



# STATE OF ARIZONA

## DEPARTMENT OF REAL ESTATE

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### Arizona Department of Real Estate Update – September 25, 2020

The Arizona Department of Real Estate remains open for business. Staff is working remotely and can assist you through the ADRE Online Message Center, [click here](#). Please also search the ADRE website, [www.azre.gov](http://www.azre.gov) for answers to common questions. You can complete your transaction online through your personal page on the Online License System, [click here](#), or through the Online Message Center located on the homepage under “**Contact**”. The ADRE office is open by appointment only.

The [Message Center](#) allows customers to submit a question, application, or complaint, directly to the ADRE division that can assist. Please submit your correspondence by choosing from the subject categories. If you are an Arizona real estate licensee, you can complete many services through your personal page on the Online License System, located at [www.azre.gov](http://www.azre.gov). **We are committed to processing all requests and serving you... our customer.** Should you need to request an appointment, please submit a message through the Online Message Center category “**Other Licensing Requests**”. Information is available on the Arizona Department of Health Services website regarding COVID-19, and what individuals should do to stay well, [click here](#).

### **EDUCATOR UPDATE**

#### **Updated Form ED-102 Will Allow For a 4-Year Approval For New Courses with Additional Delivery Methods**

BEGINNING TODAY, SEPTEMBER 25, 2020

- Discard all prior blank ED-102 Forms – ADRE will not accept the old version of the ED-102 application form.
- The new ED-102 Form (CE/DL/HR/OPCW) – The new ED-102 form must be used for all *new* course applications, with a course approval application and include an Addendum for each delivery method application being applied for. A new course number will be assigned with a four (4) year course expiration date (i.e. All course delivery methods, will be under the same course number). A course may have an approval for multiple delivery methods, depending on the Addenda attached to the application.
- Already approved, current Courses, where a new and/or additional delivery method is desired, can be submitted by completing the new ED-102, including the current course title and course number, and any additional delivery method addenda that were not included on the original course application approval. Upon ADRE approval, the current course number will remain and the course, course number, and all delivery methods will expire on the date stated in the original course approval. A new application will then be required, and a new course number will be assigned with a new four (4) year expiration date. Current approved courses cannot be renewed upon expiration.
- Classroom Salesperson and/or Broker Pre Licensing courses must have been approved on the Salesperson ED-110 and/or Broker ED-112 prior to submitting the new ED-102 and Addendum C for Host Remote delivery approval.

### **New Form Update**

- The updated Form ED-102 CE/DL/HR/OPCW is now published to the forms page on [www.azre.gov](http://www.azre.gov). Please review the instruction pages before submitting the updated form.
- The ED-102 should be used for all Instructor Development Workshop course applications.
- The updated Form ED-101 Instructor Approval / Renewal/ Update Application is now available.
- The ED-107-IDW Form is now retired.

### **Instructor Development Workshop (IDW)**

The Department of Real Estate is now accepting applications for Arizona Schools to teach Instructor Development Workshops (IDW) for instructors that deliver Host Remote Live Streaming Pre Licensing and Continuing Education. Approved Arizona Schools should submit their IDW application on the new updated [Form ED-102](#) through the Online Message Center, [click here](#), for review and approval. *Schools that would like an already approved IDW course to be approved as a Host Remote IDW should resubmit their course using the updated Form ED-102.*

Proof of attendance at an ADRE approved IDW specific to Host Remote Live Streaming delivery is required for all Arizona instructors that teach Continuing Education and Pre Licensing through the Host Remote delivery method.

### **Conditional and Temporary Host Remote Live Streaming Course Delivery**

*The temporary Host Remote Live Streaming course process will continue for October through the existing approval process.* As of September 24, 2020, ADRE has approved 242 Temporary Host/Remote conversions for September delivery.

**REMEMBER TO SCHEDULE ALL OCTOBER COURSES YOU PLAN TO OFFER IN OCTOBER ON THE ADRE 14 DAY NOTICE BY SEPTEMBER 30<sup>th</sup>, [click here](#)**

On September 23<sup>rd</sup>, ADRE began conditionally approving temporary Host/Remote conversion Addendum Applications for September classroom courses that were scheduled on the ADRE 14 Day Notice online system prior to **September 30<sup>th</sup>, 2020**. Please remember that only the specific course title that was scheduled on the same specific date will be temporarily and conditionally approved at this time. Conditional and Temporary Host Remote conversion approvals are valid through the course completion approval date, and ADRE will address each month individually.

### **Pre License Schools may apply for Host/Remote Classroom Approval**

On a temporary and conditionally approved basis, video conferencing technology (example: Google, Zoom, etc.) can be used to deliver October Live classroom Pre Licensing Courses that have been scheduled in the ADRE 14 Day Notice online system prior to **September 30, 2020**.

**REMEMBER TO SCHEDULE ALL OCTOBER COURSES YOU PLAN TO OFFER IN OCTOBER ON THE ADRE 14 DAY NOTICE BY SEPTEMBER 30<sup>th</sup>, [click here](#)**

Continue to complete the new Addendum to the ED-110-PE (Salesperson) or ED-112-PE (Broker) for ADRE approval of the Host/Remote Course, and include your currently approved and already scheduled Pre Licensing course.

- [Click here](#) to view the new one-page fillable form Addendum. [Click here](#) to submit the application through the Online Message Center.
- Please be sure to submit the already approved ED-110-PE or ED-112-PE with the Addendum.
- ADRE staff will review your Addendum for approval as promptly as possible.

**Already Scheduled Live Classroom Continuing Education (CE) may apply for Conditional and Temporary Host/Remote Classroom Approval**

On a conditional and temporarily approved basis, video conferencing technology (example: Google, Zoom, etc.) can be used to deliver October Live Classroom Continuing Education (CE) Courses, that have scheduled on the ADRE 14 Day Notice online system prior to **September 30, 2020**.

Continue to complete the new Addendum to the ED-102 for ADRE approval of the Host/Remote Course, and submit your currently approved and already scheduled continuing course outline.

- [Click here](#) to view the new one-page fillable form Addendum. [Click here](#) to submit the application through the Online Message Center.
- Please be sure to submit a copy of the already approved ED-102 with the Addendum.
- ADRE staff will review your Addendum for approval as promptly as possible.

**Please Remember:** Schools must submit a new 14-Day Notice through the ADRE Online System, [click here](#), to ensure courses are listed correctly on the ADRE Public Database. **This includes course cancellations.**

*\*\*If you are a School Administrator, please distribute this Educator Update to all Instructors affiliated with the School\*\**

**LICENSEE REMINDERS**

**Renewal Licensees**

The Department is directing individual licensees that are due to expire at the end of the month to search the ADRE Public Database for available online Continuing Education Courses, [click here](#) to view. The Department will not waive continuing education hours for any license renewals, nor extend anyone's expiration dates. **Nearly 99 percent of license renewals are submitted online.**

**Sign up for Department of Real Estate (ADRE) Late Breaking News Alerts**

To subscribe for Late Breaking News, visit [www.azre.gov](http://www.azre.gov) and enter your email address on the homepage in the "Late Breaking News Sign Up" section. Your subscription entitles you to receive all ADRE distributions.

**Reminder Notices – Keep Email Addresses Current with ADRE**

ADRE sends 30, 60, 90 day license renewal reminder emails to licensees' email address. Please ensure your email address is up to date with ADRE. Visit the ADRE Online License System to update an email address, [click here](#). Please also check to ensure all personal information is accurate, per statute and rule.

**Pearson Vue Examination Centers Availability**

The availability of Pearson Vue third party examination locations are listed below. Examination site availability may be subject to change. Scheduling can be completed through Pearson Vue's self-service website. Please contact the examination site or Pearson Vue for more information [click here](#).

B&B Evaluation Services	Phoenix	Open 5-7 days per week
Tucson Association of Realtors	Tucson	Open 5 days per week
Arizona Western College	Yuma	Open 3 days per week
Northern Arizona University	Flagstaff	Open 3-5 days per week
Pearson Vue Corporate locations	Tempe, Phoenix, Chandler, Tucson	Contact PV through their self-service website to schedule an exam.

*Should you have questions, please contact ADRE through the  
Online Message Center located at [www.azre.gov](http://www.azre.gov)*