

**ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)
PRE LICENSING EDUCATION – BROKER ONLINE
CERTIFICATE OF COURSE APPROVAL APPLICATION
(ED-113-OPE)**

Any school licensed by ADRE, or exempt from licensure under A.A.C. [R4-28-404](#) must present to ADRE for approval, all ADRE Pre Licensing courses offering credit toward an Arizona real estate license. Only ADRE approved School Administrators of an ADRE approved school may submit a request for course and/or instructor approvals. All ADRE approved course content must be directly related to professional Arizona real estate practice and adhere to all specific guidelines as stated in the current A.R.S §§ [32-2124](#), [32-2135](#), and the [ADRE Detailed Instructor Outline Prescribed Curriculum Broker's License](#), as well as, serve to protect the public interest by providing relevant education to students to enter the professional practice of Arizona real estate. Schools must review and adhere to the [Substantive Policy Statement 2019.01 Online Pre Licensing Education Course and Learning Guidelines](#) prior to submitting this application.

Broker Online Pre Licensing Education Course Application Requirements

Definitions:

“Credit Hour” means 50 minutes of instruction. A.A.C. [R4-28-101](#)

“Certificate of Course Approval”. Any school offering a course of study for original licensure of a real estate applicant shall apply for and possess a Certificate of Course Approval for each course offered by the School. The school’s authorized representative shall submit the requirements listed in A.A.C. [R4-28-404\(B\)](#).

“In person” a student must complete an online examination on the online pre license course in person at the provider’s school or with an independent third-party proctor per the requirements herein.

“Instructor approval” any person wishing to teach an approved real estate course shall apply for an instructor’s approval, and shall have at least one of the qualifications on the proposed subject indicated by A.A.C. [R4-28-404\(C\)](#). Instructors should refer to [www.azre.gov](#) for additional instructor requirements in effect at the time of seeking Instructor Approval. See [Substantive Policy Statement 2015.01 Instructor Professional Development Requirements](#).

“Final school examination proctor” means a disinterested third party with no conflict of interest who verifies a student’s identity and processes an affidavit testifying that the student received no outside assistance with the examination. The student’s proctor cannot be another student, relative, spouse or significant other, friend, roommate, landlord, current or prospective employer, or a co-worker who is a friend, family member, or who is above or below the student’s line of supervision.

“Learning Management System” is a software application for the administration, documentation, tracking, reporting and delivery of educational courses, training programs, or learning and development programs.

“Module” is a unit of instruction no shorter than .25 credit hours (12.5 minutes), and no longer than two credit hours (100 minutes), that covers topics contained in the ADRE approved Detailed Instructor Outline Prescribed Curriculum for Broker’s License. A course requires a minimum of 45 modules of instruction allowing the unit to vary in length from the minimum minutes to the maximum credit hours.

“Online Course” means pre licensure education that is a planned learning experience with a geographic separation that may be synchronous or asynchronous, that does not require real-time interaction between a student and an instructor and that uses a platform with self-paced or prerecorded lessons and materials that a student can access via the internet to proceed at the student’s own pace. (A.R.S. [32-2101\(40\)](#))

“School” means a person or entity that offers a course of study towards completion of the education requirements leading to licensure or renewal of licensure. (A.R.S. [32-2101\(54\)](#)) A school shall hold a current Certificate of School Approval. (A.A.C. [R4-28-404\(A\)](#))

“Synchronous learning” occurs when the interaction between the instructor and learner is simultaneous, or in real time.

“Asynchronous learning” occurs when interaction between the instructor and learner is non-simultaneous, or takes place at different times.

Course Application Requirements:

Course Access. Prior to Departmental approval of a course, whether original or course renewal, the real estate school shall provide access to the Department to view and evaluate the course, in the manner the school proposes to deliver the course.

Instructor Qualifications. For each pre licensing online course approval submission to the Department, the school shall identify the Department-approved instructor who authored the course. The instructor must meet the same qualifications as established for instructors of live classroom course delivery, including course content competence. Instructors must remain actively licensed as an Arizona real estate broker in good standing with the Department during the approved course period. See [Substantive Policy Statement 2015.01 Instructor Professional Development Requirements](#).

Instructions not a part of the Application; do not file with ADRE

Learning Management System (LMS) Learning and Content Management System (LCMS). Any course delivered in an online format is required to use a Learning Management System (LMS), Learning and Content Management System (LCMS), and/or written programming. The systems must ensure that the students are presented information in an organized and effective manner. For course approval, all courses submitted to ADRE for approval must have a system that allows for the requirements established in the [Substantive Policy Statement 2019.01 Online Pre Licensing Education Course and Learning Guidelines](#) prior to submitting this application.

Course Orientation: The prospective student shall physically or electronically sign an agreement or application to enroll, presented to the student by the school administrator or electronically, that includes in bold type and capital letters: 1) The course, or course unit title within a curriculum; 2) The ADRE approved course number; 3) The total credit hours applicable to licensure; 4) The cost of the course, and any other anticipated costs; 5) A statement of the refund policy; 6) The web browser and any other system requirements, and any costs, if not free; 7) A list of any/all required course material, with information on the accessibility and/or required cost of the material; 8) Course completion requirements; 9) Policies regarding attendance; 10) Topical outline; 11) Learning objectives; 12) The geographic location of the “in person” online final school exam, and whether there is the ability to arrange an alternative proctoring location that adheres to the Department guidelines; and 13) a statement of any job placement services.

Student Authentication Verification. Each provider of pre license online course content must have in place a system and process for identifying and authenticating online learners, ensuring the student who registers for a course is the student who completes the course material, and is the student who successfully passes the school’s final exam. The student authentication system must require each student to authenticate themselves each time they enter the course, and have one authentication during each logged in session, and prior to any final school exam for the course. The system must provide a detailed reporting structure allowing audits for compliance of student authentication by the Department, if requested. The record shall include: the name of the student; the dates of attendance; the time log by activity; the course title; the ADRE course number; and credit hours awarded. The student record for each course must be retained by school for five (5) years. See [Substantive Policy Statement 2019.01 Online Pre Licensing Education Course and Learning Guidelines](#) for acceptable formats of student authentication verification.

Teaching Materials. Any, and all teaching materials, and/or aids used, and textbook titles must be stated on application, confirming adherence to any applicable copyright laws, and that any required permissions have been obtained. **Do not submit hard copies of instructional material to ADRE.**

Course Timing Requirements/Credit Hour. Every course is to be structured, and follow the approved course outline, and is to contain enough content and/or activities which shall include participation and interaction to meet the minimum time requirement of 50 seat minutes for each credit hour the course is approved for. The minimum sum of time of all of the modules for a ninety (90) credit hour course, for example, will equal 4,500 minutes. A “credit hour” does not include break time, administration of the final examination, nor sponsor presentation time. **Sale or promotion of products or services are only permitted prior to or after credit hours, or during breaks.** Maximum of 10 credit hours per day for pre licensing education. A.A.C. [R4-28-401\(E\)](#). See [Substantive Policy Statement 2019.01 Online Pre Licensing Education Course and Learning Guidelines](#).

Modules: Each 90-hour course shall be divided into modules as defined above. Schools should time each module so that the student may not proceed in the course until the minimum time for the module has elapsed. The school must provide, through robust course content and delivery, a course that shall prevent all opportunities for students to move through the course too quickly. The course platform is to be configured such that the course modules are locked. This means the student is required to advance through modules in a linear fashion, and cannot advance to any subsequent module until the previous module and all associated instructional content interactivity quizzes have been passed.

Instructional Content Interactivity. Each module shall contain instances of instructional content interactivity questions at the discretion of the provider which may be achieved through multiple choice, true-false, matching, prioritizing, or other reasonably accepted formats. The entire 90 hour course must contain a minimum of 900 instances of instructional content of interactivity placed throughout the course modules.

Course delivery must include interactivity, and course performance measured by quizzes.

- a. Additionally, at the end of each module, the student’s understanding must be accessed through a quiz using multiple choice questions, each with only one correct/best answer. The difficulty of the assessment/quiz should be reflective of the content presented in that module. The student must achieve a minimum passing score of 80 percent before proceeding in the course.
- b. The entire 90-hour course must contain a minimum of 700 end of module multiple choice quiz questions that are different from any multiple choice questions used within a module to meet the interactivity requirements. The number of end-of-module quiz questions may vary from module to module, but shall reflect that modules substance and length.

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Mandatory log-out for inactivity. A course must log students completely out of the course after fifteen (15) minutes of inactivity. The timer must be a background function that is set to log out at fifteen (15) minutes when the student is not actively engaged in the course. If the student is logged out for lack of interactivity, the student is to be returned to the start of the unit of instruction where the inactivity was detected, and the student identity verification shall be required.

Time Zone Consideration: Some course providers may offer courses to students who are participating from multiple time zones. Course providers must give consideration to this fact, schedule start time accordingly, and set student and instructor expectations such that all interaction can be completed within the required time period. A person shall not receive credit for more than 10 hours of pre licensure education credit per day, A.A.C. [R4-28-401\(E\)](#). A provider shall verify that the 10 hour per day instruction requirement has not been violated.

Course Outline.* All applications must be complete at time of submission. Courses must be organized and divided into fifty (50) minute instructional segments, with those segments organized into multiple units of instruction. Application must include a very detailed course outline of the entire proposed course material with sufficient detail to clearly identify the course scope and content. Each unit of instruction must be delivered in a manner that supports the learning objective of the course. The outline must identify: 1). The nature of each subject matter and each specific topic, according to the [ADRE Detailed Instructor Outline Prescribed Curriculum Broker's License](#), 2). Specific time allocations for each topic; 3). Topic placement within the instruction; 4). A desired instruction outcome stating the relevant and unique proposed course learning objective for each instructional segment, and, 5). The teaching method(s) applied. The outline must be presented in 12 point type. The ADRE provided School Administrator Attestation must be signed by the authorized School Administrator.

Student Final Course Evaluation. Course providers must have a means by which to measure student satisfaction through an online end of course student course evaluation provided to the student before the exam. Course providers need to be prepared to demonstrate that end-of-course evaluations are being submitted by the student and that substantive feedback is being incorporated in the course material. Course providers must use the ADRE preclicensure course evaluation form, covering both content and instructor delivery ([click here](#)). **School Administrator** must be prepared to demonstrate that "end-of-course" evaluations are being completed. All course evaluations must be retained by the school according to course number for five years from course completion.

School End-of-Course In Person (Final) Exam. All online pre licensing courses are required to have an end-of-course school comprehensive examination covering the content of the course delivered on a lock down browser in person and online at the approved school or in person with an independent third party proctor selected by the school according to ADRE guidelines. Final school examination requirements shall contain a minimum of the following, 1) Not less than 150 questions with only one correct best answer; 2) Final exam questions must be pulled from a question bank with a 2:1 ratio (300 question bank); 3) Questions must be related to the subject and content of the entire course, and proportionally reflect all major learning objectives (topics) covered in the teaching objectives of the course and may not contain true/false questions; 4) Exam must consist of multiple choice questions with at least four options for each question/item; 5) Questions must be of sufficient rigor that they support the courses learning objectives, test the student's knowledge, and ensure the student's comprehension and retention of the material; 6) Final exam may not count toward the overall time of the course; 7) A minimum 75% passing ratio must be achieved on the final exam before a school course completion certificate is issued; and 8) If end-of-module quiz questions are included in the final exam, they must be randomly re-ordered and/or have the answers reordered. The applicant (i.e. student) must complete an examination of the course online in person, at the approved school, or in person with an independent third party proctor selected by the school. The exam shall not be taken on any device provided by the student, i.e. personal computer, tablet, or phone. The student shall utilize the same student identity authentication during the in person final exam as was used throughout the course, in compliance with General Course Setup, section 3, See [Substantive Policy Statement 2019.01 Online Pre Licensing Education Course and Learning Guidelines](#).

Online Pre License School Exam Proctor Certification Form. The school offering a third party proctor shall complete a prescribed Department [Online Pre License School Exam Proctor Certification Form](#), and provide it to the proctor in advance of the in person school exam. After each examination is administered, the proctor should complete the remainder of the form and return it to the school. Upon receipt of the completed form, the school must immediately submit it to ADRE through the ADRE Message Center at www.azre.gov. See [Substantive Policy Statement 2019.01 Online Pre Licensing Education Course and Learning Guidelines](#) for acceptable third party proctors and minimum standards for proctor responsibilities. The school administrator is responsible to ensure the proctor follows the established school policy and procedure to administer the in person final school online exam.

Instructions not a part of the Application; do not file with ADRE

Course Completion Certificate. After students pass the school final exam, and after the course evaluation form is completed, each student shall receive a fully completed ADRE required Student Course Completion Certificate ([click here](#)), which includes: 1) the name of course provider; 2) the course title; 3) the course number; 4) the course start date; 5) the course completion date; 6) hours awarded; 7) the Student's name; 8) school certification number associated with the online course with the letter "A" at the end of the school certification number; and 9) the School's contact information. Note: Only the School Administrator shall complete and sign the Student Course Completion Certificates. Providers (schools) are not to have a student fill in the information on their own course completion certificate.

Application Timeframe Filing Requirements (A.R.S [§32-2135](#))

Pre License online course applications must be received by ADRE **no less than 90 days prior to the first course presentation and** allow ADRE a maximum of 90 days for approval process. -

Should deficiencies still exist after the overall time-frame period expires, the course approval will be denied. The school may advertise a course, before its approval, only as "pending approval". A.A.C. [R4-28-103](#)

Sharing Course. With the permission of the school that received original approval for the course, another school that desires to offer the course is subject only to the fourteen-day notice requirement before holding the same course. No additional review and approval by the department is required. A.R.S. [§32-2135\(H\)\(2\)](#) Be sure all instructors are certified with the appropriate school.

A.R.S. [§32-2135\(E\)](#) states, in pertinent part: "The commissioner may determine minimal content requirements for approving educational courses....".



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

100 NORTH 15th AVENUE STE-201, PHOENIX, AZ 85007

DOUGLAS A. DUCEY
 Governor

JUDY LOWE
 Commissioner

**PRE LICENSING EDUCATION - BROKER ONLINE
 CERTIFICATE OF COURSE APPROVAL APPLICATION
 (FORM ED-113-OPE)**

Review the course application requirements prior to submitting this form.

SECTION I – PRE LICENSING EDUCATION COURSE INFORMATION

1. Course Title:		Date Submitted:	
2. Course Type: <input type="checkbox"/> Real Estate Broker Pre licensure Purpose: <input type="checkbox"/> New Course—Recurring <input type="checkbox"/> Revised Course <input type="checkbox"/> Renewal Expiration Date*: _____ (*must file before expiration)		Total No. Credit Hours:	
3. If applicable, ADRE course number _____ Previously approved for this same submitting School? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Desired Instructional Outcome (a descriptive summary of the course, its objective, and its application to protection of the public interest):			
5. School's Legal Name:		Phone No.:	Email Address:
School Address:		City	State Zip Code
6. School License No.:		School Expiration Mo/Year:	
7. Regular Business Hours: _____ <input type="checkbox"/> a.m. or <input type="checkbox"/> p.m. through _____ <input type="checkbox"/> a.m. or <input type="checkbox"/> p.m.			
8. Days of Week with Regular Business Hours (Check all that apply): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			
9. Ten (10) Hours Maximum Per Day. Are measures in place to prevent students from receiving credit for more than ten (10) hours of Pre Licensing education per day? A.A.C. R4-28-401(E) <input type="checkbox"/> Yes <input type="checkbox"/> No			
10. Arizona Practices. A. Does the entire course content adhere to the Detailed Instructor Outline Prescribed Curriculum and clearly and exclusively identify current Arizona Practices when it covers areas of practice, law, administrative code, custom or the standard of care? <input type="checkbox"/> Yes <input type="checkbox"/> No B. Is the course content accurate, specific to Arizona, timely, relevant, and in accordance with all applicable Arizona statutes, rules and policies? <input type="checkbox"/> Yes <input type="checkbox"/> No			
11. Approved Instructor(s) who will teach/continue to teach this course: If more names, list on separate sheet and check here <input type="checkbox"/>			
Instructor Name	Approval for Pre licensure?	ADRE Instructor #	Expiration Date.
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Active AZ Real Estate Broker?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Sponsor School (If secondary sponsor, Expedited Instructor Application required ED-103)			

SECTION II – COURSE ORIENTATION

12. Enrollment Agreement or Application. At time of enrollment will each prospective student physically or electronically sign an agreement or application to enroll, presented to the student by the school administrator or electronically, that includes, but is not limited to, in bold type and capital letters items 1) through 13) below? Yes No

1) The course, or course unit title within a curriculum; 2) The ADRE approved course number; 3) The total credit hours applicable to licensure; 4) The cost of the course, and any other anticipated costs; 5) A statement of the refund policy; 6) The web browser and any other system requirements, and any costs if not free; 7) A list of any/all required course material, with information on the accessibility and/or required anticipated cost of the material; 8) Course completion requirements; 9) Policies regarding attendance; 10) Topical outline; 11) Learning objectives; 12) The geographic location of the “in person” online final school exam, and whether there is the ability to arrange an alternative proctoring location that adheres to the Department guidelines; and 13) A statement of any job placement services. A.A.C. [R4-28-404\(E\)](#)

SECTION III - LEARNING MANAGEMENT SYSTEM/MODULES

13. Learning Management System. Is the course delivered in an online format through a learning management system? Yes No
(Check all that apply) Learning Management System (LMS) Learning and Content Management System (LCMS) and/or Written Programming

14. Learning Management System Type. (Check all that apply) Learning Management System(LMS) Learning and Content Management System (LCMS) and/or Written Programming

15. Delivery Method. Is the course delivered online through the Internet? Yes No

16. Module Minimum. Does the course contain a minimum of **45** modules per 90 credit hours? Yes No

SECTION IV – INSTRUCTION/DELIVER METHODS / TEACHING AIDS

17. Instruction Methods (Check all that apply) Text Lecture Graphics Audio Photos Video
 Interactivity End-of-Module Quizzes Final Examination Other (Describe in outline)

18. Teaching Aids (Check all that apply) Textbook(s) Quiz Internet/Software DVD/Video Total Class% _____
 Other (Describe): _____

19. Teaching Materials Is a statement attached listing all teaching materials, and/or aids used, including any student material and textbook titles and confirming adherence to any applicable copyright laws, and that any/all required permissions have been obtained? Yes No

SECTION V – COURSE EVALUATION

20. Is a process in place for the ADRE preclicensure course evaluation form to be used by providers as a means by which to measure student satisfaction through an online end of course student course evaluation provided to the student before the exam? Yes No
ADRE required Preclicensure Course Evaluation Form ([click here](#))

SECTION VI – COURSE COMPLETION CERTIFICATE

21. Is the ADRE Course Completion Certificate requirement satisfied? See Instructions – ([click here](#)) for certificate Yes No

22. Will the ADRE Course Completion Certificate include the letter “A” at the end of the School Certification Number for state examination tracking purposes? Yes No

SECTION VII – COURSE ACCESS TO ADRE

23. Internet Access Permissions With and Without Course Time Verification: *The access shall not expire for at least four years.*

A. Are two passwords/Internet access permissions, or one password valid for access twice? Yes No

B. Does password/Internet access permission include an option to complete course **with** course timers? Yes No

C. Does password/Internet access permission include an option to complete course **without** course timers? Yes No

D. Uniform Resource Locator (URL): _____

Passwords/Permissions:

Login(s): 1a. _____ 2a. _____

Password(s): 1b. _____ 2b. _____

SECTION VIII – STUDENT AUTHENTICATION VERIFICATION SYSTEM

24. Is a system and process in place for identifying and authenticating online learners, ensuring the student who registers for the course is the student who completes the course material, and is the student who successfully passes the school's in person final exam? Yes No

25. Name and description of biometric/biodata authentication verification system:

SECTION IX – HARDWARE AND/OR SOFTWARE FAILURE

26. Hardware and/or Software Failure. A plan is in place for dealing with a hardware and/or software failure? Yes No

27. Does each page, screen, or segment of the course clearly indicate the contact information or a linked help tool if the student needs assistance and/or has hardware and/or software problems? Yes No

Contact Information:

Name _____ Phone No. _____ Email _____

SECTION X – AVAILABILITY OF INSTRUCTOR

28. Instructor Contact Information. Does each page, screen, or segment of the course clearly indicate the contact information or a linked help tool if the student needs assistance from an ADRE approved instructor? Yes No

Instructor Contact Information:

Name _____ Phone No. _____ Email _____

29. AVAILABILITY OF INSTRUCTOR(S) (Required) Will one or more ADRE approved instructor(s) or school administrator(s) as approved for this course be available by telephone or email within 24 hours or the next business day if 24 hours falls on other than a regular business day for the school? Yes No

SECTION XI - COURSE TIME VERIFICATION

30. 50-Minute Rule (Intervals). Does course comply with 50-minute per credit hour rule (A.A.C. [R4-28-101](#))? Yes No

31. Verifiable Course Timers. Does the course program have verifiable course timers in each module? Yes No

32. Time Zone Consideration: Does the provider have a system in place to verify that the maximum 10 hour per day instruction requirement has not been violated and a student will not receive more than 10 hours of pre licensure education credit per day? A.A.C. [R4-28-401\(E\)](#) Yes No

SECTION XII - INTERACTIVITY

33. Interactivity. Are there a minimum of **900** instances of instructional content or interactivity placed throughout all of the course modules in addition to the end of module quiz questions? Yes No

34. Mandatory Log-Out for Inactivity. Does the course contain a mandatory log out after fifteen (15) minutes of inactivity? Yes No

35. Restart After Log-Out for Inactivity. After every mandatory log out is the system programmed to return the student to the start of the unit of instruction where the interactivity was detected upon student log in? Yes No

SECTION XIII – END OF MODULE QUIZZES

36. Quiz Question. Does the entire course contain a minimum of **700** end-of- module multiple choice quiz questions that are different from any multiple choice quiz questions used within a module to meet the interactivity requirements? Yes No

37. Quiz Question Pass Score. Do all quizzes include an **80%** minimum pass score? Yes No

38. Quiz Structure. Do the quizzes include randomized questions and/or answers? Yes No

SECTION XIV - FINAL IN PERSON ONLINE SCHOOL EXAMINATION

39. Final Online Examination Location The school offering a third party proctor shall complete a prescribed Department Online Pre License School Exam Proctor Certification Form, and provide it to the proctor in advance of the in person school exam. After the examination is administered, the proctor should complete the remainder of the form and return it to the school.	
40. Final Online Examination. Is student required to pass a comprehensive Final Online Examination (examination on the course) according to application requirements to receive credit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
41. Final Online Examination Questions. Does the course contain a minimum of 150 multiple choice questions on the final online examination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
42. Final Online Examination Question Bank. Does the question bank contain a minimum of 300 multiple choice questions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
43. Final Online Examination Pass Score. Does the final online examination include a 75% minimum passing score?	<input type="checkbox"/> Yes <input type="checkbox"/> No
44. Final Online Examination Randomized Questions. Does the final examination include randomized questions and/or answers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
45. Final Online Examination Location at School. Does the school plan to administer the online final examination at the school location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
46. Final Online Examination by Third Party Proctor. Does the school plan to have the online final examination Administered at an acceptable third party proctor location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
47. Final Online Examination at Third Party Proctor Certification Form If the school uses a third party proctor location, does the school have a process in place to provide a third party proctor in advance of the in person exam a complete prescribed Department Online Pre License School Exam Proctor Certification Form?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
48. Final Online Examination at Third Party Proctor <u>Completed</u> Certification Form If the school uses a third party proctor location, does the school have a process in place for a third party proctor to return the completed prescribed Department Online Pre License School Exam Proctor Certification Form examination?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
49. Final Online Examination at Third Party Proctor Submission of Completed Certification Form to ADRE. If the school uses a third party proctor location, does the school have a process in place to submit the completed Department Online Pre License School Exam Proctor Certification Form to ADRE through the ADRE Message Center at www.azre.gov ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

SECTION XV - REMEDIATION

50. Remediation. Does the course program include: 1) repetition of each module if a student is deficient in a quiz; and 2) continuous repetition of the module until the student understands the content material?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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SECTION XVI - OTHER COURSE CERTIFICATIONS

51. Other Course Certification(s): Is the course certified by another entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, Course No. _____ and Certifying Authority: _____ If more certifications, list on separate sheet, attach to application, and checkbox here <input type="checkbox"/>			
52. Other State Approval: Is the course approved for real estate credit in another state?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list states:		
a.	b.	c.	d.

SECTION XVII – INSTRUCTOR ATTESTATION

53. By my signature below, I attest that I have reviewed the entire course and material and the course is accurate, specific to Arizona, timely, relevant, and does not contain any information that is not applicable in Arizona and is in accordance with all applicable Arizona statutes and rules. (If more than one instructor, attach a separate attestation for each additional instructor) I will maintain a current ADRE Pre Licensure Instructor license during all times of instruction.
Instructor Name (print): _____
Instructor Signature: _____ Date: _____

SECTION XVIII – SCHOOL ADMINISTRATOR ATTESTATION

54. School Administrator Attestation (upon School Administrator severance from school, a new Attestation shall be signed) By my signature below I attest that I have thoroughly read and reviewed and hereby approve of the submitted course application, including the application requirements, the outline and all other course materials. I have further thoroughly reviewed and approve each proposed instructor’s qualifications and credentials. I will be responsible for ensuring that the course is presented by the School in the manner stated in this application. I understand the potential penalties pursuant to A.R.S. §§[32-2135\(C\)](#) and [32-2153\(A\)\(26\)](#). I attest that:

- The course content adheres to A.R.S §§ [32-2124](#), [32-2135](#), the requirements of the Application and the ADRE Detailed Instructor Outline Prescribed Curriculum - Broker’s License, and that the course content is intended to prepare the student with the appropriate knowledge and understanding of real estate practices and principles in the real estate profession, as well as protecting the public interest.
- The course content is appropriate for professional real estate education, reflects current Arizona real estate practices or methods, is consistent with the proposed instructional materials and can be taught in the allotted time as stated in the application.
- I certify that the online course will be administered according to statutes, rules and substantive policy statement(s).
- Each named proposed instructor for this course is knowledgeable and is a subject matter expert in the preclicensure curriculum, and is, and will be an ADRE-approved pre licensing instructor at the time of presentation.
- The course content is, and will remain current, accurate, specific to Arizona, timely, relevant, and in accordance with all applicable Arizona statutes and rules;
- The course will be updated, or rewritten as necessary during the four (4) year course approval period.
- All instructional materials used by students reflect accurate and current content according to Arizona real estate practice, and contain no significant errors, in content, typography or grammar, and adhere to all copyright requirements.
- One or more ADRE approved instructor(s) or school administrator(s) as approved for this course will be available on the school’s premises/course location or by telephone during the school’s regular business hours (at a minimum) or, if an Internet course, by telephone or email within 24 hours or the next business day if 24 hours falls on other than a regular business day for the school.
- I further understand that “The course may not be taught if the content ceases to be current or is substantially changed.” A.R.S. [§32-2135\(F\)](#).

I have a full understanding, that should there be any proven misrepresentation, or willful omission in this application, or any of the attachments, any approval, which may have been granted, is subject to suspension or revocation, and disciplinary action could occur.

Administrator Name (printed): _____ **Title:** _____

Administrator Signature: _____ **Date:** _____

Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

SECTION XIX – 90 HOUR BROKER PRE LICENSE COURSE OUTLINES*

55. Is a copy of the School's Official Detailed Broker Pre License Course Outline included with this Application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
56. Does the submitted School's Pre License Course Outline contain all of the mandatory content in the ADRE Detailed Instructor Outline Prescribed Curriculum Broker's License?	<input type="checkbox"/> Yes <input type="checkbox"/> No
57. Does the School's Pre License Course Outline contain the nature of each subject matter and each specific topic, according to the ADRE Detailed Instructor Outline Prescribed Curriculum?	<input type="checkbox"/> Yes <input type="checkbox"/> No
58. Does the School's Pre License Course Outline contain specific time allocations and placement in course for each topic, and divided into estimated fifty minute instructional segments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
59. Does the School's Pre License Course Outline contain topic placement within the instruction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
60. Does the School's Pre License Course Outline contain a desired instruction outcome stating the relevant and unique proposed course learning objective for each instructional segment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
61. Does the School's Pre License Course Outline contain the teaching method(s) applied?	<input type="checkbox"/> Yes <input type="checkbox"/> No
62. Complete the following outline matrix in SECTION XX below which includes the ADRE Detailed Instructor Outline Prescribed Curriculum Broker's License content in the left column. Be sure to include the approximate time for each topic, page and item number of corresponding item on school pre license course outline, learning objectives, and teaching methods in the appropriate columns.	

COMPLETE DETAILED BROKER PRELICENSE COURSE OUTLINE AND REFERENCE INFORMATION MATRIX IN NEXT SECTION (XX)

Note: TIME GUIDE and **OBJECTIVE** information is only required for each Subject Matter Topic (Nos. **1-31**.) in the Matrix and is not necessary for each Subtopic item.

Schools may attach additional information in the form of an addendum that specifically lists numbered Objectives and Teaching Methods and reference one or more Objectives or Teaching Methods by number in the detailed outline for this Section.

Teaching Methods Reference Key

1. Text
2. Graphics
3. Audio
4. Photos
5. Video
6. Interactivity
7. End-of-Module Quizzes
8. Other (Describe in outline)

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
1. Sources of Real Estate Law & Policy				
Arizona Constitution				
Arizona Revised Statutes (e.g., ARS 32-2101)				
Federal Statutes				
Commissioner’s Rules (Arizona Administrative Code e.g., R4-28-1101A)				
ADRE Substantive Policy Statements (SPS)				
Court Cases (Case Law) Summaries attached, are part of this curriculum and may be used in course.				
1.1. Article 26, Arizona Constitution				
1.1.1. Case Law: State Bar of Arizona v Arizona Land Title & Trust Co.				
1.2. Arizona Real Estate Statutes (Title 32, Chapter 20)				
1.2.1. Article 1: Real Estate Department				
1.2.1.1. Definitions				
1.2.1.1.1. Real Estate Broker				
1.2.1.1.2. Real Estate Salesperson				
1.2.1.2. Real Estate Commissioner				
1.2.1.2.1. Powers/Duties of the Commissioner				
1.2.2 Article 2: Licensing				
1.2.2.1. Exemptions to Licensing (ARS 32-2121)				
1.2.2.2. Broker and Salesperson requirements (ARS 32-2123, ARS 32-2124, ARS 32-2125, ARS 32-2125.01, 32-2125.02)				
1.2.2.3. Place of business required (ARS 32-2126)				
1.2.2.4. Branch office requirements (ARS 32-2127)				
1.2.2.5. Broker’s temporary absence (ARS 32-2127D)				
1.2.2.6. Active v. inactive status				
1.2.2.7. Display of license (ARS 32-2128)				
1.2.2.8. Multiple licenses (ARS 32-2125.01)				
1.2.2.9. Renewal of License (ARS 32-2130)				
1.2.2.10. Temporary Broker's license (ARS 32-2133)				
1.2.3. Article 3: Regulation				
1.2.3.1. Disposition of funds (ARS 32-2151)				
1.2.3.2. Broker requirements; Record keeping (ARS 32-2151.01, SPS 2005.06, 2010.01)				
1.2.3.3 Real Estate Employment Agreements (ARS 32-2151.02)				

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
1.2.3.4. Action to collect compensation (ARS 32-2152)				
1.2.3.5. Grounds for denial, suspension or revocation of licenses (ARS 32-2153)				
1.2.3.6. Consent Orders, Cease & Desist Orders (ARS 32-2153.01 & 32-2154)				
1.2.3.7. Restriction on employment or compensation (ARS 32-2155)				
1.2.3.7.1. Broker to employ and pay only active licensees				
1.2.3.7.2. Unlawful to pay unlicensed person				
1.2.3.7.3. No compensation for negotiating loans				
1.2.3.7.4. Paying commission after license expiration or transfer of employment (SPS 2005.08)				
1.2.3.8. Real Estate sales and lease disclosure law (Stigmatized property law ARS 32-2156)				
1.2.3.8.1. Case Law: Lerner v DMB Realty				
1.2.3.9. Out-of-state broker, cooperation agreement (ARS 32-2163)				
1.2.3.10. Unlicensed activities (ARS 32-2165)				
1.2.3.11. Real Estate Teams/Groups				
1.2.3.11.1. Employee(s) of Broker or Salesperson (ARS 32-2121(A)9)				
1.2.3.11.2. Unlicensed Assistants (SPS 2017.01)				
1.2.4 Article 3.1 Property Management				
1.2.4.1. Property Management Agreements (ARS 32-2173)				
1.2.4.2. Licensees acting as a property manager outside of brokerage company				
1.2.4.3. Unlicensed persons performing property management				
1.2.4.4. Property Management Accounts (ARS 32-2174)				
ADRE Detailed Instructor Outline & Prescribed 90 Hour Broker's License Curriculum 7				
1.2.4.5 Property management Records; Requirements; Audits (ARS 32-2175, SPS 2013.01)				
1.2.5. Article 4: Sale of Subdivided Lands				
1.2.5.1. Definition (ARS 32-2101)				

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
1.2.5.2. Notice to Commissioner of Intent to Subdivide (ARS 32-2181)				
1.2.5.2.1. Public Report Requirements (ARS 32-2181A)				
1.2.5.2.2. Requirements in AMA (ARS 32-2181C)				
1.2.5.2.3. Unlawful to Act in Concert (ARS 32-2181D)				
1.2.5.2.4. Acquisition of 6 or more parcels in existing subdivision through foreclosure not exempt from public report requirement (ARS 32-2181 E2)				
1.2.5.2.5 Exemptions (ARS 32-2181.02)				
1.2.5.2.5.1. Bulk Sales				
1.2.5.2.5.2. 160 Acres or more				
1.2.5.2.5.3. Commercial/Industrial				
1.2.5.2.5.4. Subsequent owner exemption				
1.2.5.2.6. Lot Reservations (ARS 32-2181.03)				
1.2.5.3. Rescindable Sales: (ARS 32-2183I)				
1.2.5.3.1. Public Report Receipt from buyer				
1.2.5.4. Amended Public Report (ARS 32-2184)				
1.2.5.5. Sale of Unimproved Parcels (ARS 32-2185.01)				
1.2.5.5.1. Definition (ARS 32-2101)				
1.2.5.5.2. Rights to Rescind (ARS 32-2185.01 D & E)				
1.2.5.6. Affidavit of Disclosure (ARS 33-422)				
1.2.5.6.1. Applicable properties & requirements				
1.2.5.6.2. Time frames for delivery and right to rescind				
1.2.5.6.3. Case Law: Verma v Stuhr				
1.2.6 Article 5: Real Estate Recovery Fund				
1.2.5.1. Definition				
1.2.5.2. Process and procedures				
1.2.5.3. Fund liability				
1.2.5.4. Eligible parties				
1.2.5.5. Funding				
1.2.7. Article 7: Sale of Unsubdivided Land				
1.2.7.1. Definition (ARS 32-2101)				
1.2.8. Article 9: Real Estate Timeshares				
1.2.8.1. Definition (ARS 32-2101)				
1.2.8.2. Timeshare public report requirements				
1.2.8.3. Rescission of contract or agreement				
1.2.8.4. Advertising and promotional requirements				

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
2. Commissioner's Rules				
2.1. Article 3: General license requirements				
2.1.1. Department notification				
2.1.2. Employing Broker, Sole proprietors,				
2.1.3. Corporations, Limited Liability Companies				
2.1.4. Renewal, reinstatement, changes				
2.1.5. Professional Corporations, Professional				
2.1.6. Limited Liability Companies				
2.1.7. Branch offices, managers				
2.1.8. Unlawful license activity				
2.2. Article 4: Education				
2.2.1. Continuing Education Requirements (R4-28-402A)				
2.2.2. Broker management Clinics (ARS 32-2136)				
2.3. Article 5: Advertising				
2.3.1. Advertising by Licensee (R4-28-502 as defined in				
ARS 32-2101(2))				
2.3.1.1. No blind ads (R4-28-502A)				
2.3.1.2. "Owner Agent" requirement (R4-28-502B)				
2.3.1.3. Accurate Claims (R4-28-502C)				
2.3.1.3.1. Case Law: Barnes v Lopez				
2.3.1.4. Broker's name in clear and prominent manner				
(R4-28-502E, SPS 2007.18)				
2.3.1.5. Advertising another broker's listing (R4-28-502F)				
2.3.1.6. Designated Broker shall supervise all advertising				
(R4-28-502G)				
2.3.1.7. Advertising the term "acre" (R4-28-502H)				
2.3.1.8. Written consent to place sign (R4-28-502I)				
2.3.1.9. Trade Names (R4-28-502K)				
2.3.1.10. Internet Advertising (R4-28-502L)				
2.3.2. Promotional Activities (R4-28-503)				
2.3.2.1. Premiums to clients not "award" or "prize"				
2.3.2.2. Disclosure of terms for premiums				
2.3.2.3. Lotteries, drawings or games of chance				
prohibited				
2.3.2.4. Exception for subdividers and timeshare				
developers				
2.4. Article 7 : Compensation Sharing Disclosure				
2.5. Article 8: Documents				

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
2.5.1. Conveyance Documents (R4-28-802)				
2.5.1.1. Copies to signers as soon as practical				
2.5.1.2. Submission of offers				
2.5.1.3. Broker to retain copies of escrow closing statements				
2.6.1. Duties to Client (R4-28-1101A)				
2.6.2. Disclosure of Material Facts (R4-28-1101B)				
2.6.2.1. Case Law:				
2.6.2.1.1. Lombardo v Albu				
2.6.2.1.2. Development Corporation v Pima Capital Management				
2.6.2.1.3. Mammas v Oro Valley Townhouses				
2.6.2.1.4. Aranki v RKP Realty				
2.6.2.1.5. Easton v Strassburger				
2.6.2.1.6. Hill v Jones				
2.6.3. Perform acts expeditiously (R4-28-1101C)				
2.6.4. Controversies between licensees (R4-28-1101D)				
2.6.5. Disclosure of Conflicts of Interest (R4-28-1101E)				
2.6.6. Dual Compensation (R4-28-1101F)				
2.6.7. Accepting Additional Compensation (R4-28-1101G)				
2.6.8 Areas of Expertise (R4-28-1101H)				
2.6.9 Exercising reasonable care: R4-28-1101I				
2.6.10 Prohibition against Permitting Occupancy without Permission & Delivering Possession Prior to Closing (R4-28-1101J)				
2.6.11. Recommending Professional Assistance to Clients re Pre & Post Possession (R4-28-1101K)				
2.7. Property Negotiation (R4-28-1102)				
2.8. Broker Supervision & Control (R4-28-1103 A-G)				
2.8.1. Establishment of Written Policies & Procedures				
2.8.2. Monitoring Compliance				
2.8.3. Designated Broker to Exercise Reasonable Supervision over All Activities				
2.8.4. Employing Broker Responsible for All Acts				
2.8.5. Designated Broker May Not Relinquish Control				

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
2.8.6. No Disciplinary Action if Licensees' Violations Reported				
2.8.7. Policy Manual Exception				
3. Agency Relationships and Managerial Duties				
3.1. Law of Agency				
3.1.1. Types of agents				
3.1.1.1. Special				
3.1.1.2. General				
3.1.1.3. Power of Attorney and Attorney in Fact				
3.1.1.4. Durable power of attorney				
3.2. Agency Relationships				
3.2.1. Dual Agency				
3.2.1.1. Disclosure & Consent to Limited Representation				
3.2.1.2. Owner/agent & self-dealing conflicts of interest				
3.2.2. Single Agency				
3.2.3. Sub-Agency				
3.2.3.1. Scenarios				
3.2.3.1.1. Delegation of authority to other designated broker during temporary absence				
3.2.3.1.2. Vacationing salesperson authorizes licensee from other company handle transactions				
3.2.3.1.3. Licensee changes brokerages but continues to service former company's transactions				
3.2.4. Agency principles				
3.2.4.1. Vicarious liability (Respondeat Superior)				
3.2.4.2. Imputed notice				
3.3. Fiduciary Duties				
3.3.1. Definitions				
3.3.2. Obligations				
3.3.3. Requirements				
3.3.4. Breach of Fiduciary Duty Examples				
3.3.5. Case Law: <i>Horiike v Coldwell Banker</i>				
3.4. Misrepresentation and Fraud				
3.4.1. Definitions				
3.4.2. Duty to disclose				
3.4.3. Puffing				
3.5. Creating an Agency Relationship				
3.5.1. Expressed				

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
3.5.1.1. Written				
3.5.1.2. Oral				
3.5.2. Implied				
3.6. Terminating an Agency Relationship				
3.6.1. Conditional release				
3.6.2. Unconditional release				
3.7. Real Estate Employment Agreements				
3.7.1. Statutory Definition (A.R.S. 32-2151.02(E), ARS 44-101)				
3.7.2. Statutory Requirements (A.R.S. 32-2151.02(A))				
3.7.3. Listings				
3.7.3.1. Open Listing				
3.7.3.2. Exclusive Agency Listing				
3.7.3.3. Exclusive Right to Sell Listing				
3.7.3.4. Multiple Listing Services				
3.7.3.4.1. Full Service				
3.7.3.4.2. Limited services				
3.7.3.5. Net listings				
3.7.3.6. Pocket Listings				
3.7.3.7. "Coming Soon" Listing				
3.7.3.7.1. Duties of Seller's Agent				
3.7.3.7.2. Buyer's offer on a Coming Soon Listing				
3.7.3.8. "Exclusive" Listing				
3.7.3.8.1. No broker cooperation				
3.7.3.8.2. Duties of seller's agent				
3.7.3.8.3. Compensation to buyer's agent				
3.7.3.9. Working with a For Sale by Owner				
3.7.3.9.1. Listing v. Unrepresented Compensation Agreement				
3.7.4. Buyer Broker Agreements				
3.7.4.1. Importance of broker record keeping				
3.7.4.2. Case Law: Young v Rose				
3.7.5. Compensation and Co-brokerage				
3.7.5.1. Retainer fees				
3.7.6. Prohibition against assignment (A.R.S. 32-2151.029(B))				
3.7.7. Prohibition against additional agreements without consent (A.R.S. 32-2151.02(C))				
3.8. Brokerage Business				
3.8.1. Cyber Crime				

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
3.8.2.1. Wire Fraud				
3.8.2.2. Identity Theft				
3.8.2.3. Cyber Insurance				
3.8.2.4. Protective procedures				
3.8.2.5. Case Law: Bain v Platinum Realty, LLC				
4. Contracts and Contract Law				
4.1. Elements of a valid contract				
4.1.1. Competent parties				
4.1.2. Offer and acceptance (and proper communication of acceptance)				
4.1.3. Lawful purpose				
4.1.4. Consideration				
4.1.5. Adequate description of the property/legal description				
4.1.6. Smart Contracts (ARS. 44-7061)				
4.1.6.1. Definition				
4.1.6.2. Application				
4.1.6.3. Legal effect				
4.2. Statue of Frauds (A.R.S. 44-101)				
4.2.1. Subsections 5, 6 & 7 only				
4.3. Electronic Transactions (A.R.S. 44-7007, ARS 44-7031, SPS 2005.10)				
4.4. Bankruptcy				
4.4.1. Impact on contracts/transactions and foreclosure				
4.4.2. Chapter 7, 11 & 13 basics				
4.5. Purchase Contracts				
4.5.1. Letter of Intent				
4.5.2. Offer, acceptance and communication				
4.5.3. Earnest money				
4.5.4. Close of escrow – actual occurrence				
4.5.5. Risk of loss before C.O.E.				
4.5.6. Marketable title				
4.5.7. "Time is of the Essence"				
4.5.8. Contingencies				
4.5.8. Contract termination				
4.5.9. Presenting offers				
4.5.10. Withdrawing offers				
4.5.11. Counter offers				
4.5.12. Multiple counter offers				

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
4.5.13. Multiple offers on one property				
4.5.14. Multiple offers on different properties				
4.5.15. Back-up Contracts				
4.6. Contract Interests				
4.6.1. Equitable interest				
4.6.2. Nominee				
4.6.3. Assignability				
4.6.3.1. Restrictions				
4.6.3.2. Liability				
4.7. Options				
4.7.1. Memorandum of Option & recordation				
4.7.2. Option money				
4.7.2.1. Taxability				
4.7.3. Exercising an option				
4.7.4. Expiration				
4.7.5. Rolling options				
4.7.6. Termination of lease-option upon default (Tie-in)				
4.8. Right of First Refusal				
4.8.1. Memorandum of Right of First Refusal & recordation				
4.9. Covenant not to compete				
4.10. Dispute resolution				
4.10.1. Mediation				
4.10.2. Arbitration				
5. Property Interests, Estates and Tenancies				
5.1. Real Property				
5.1.1. Land				
5.1.1.1. Surface rights				
5.1.1.2. Subsurface rights				
5.1.1.3. Air rights				
5.1.2. Appurtenances				
5.1.2.1. Improvements				
5.1.2.2. Fixtures				
5.1.2.2.1. Legal Tests				
5.1.2.2.2. Owned v. Leased (Solar Systems)				
5.1.2.3. Bundle of rights				
5.2. Personal Property				
5.2.1. Bill of sale				
5.2.2. Trade fixtures				

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
5.2.3. Security agreements and Uniform Commercial Code (U.C.C.)				
5.2.4. Manufactured Home Sales (new and resale) (A.R.S. 41-4028)				
5.2.4.1. Listing and selling unaffixed manufactured homes				
5.2.4.2. Affidavit of Affixture (ARS 42-15203)				
5.3. Real Estate Interests and Ownership				
5.3.1. Classification of Estates				
5.3.1.1. Freehold				
5.3.1.2. Leasehold				
5.3.2. Fee Simple Estates				
5.3.3. Life Estates				
5.3.3.1. Reversion				
5.3.3.2. Remainder				
5.4. Easements				
5.4.1. Definition				
5.4.2. Appurtenant				
5.4.3. In Gross				
5.4.4. Prescriptive				
5.4.5. Personal (license)				
5.4.6. By Necessity				
5.4.7. Conservation Easement				
5.4.8. View Easement				
5.5. Types of Tenancies				
5.5.1. Sole and Separate				
5.5.2. Community Property				
5.5.3. Community Property with Rights of Survivorship				
5.5.4. Tenancy in Common				
5.5.5. Joint Tenancy with Rights of Survivorship				
5.6. Ownership Entities				
5.6.1. Limited Liability Companies (LLC)				
5.6.2. Corporations				
5.6.3. Trusts				
5.6.4. Real Estate Investment Trusts (REITS)				
5.6.5. Partnerships				
5.6.5.1. General partnership				
5.6.5.2. Limited partnership				
5.6.6. Authorized signatories for entities				

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
5.7. Types of common ownership				
5.7.1. Cooperative				
5.7.2. Condominium				
5.7.2.1. Condominium Termination Act (ARS 33-1228)				
5.7.2.1.1. Application				
5.7.2.1.2. Percentage of ownership required				
5.7.2.1.3. Termination of association				
5.7.2.1.4. Owner's rights				
5.7.3. Planned Unit Development (aka: Townhouse)				
6. Government Rights in Real Property				
6.1. Eminent Domain				
6.1.1. Case Law:				
6.1.1.1. Bailey v City of Mesa				
6.1.1.2. Kelo v New London				
6.2. Police Power				
6.3. Escheat				
6.4. Real Property Taxation				
6.4.1. Full Cash Value				
6.4.2. Limited Property Value				
6.4.3. Assessed Value				
6.4.3.1. Existing Property				
6.4.3.2. New Homes & other property under development				
6.4.4. Assessed Value Ratios (Assessment rates)				
6.4.4.1. Residential property (Class 3 and Class 4)				
6.4.4.1.1. Tax reduction for State Aid to Education (Class 3 Property)				
6.4.4.1.2. Residential rental property registration (A.R.S. 33-1902)				
6.4.4.2. Vacant Land (Class 2)				
6.4.4.2.1. Agricultural exemption & requirements				
6.4.4.3. Commercial (Class 1)				
6.4.5. Calculating taxes				
6.4.6. Appealing FCV				
6.4.7. Property tax lien date and priority				
6.4.8. Tax Bill and Payments				
6.4.9. Community Facilities Districts (A.R.S 48-701)				
6.4.10. Delinquent Taxes				
6.4.10.1. Penalty Interest				

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS		
6.4.11. Tax Lien Auction (Treasurer's Sale)						
6.4.11.1. Bidding Process and Certificate of Purchase (CP)						
6.4.11.1.1. Live Auction						
6.4.11.1.2. On-Line Auction						
6.4.11.2. Redemption Period						
6.4.11.3. Foreclosure and Treasurer's Deed						
6.4.12. Special Assessments						
6.4.12.1. Government/Municipal and Priority						
6.4.12.2. Home Owners Association (HOA) Assessment						
6.4.12.2.1. Lien priority						
6.4.12.2.2. Minimum requirements to foreclose						
7. Income Tax Aspects of Real Estate						
7.1. Types of Income						
7.1.1. Ordinary Income						
7.1.2. Capital Gain Income						
7.1.3. Passive Income						
7.1.4. Income treatment for pass through entities						
7.2. Deduction of Taxes and Interest on Principal Residence						
7.2.1. Limitations						
7.3. Sale of Principal Residence						
7.3.1. Capital Gain Exclusion						
7.3.2. Qualifying Parties						
7.3.3. Requirements						
7.4. Investment Real Estate						
7.4.1. Deductibility of Expenses & Interest						
7.4.2. Depreciation (Cost Recovery)						
7.4.2.1. Allocating basis for depreciation						
7.4.2.2. Recapture of depreciation upon sale						
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24.3.2. Lender's credit bid				
24.3.3. Deficient bid				
24.4. Deficiency Judgments				
24.4.1. Arizona Anti-Deficiency Statute (A.R.S. 33-814(G))				
24.5. Foreclosure with multiple liens on property				
24.5.1. Right of junior lien holder to cure default on prior liens				
24.5.2. Termination of junior lien by foreclosure of prior lien				
24.6. Deed in Lieu of foreclosure				
24.6.1. Cancellation of debt				
24.6.2. Acquisition by lender subject to prior and subordinate liens				
24.6.3. Estoppel agreement in deed-in-lieu				
24.7. Foreclosure of Agreement for Sale (Land Contract, Contract for Deed)				
24.7.1. Judicial foreclosure				
24.7.2. Forfeiture				
24.8. Distressed Property Transactions				
24.8.1. Short Sale				
24.8.2. Bank Owned Property/REO (Real Estate Owned)				
24.8.3. Forbearance / Loan Modification				
25. Disclosure/Consumer Protection				

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS	
25.1. Consumer Privacy Act					
25.2. Telephone Consumer Protection Act (Do Not Call)					
25.3. Military airports and ancillary military facilities					
25.4. Military training routes and restricted airspace					
25.5. Public and private airports					
25.6. Fix and Flips					
25.6.1. Building/fixing for sale (A.R.S. 32-1121(A)5)					
25.6.2. Dollar amount limit for Unlicensed Contractors (A.R.S. 32-1121(A)14)					
25.6.3. Buildings / Add-ons without Permit(s)					
25.6.4. Registrar of Contractors (A.R.S. 32-1103)					
25.6.4.1. Builder Requirements					
25.7. Any other condition that affects the property					
26. Math					
26.1. Prorations					
26.1.1. Taxes					
26.1.2. Home Owners Associations Dues					
26.1.3. Rents					
26.2 Appreciation and Depreciation Calculations					
26.3. Property Tax Calculations					
26.4. Seller Net Proceeds Calculations					
26.5. Loan Interest Calculations					
26.6. Area and Perimeter Calculations					
26.7. Capitalization Calculations					
26.8. Commission Calculations					
26.9. Closing Statement Calculations					
26.10. LTV Ratio Calculations					
26.10.1. Discount Points					
26.10.2. Origination Fees					
26.11. Remaining Balance Calculations					
26.12. Gross Rent Multiplier Calculations					
26.13. Basis and Capital Gain Calculations					
26.14. Debt Coverage Ratio Calculations					
27. Cooperative Nature of Real Estate					
27.1. Professional Associations					
27.2. Sherman Anti-Trust Act					
27.2.1. Price fixing					
27.2.2. Boycotts					
27.2.3. Tie-in agreements					

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS		
27.2.4. Restraint of trade						
27.3. Parties Related to a Real Estate Transaction						
27.3.1. Licensed Contractors						
27.3.1.1. Registrar of Contractors						
27.3.2. Mortgage Loan Originators						
27.3.2.1. Arizona Department of Financial Institutions						
27.3.2.2. Nationwide Mortgage Licensing System						
27.3.3. Home Inspectors						
27.3.3.1. Board of Technical Registration						
27.3.4. Pest Control Inspectors						
27.3.4.1. Pest Management Division, Department of Agriculture						
28. Business Accounting						
28.1. Financial Statements						
28.1.1. Balance sheets						
28.1.1.1. Total assets						
28.1.1.1.1. Current assets						
28.1.1.1.2. Investments						
28.1.1.1.3. Intangible assets						
28.1.1.2. Total Liabilities						
28.1.1.2.1. Current liabilities						
28.1.1.2.2. Long term liabilities						
28.1.1.3. Net worth/Book value						
28.1.1.4. Shareholder's equity						
28.1.1.5. Ratios						
28.1.1.5.1. Quick ratio						
28.1.1.5.2. Current ratio						
28.1.1.5.3. Debt-to-equity ratio						
28.1.2. Profit & Loss Statement						
28.1.2.1. Total revenue						
28.1.2.2. Cost of goods						
28.1.2.3. Gross profit						
28.1.2.4. Expenses						
28.1.2.5. Net profit						
28.1.3. Cash Flow Statement						
28.1.4. Notes to financial statements						
28.2. Financial Statement Example						
28.3. Terminology						
28.3.1. GAAP						

SUBJECT MATTER	TIME GUIDE	PAGE & ITEM NO. OF CORRESPONDING ITEM ON SCHOOL COURSE OUTLINE	OBJECTIVE (Student will be able to...)	TEACHING METHODS
28.3.2. EBITDA				
28.3.3. Accounting methods				
28.3.3.1. Cash				
28.3.3.2. Accrual				
29. ADRE Audits				
29.1 Basic Audit Process				
29.1.1. Signage and license display (A.R.S. §32-2126.B, A.R.S. § 32-2127.B, A.R.S. § 32-2128)				
29.1.2. Employee files (A.R.S. § 32-2151.01)				
29.1.3. Broker's operating and/or commission account (A.R.S. §32.2155, A.R.S. § 32-2163.A & B)				
29.1.4. Broker's Policy and Procedure Manual (R4-28-1103.A)				
29.1.5. Delegations of Authority for Broker duties and Broker Temporary Absence (A.R.S. § 32-2151.01.G, A.R.S. § 32-2127.D, R4-28-304.B)				
29.1.6. Sales, Listing, Leasing and/or Property Management Logs (A.R.S. § 32-2151.01E, A.R.S. § 32-2175E)				
29.1.7. Sales files for completeness and timely documented broker review (A.R.S. § 32-2151.01)				
29.1.8. Transactions in which licensees acted as a principal (R4-28-1101.E)				
29.1.9. Property Management Agreements (A.R.S. § 32-2173)				
29.1.10. Broker Trust bank accounts, including bank statements and monthly trust account reconciliations (A.R.S. § 32-2151)				
29.1.11. Client and Tenant Ledgers, Liability Balances and Monthly Reports (A.R.S. § 32-2175.C)				
29.1.12. Checkbook register (receipts and disbursement journal) (A.R.S. § 32-2151.A.2)				
29.1.13. Trust Account signature cards (A.R.S. §32-2174)				
29.2. Broker Supervision & Control Audit Declaration				
29.2.1. Purpose & proper interpretation				
29.3. ADRE Website Audit Division Demonstration				
29.3.1. Documents and links review and demonstration				