



STATE OF ARIZONA

DEPARTMENT OF REAL ESTATE

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Arizona Department of Real Estate Update – October 23, 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 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. **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 Allows For a 4-Year Approval For New Courses with Additional Delivery Methods

BEGINNING SEPTEMBER 25, 2020

- Discard all prior blank ED-102 Forms – ADRE will only accept the completed updated version of Form ED-102 CE/DL/HR/OPCW application form for course approvals and renewal courses.
- The new ED-102 Form (CE/DL/HR/OPCW) – The new Form ED-102 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 by using the old Form ED-102.
- 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 published on the forms page on the ADRE website (www.azre.gov), or by [clicking here](#). Please review the instruction pages before submitting the updated form.
- The ED-102 (CE/DL/HR/OPCW) should be used for all Instructor Development Workshop course applications.
- The updated Form ED-101 Instructor Approval/Renewal/Update Application is now available, [click here](#).
- The ED-107-IDW Form is now retired.
- Schools no longer need to submit course attendance rosters upon completion of a Host Remote Course once the Host Remote delivery method has been approved on the updated Form ED-102. The student record for each course must be retained by the school for five (5) years pursuant to Arizona statute.

Recap: Conditional and Temporary Host Remote Live Streaming Course Delivery

The temporary Host Remote Live Streaming course process will expire on October 31, 2020. Let's all take a moment to look back at what has been accomplished, despite challenges related to the COVID-19 pandemic impacting Arizona real estate schools, real estate licensees, and the real estate profession.

From late March through October 2020 (as of this date):

- Total Host Remote Live Streaming Host Remote courses submitted and approved: 1,435
 - *(Average of 216 Host Remote Courses delivered each month since April.)*
- Average Distance Learning CE Courses available: 330
- ADRE Host Remote Live Streaming Workgroup was assembled, and a recommendation made to ADRE that the Host Remote Live Streaming course delivery made a permanent course delivery method.
- ADRE accepted and implemented the Workgroup's recommendation.
- Updated Form ED-102 (CE/DL/HR/OPCW) published to add course delivery methods, including Host Remote Live Streaming and Online Pre Licensure 6 Hour Contract Writing.

Update: Instructor Development Workshop (IDW)

The Department of Real Estate continues to accept applications from Arizona real estate 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.

- The requirement that an instructor teaching a host remote course must attend an ADRE approved Host Remote Instruction IDW has been extended until December 1st. 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. Submit the ED-101 Instructor Approval/Renewal/Update Application with a copy of the IDW certificate through the Message Center. ADRE will expedite these applications.

- **The Host Remote Instruction IDW will count toward an instructor's requirement to complete a three hour seminar/workshop on teaching methods and techniques each 24 hour license renewal period pursuant to A.R.S. § 32-3235(K)**
- Visit www.azre.gov or [click here](#) and select the “IDW” category to search scheduled courses for upcoming IDW scheduled events.

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.**

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 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.

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

Should you have questions, please contact ADRE through the Online Message Center located at www.azre.gov