



STATE OF ARIZONA
DEPARTMENT OF REAL ESTATE

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Arizona Department of Real Estate Update - March 30, 2020

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.

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](#).

Renewal Licensees

The Department of Real Estate (ADRE) 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.**

The majority of the Department of Real Estate's services, such as renewing your license, applying for an original license, transferring your license, and filing a complaint can be completed online through the Online License System, [click here](#), or the Online ADRE Message Center, [click here](#).

Students that have registered for Live Continuing Education Courses

Students that are registered for a Live Continuing Education Course that are not able to attend should contact the School and ask if the CE course is available through Host/Remote. Students who are needing Continuing Education courses for license renewal purposes may take online CE courses. The Department is directing renewal students to search the ADRE Public Database for available online Distance Learning Continuing Education Courses, [click here](#) to view.

Update: Approved Online Pre License Courses In-Person School Exam

Due to the current public health emergency with COVID-19, approved Pre License Schools offering online Pre Licensing education, may temporarily subscribe to, and provide to the online student the online proctoring services of **ProctorU live+** for the school final course examination, to allow enrolled students a pathway to complete their online Pre Licensing education. The Online School Exam must require the Student to sign into the Exam with the same Student Identity Authentication that the school provided for the online course.

Schools subscribing to, and offering online proctoring through **ProctorU live+** for the school examination are required to, immediately, upon completion of the Exam, submit a copy of the completed ADRE Proctor Form, [click here](#), and the completed school Course Completion Certificate to the Department through the ADRE online Message Center, [click here](#), as well as, maintain a record of the students that completed the school course examination through online proctoring.

All course providers should continue to reference the recommendations from the Arizona Department of Health Services, [click here](#), and CDC, [click here](#), related to social distancing for live in person examination proctoring.

Update: Pre License Schools may apply for Host/Remote Classroom Approval

On a temporarily approved basis. The School must have an ADRE approved Pre Licensing classroom course already scheduled on the ADRE “14 day notice online system” prior to March 29, 2020, with a specific starting date in April, and must submit a completed new Addendum to the ED-110-PE (Salesperson) or ED-112-PE (Broker), including a copy of the approved course, and receive ADRE approval, before beginning the Host/Remote Course. **ADRE will continue to prioritize the approval of courses that are within two weeks of the course delivery date.**

- [Click here](#) to view the new one-page fillable Addendum form. [Click here](#) to submit the application through the Online Message Center.
- Please remember to include the already approved ED-110-PE or ED-112-PE with the Addendum.
- Due to the Public Health emergency with COVID-19, Arizona Real Estate instructors can deliver Host/Remote courses from their homes.
- Please remember to include the access instructions, “invite”, for ADRE monitoring purposes.

Update: Live Classroom Continuing Education (CE) may apply for Host/Remote Classroom Approval

Several Schools that deliver Live Classroom Continuing Education have inquired if live stream video conferencing technology (example: Google, Zoom, etc.) can be used for the delivery of the Live Classroom Continuing Education (CE) Course.

Answer: Yes, on a temporarily approved basis for Continuing Education (CE) Live Classroom courses that have already been approved, and scheduled on the ADRE “14 day notice online system” prior to March 29, 2020. The new Addendum to the ED-102 must be completed, and receive ADRE approval, before beginning the Host/Remote Course. ADRE will continue to prioritize the approval of applications that are within two weeks of the scheduled delivery date.

- [Click here](#) to view the new one-page fillable Addendum form. [Click here](#) to submit the application through the Online Message Center.
- Please be sure to submit the already approved ED-102 with the Addendum.
- Due to the Public Health emergency with COVID-19, Arizona Real Estate instructors can deliver Host/Remote courses from their homes.
- Please remember to include the access instructions, “invite”, for ADRE monitoring purposes.

All schools should ensure all ADRE approved and scheduled courses are listed correctly on the ADRE Public Database. **This includes course cancellations.**

Update: Pearson VUE Pre Licensing State Exam Testing Center Availability

Effective March 16, 2020, Pearson VUE has temporarily closed most testing centers in the United States and Canada for at least 30 days until April 16th, or whenever they have deemed conditions are safe to re-open. [Click here](#) to visit the Pearson VUE website.

Pearson VUE has updated ADRE that there may be third-party testing sites open. When calling to schedule, please be prepared for a delay in answering, due to a high call volume. The examination sites open may be subject to change.

B&B Evaluation Services	Phoenix, AZ
Tucson Association of Realtors	Tucson, AZ

Candidates that have scheduled an examination at a testing center that has been temporarily closed, or are attempting to schedule exams should contact Pearson VUE, and follow their procedures for rescheduling.

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

Thank you for all you do for Arizona's Real Estate Profession.

Louis Dettorre
Deputy Commissioner
Arizona Department of Real Estate

****Please distribute this Update to all Licensees affiliated with your Brokerage, as well as, to all Instructors affiliated with the School, as ADRE distributes this Update, via our ADRE email data base for Schools and the Late Breaking News.****