there are more Instructors, please include a separate sheet of paper with the below information for each Instructor

Instructor Name	Instructor Number

Questions regarding this communication can be sent to Jim Knupp, ADRE Deputy Commissioner, at 602-771-7769 or online through the ADRE Message Center