



ARIZONA DEPARTMENT OF REAL ESTATE



NEW LICENSEE PACKET

Congratulations on obtaining your Arizona Real Estate license! Please allow us to formally welcome you to the Arizona Real Estate profession! This packet is designed to help you navigate your online portal for performing necessary tasks associated with your Real Estate License, including, but not limited to, logging into your personal page on the Licensee Login, hiring with an employing broker, submitting your continuing education, updating personal information, and communicating with ADRE.

1. To hire on with your broker, make sure you have the ENTITY LICENSE NUMBER for the entity or branch that you are hiring with. You must get this from the employing broker. After obtaining this number, follow the steps on page nine of this packet.
2. Page seven and eight includes information about submitting continuing education courses, including the 6-hour Contract Writing course (or BMC #1, #2, #3 for 9 hours for Brokers) taken before becoming licensed (it will only count if it is taken within one year of applying and obtaining the license). Page eight also has information about renewing your license every two years by uploading your continuing education hours and paying the renewal fee. You receive 90, 60, and 30 day courtesy renewal reminders to the email address on your record. Remember to always have your email address current and up-to-date with the Department.



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Contacting the Arizona Department of Real Estate

Send ADRE a message using the Online Message Center to have your questions answered promptly. ADRE staff answers questions, processes applications, and assists licensees and the public in the Online Message Center every business day. Most messages are responded to quickly, however at month end please allow 24-48 hours for a response due to high volume. Plan to renew your license before the month end of your expiration to avoid late renewal.

Office Hours and Location

Phoenix Office Location

100 N. 15th Ave., Suite 201

Phoenix, AZ 85007



Business Hours

-Monday - Friday

-8:00am - 5:00pm

-Closed on State Holidays

Licensing Counter Hours

-Monday - Friday

-8:00am - 4:30pm

*Licensing Applications will not be processed same day after 4:30pm



Arizona Department of Real Estate Website



www.azre.gov

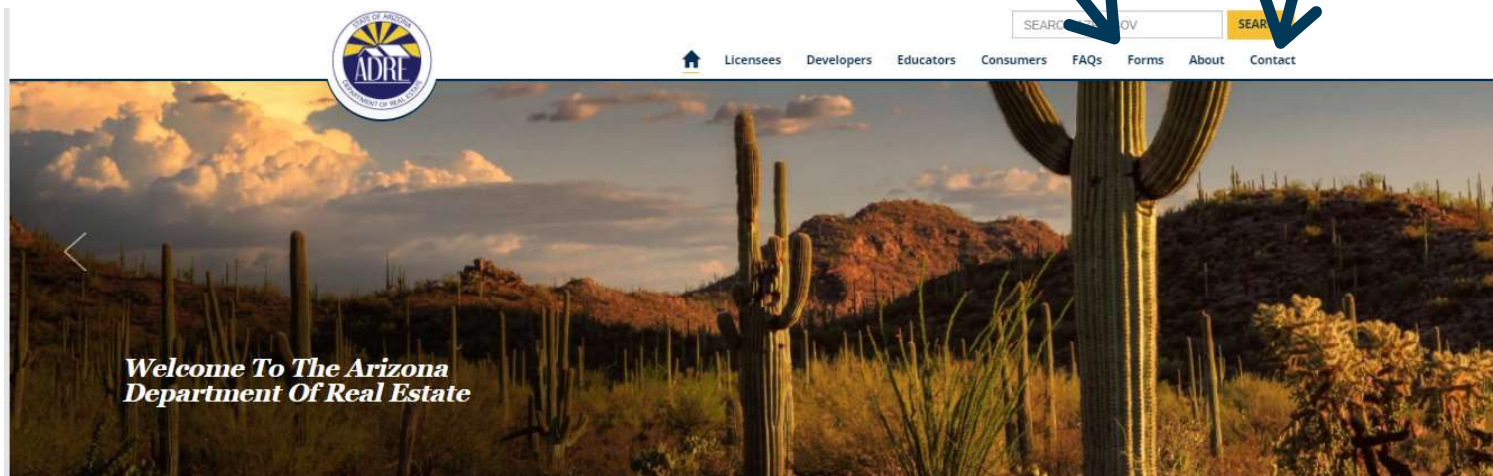
Home Page- Frequently Used Links

Home page return

Click here

Download forms

Message Center



Link to get to your
ADRE Personal Page/
Renew your license

Licensees	Developers	Educators	Consumers
I want to... <ul style="list-style-type: none">Licensee LoginRenew LicenseTransfer LicenseView Continuing Education CoursesView Out-of-State License Recognition InformationView the Fee ScheduleFind Real Estate LicenseeFind EntitiesView Disciplinary ActionsView FAQsDownload Forms SEE ALL	I want to... <ul style="list-style-type: none">Apply for Public Disclosure ReportApply for Amendment to Public Disclosure ReportApply for Lot ReservationApply for Timeshare Public Disclosure ReportFind DevelopmentsSearch Public DatabaseView Real Estate Law BookView FAQsDownload Forms SEE ALL	I want to... <ul style="list-style-type: none">Apply for School ApprovalRenew School ApprovalApply for Course ApprovalApply to Become an AZ Real Estate SchoolView Educator UpdatesApply for Instructor ApprovalRenew Instructor ApprovalFind Approved SchoolsFind Approved CoursesFind Approved InstructorsView FAQsDownload Forms SEE ALL	I want to... <ul style="list-style-type: none">Find Real Estate LicenseeFind EntitiesFind DevelopmentsFile a ComplaintFile an HOA DisputeLook Up Laws & RegulationsView Recovery Fund InformationView Monthly Licensee StatsView FAQsDownload Forms SEE ALL

Search Public Database



Login Procedures

Login from Home or Office

- Use your favorite search engine to find our home page at www.azre.gov.
 - Using Internet Explorer, or unsupported browser may result in a loss of website functionality.
 - If functionality is lost, try using a different internet browser.
 - Select the Licensee Login (your personal page) under CONTACT from the ADRE home page.
- Bookmark this page for easy access at renewal.

LICENSEE LOGIN PREVIEW

Login for the first time-CLICK HERE

Password Reset-CLICK HERE

Login for the first time:

- Input your full license number (Begins SA or BR)
- Input the last 4 of your SS number
- Input your full DOB including the slashes
- Click Login
- Create Password

Login with password:

- If you have logged in before and you have created a password.
- Your license number and password is your online signature, no one should have access to this at any time.



Licensee Login Screen



This is an example of what you will see on your login page. All information MUST be true and correct at all times.

Alerts

(verbiage below is an example of what you may see under Alerts)

- You have a pending transaction awaiting your brokers approval. Click here to view.
- You are eligible to renew your license but must first enter your continuing education. Click here to begin.
- You have 90 days until your license expires. Click here to begin Renewal Process.
- None (This is what ADRE wants your Alerts to say. **Do not wait until the last minute to renew!**)

What's New

- This part of the system teaches you how to use the Online System as the system is updated and/or changed.
- There are no classes for the Online System, experience it, review it, learn it.

Quick Links

Personal

- Change My Personal Information
- Renew My License
- Add or Change My Employer
- Sever From My Employer
(Inactivate License)
- View My Pending Transactions
- View My Transaction History
- Change Password
- Manage My Continuing Education
- Manage My Legal Presence Requirements
- Print My License = Active Agents Only
- Message Center!!!
- Payment Requests
- Payment History
- Add a PC/PLLC = Active Agents Only

Broker= Employer Only

- View Pending Approvals (DB's
and full authority branch managers)
- Print Entity Licenses
- Change Entity Information
- Sever/Transfer Employees
(Close Branch Offices)
- View Transaction History
- Print Employee Licenses
- View Employee Continuing
Education Status
- View Employee Legal Presence
Status

Related

- View My Public Database
Record
- View My Employer Public
Database Record
- *Verify employer's expiration
date.

**An expired
Entity/Broker= Inactive Agent**



Licensee Login - Continued



License Information

The following information represents your current license status and requirements:

Name: LAST, FIRST, MIDDLE
License Number: SA123456789
Type: REAL ESTATE SALESPERSON
Expiration Date: 11/30/20XX
Status: ACTIVE

Renewal

Your license can be renewed timely within 90 days prior to your expiration date and late up to 1 year after.

Continuing Education

CE must be reported to the Department every 24 months for all **ACTIVE & INACTIVE** licensees.

Legal Presence

ARS §41-1080 requires licensing agencies, including the Department of Real Estate, to obtain proof of the license applicant's legal presence in the United States prior to issuing (or renewing) a license. .

Personal Information

Contact Information

Email:

Home Phone Number:

Home Address

Mailing Address

*to update your name, please refer to licensing form LI-235

@azre.gov/forms

Employment Information

(This information will be added once you hire on with a broker)



Continuing Education Information



All **ACTIVE & INACTIVE** licensees must complete the mandatory Continuing Education (CE) hours required. Renewal hours or CE's must be comprised of a minimum of 3 credit hours each in the **6 mandatory categories**, described below. Elective hours can consist of any of the mandatory categories or general real estate as long as the course # is different.



Sales Agent & Associate Brokers CE's

- Agency Law
- Disclosure
- Commissioner's Standards
- Contract Law
- Fair Housing
- Real Estate Legal Issues
- 3 Hours Elective
- 3 Hours Elective

Designated Broker/ Self Employed Broker/ Delegated Associate Brokers or Full Authority Branch Manager CE's

- Agency Law
- Disclosure
- Real Estate Legal Issues
- Contract Law
- Fair Housing
- Real Estate Legal Issues
- 3 Hours Elective
- 3 Hours Elective
- 9 hrs Brokers Management Clinic (BMC)





Entering CE's/License Renewal

INPUTTING CE COURSES

All licensees are solely responsible for the input of CE information into their personal page. Do not submit copies.

Under **Quick Links**, under **Personal**, select **MANAGE MY CONTINUING EDUCATION**. Click **CONTINUING EDUCATION**

- Select Submit Courses - Input the course # and date. The system will generate CE info.
- Select View Current Status, verify input & Print a Receipt.
- If renewing go back to home page and click "Renew My License" under **ALERTS**.

*Errors must be removed! Contact ADRE through Message Center and a specialist will remove the error so you can re-enter the course.

*Duplicate course numbers in a renewal period will not be approved for credit.

*All CE courses must be completed within the CURRENT 24 month licensing period. Any classes taken before will not be given CREDIT! (Ex. Begin date:9/1/2019 - Expiration date:8/31/2021), courses must be taken within the begin date and expiration date for credit)

RENEWING YOUR LICENSE

Renew - Courtesy email reminders will be sent to you, 90, 60, & 30 days before your renewal date.

- Email address must be correct at all times. Email notices are not a guarantee therefore you must login to review Alerts.

You can renew 90 days before expiration if you satisfied your CE requirements.

1. To renew, under **Quick Links**, below **Personal** select **Renew My License** and pay the renewal fee.
2. Or follow the prompts under Alerts and pay the renewal fee. Do not wait until the last minute to begin the process.
3. The renewal process is complete once your payment is made. You can verify that the renewal is completed by verifying your new expiration date on your Licensee Login home page.

LATE RENEWAL

If the license is renewed after your expiration date, it will go into a 1 year grace period to complete and input all CE's and pay your renewal fee. A LATE FEE will apply. The grace period does not extend out your original renewal date



Online Hire Process

LICENSEE INITIATES THE HIRE ONLINE

1. Login to your personal page at www.azre.gov (licensee login)
2. Under Personal Quick Links select Add or Change My Employer
3. Input the Brokerage License number you are hiring to.
 - You must have the Brokerage License number before you start this process.
 - Below is a list of brokerage codes that you can hire to:
LC = Limited Liability Company
CO = Corporation
SE = Self Employed Broker
PA = Partnership
 - You can not use the broker's individual license number (BR)
4. Print your receipt and return to home
5. Review your **Alerts** to ensure your request was sent to your prospective broker.
 - Log out.
 - Contact your Broker to approve request
 - Your broker will receive an **Alert** at the same time in their personal page.
- **YOU WILL REMAIN INACTIVE UNTIL THE BROKER COMPLETES PART 2**

DB MUST APPROVE OR DENY REQUEST

Approve within 30 days or the agent will have to request the hire again.

1. Login to your personal page at www.azre.gov.
 - Under Alerts it says You have one transaction awaiting your approval or denial. Click here to begin.
2. Follow the prompts and ensure the agent requested to be hired on to the correct office before the transaction is approved.
3. Return to home.
4. Print new licensee's license immediately and file accordingly.

PRINTING ACTIVE LICENSES

Print License- Only ACTIVE agents can print a license.

All Active Salesperson or Associate Brokers- From your personal page;

- Under **Quick Links**, under **Personal**, select **Print License**.

Attention DB and SE Broker's - Immediately post DB and Brokerage license on wall. Agents license place in a file.

- Under **Quick Links**, under **Broker**, select **Print Entity License**
- Under **Quick Links**, under **Broker**, select **Print Employees License**