



STATE OF ARIZONA
DEPARTMENT OF REAL ESTATE

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Arizona Department of Real Estate Update – May 18, 2020

The Arizona Department of Real Estate remains open for business. Staff is working remotely and can assist you with the majority of services through the ADRE Online Message Center, [click here](#). You can also complete many services through your personal page on the Online License System, [click here](#). Services that can be completed online include, but are not limited to, renewing a real estate license, applying for an original license, transferring a license, and filing a complaint. Should you need to visit the office, please make an appointment in advance by emailing ahansen@azre.gov. Thank you for your patience and understanding as we work to process all requests. **We are committed to serving you... our customer.** Information is available on the Arizona Department of Health Services website regarding COVID-19, and what individuals should do to stay well, [click here](#).

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

To subscribe for Late Breaking News enter your email address and click Submit. A confirmation email will be sent to you with instructions on how to complete the registration process. [Click here](#) to register. 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.

Update: 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 beginning May 19th
Northern Arizona University	Flagstaff	Open 3-5 days per week beginning June 1 st
Pearson Vue Corporate locations	Tempe, Phoenix, Chandler, Tucson	Open for testing. Contact PV through their self-service website.

UPDATE: Conditional and Temporary Host Remote Live Streaming Course Delivery

As of May 18, 2020, ADRE has approved 200 Temporary Host/Remote conversions for May delivery.

REMEMBER TO SCHEDULE ALL JUNE COURSES YOU PLAN TO OFFER IN JUNE ON THE ADRE 14 DAY NOTICE BY MAY 28th, [click here](#)

On May 28th, ADRE will begin to conditionally approve temporary Host/Remote conversion Addendum Applications for June classroom courses that were scheduled on the ADRE 14 Day Notice online system prior to **May 28, 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 June Live classroom Pre Licensing Courses that have been scheduled in the ADRE 14 Day Notice online system prior to **May 28, 2020**.

REMEMBER TO SCHEDULE ALL JUNE COURSES YOU PLAN TO OFFER IN JUNE ON THE ADRE 14 DAY NOTICE BY MAY 28th, [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 May Live Classroom Continuing Education (CE) Courses, that have scheduled on the ADRE 14 Day Notice online system prior to **May 28, 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.**

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.**

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

Should you have questions, please contact me at ldetorre@azre.gov.

Thank you for all you do.

Louis Dettorre
Deputy Commissioner
Arizona Department of Real Estate