



Arizona Department of Real Estate (ADRE)

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Educator Update

February 2021



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ADRE WELCOMES LIZ HILL, AS ASSISTANT COMMISSIONER, LICENSING SERVICES

The Arizona Department of Real Estate is pleased to announce Liz Hill as the Assistant Commissioner of Licensing Services. In this role, Liz will manage ADRE’s Licensing, Education, and Development Services Divisions, and oversee the sustainability of the Arizona Management System (AMS) for ADRE as Continuous Improvement Officer.

Ms. Hill has held a variety of positions in Human Resource Management with a Fortune 100 technology company, and later a major Financial Institution before working in the real estate profession. Liz found herself moving across country five times over a period of 19 years, which peaked her interest in real estate. She became licensed in Arizona as a real estate salesperson in 2010, earned her broker’s license in 2016, and was approved as a Real Estate Instructor in 2017. Most recently, Liz has been the Designated Broker & Owner of Copper Key Realty and Owner/Administrator of Camelback School of Real Estate. Liz is a third generation Arizona native and holds a Bachelor of Science Degree from Arizona State University.

ADRE CLASS MONITOR PROGRAM

The Department of Real Estate will continue to act as course monitors in Host Remote classes on an ongoing basis. ADRE staff attending courses as monitors should be provided with all of the materials registered students receive, including the course outline. Please advise all instructors that an ADRE staff member may be attending their class as a monitor. We appreciate your continued support of this program.

REMINDER: ADRE CLASSROOM RULES MUST BE FOLLOWED

The Department wants to remind all schools to follow the guidelines set out for all types of class environment (Live, Host Remote, etc.):

- Guidelines and rules should be announced and clarified at the very beginning of class.
- Course Completion Certificates should NOT be issued to anyone who does not comply with all rules. For Host Remote classes see the ED-102 Addendum C, Section V on page 18: “Excepting scheduled breaks, the registered student is attending the entire course, with students remaining on camera and required to remain in visual full face view to the instructor and/or course monitor(s), no “only cell phone” attendance permitted.”

Instructors and Monitors should review the rules as stated in the New ED-102 for each class delivery method and enforce the rules. The school will be held responsible for violations.

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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.

- **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: Per Statute, 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.

***Courses presented through Host Remote (Zoom or Go To Meeting, etc.), must be posted to the online 14 day notice, and also use the ADRE message center – Education to send the meeting ID/password, the event #, scheduled date, title/course # , instructor name, and time.**

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NOTE: PRELICENSURE EDUCATION CERTIFICATE

ADRE provides a certificate sample that should be the ONLY certificate issued to students who have COMPLETED the 90-hour salesperson or broker education. This form is what students should be taking to their scheduled exam at Pearson VUE to show they are qualified to take the state prelicense examination. [Click Here](#) to access this form.

PRE-LICENSING IDW

- A Current/Active Arizona Brokers License is required of all pre-licensing instructors.
- As a reminder, all instructors teaching pre-licensing courses must have completed the ADRE sponsored Pre-licensing IDW for either the salesperson curriculum, broker curriculum, or both, depending on what the instructor intends to teach.
- IDWs will be scheduled as needed, but not more often than quarterly.
- Submit a request to Liz Hill at lhill@azre.gov

REMINDER: NEW COURSE APPLICATION FORMS

- New Form **ED-102 CE/DL/HR/OPCW**
 - Click [here](#) to access the updated Form ED-102.
 - Allows for a 4-Year approval for new courses with multiple delivery methods, as long as the course remains current in all aspects.
 - Additional Host-Remote delivery method has been added as an option for instruction (See Addendum C of the application).
 - Allows for the addition of delivery methods to an existing course if that course is greater than ninety-days before its expiration date.
 - **Must be used for all new course applications, with a course approval application that includes an Addendum for each delivery method application being applied for.**
 - **Must be used for all course RENEWAL applications,** with a course approval application, detailed outline and include an Addendum for each delivery method application being applied for.
 - **NOTE:** Upon expiration a new completed ED-102 application is required and a new course # will be assigned. The old number will be expired.
 - All approved course delivery methods will exist under the same course number.
 - 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.
 - Form ED-102 is now used for all Instructor Development Workshop course applications.
- **Form ED-101 Instructor Approval/Renewal/Update Application**
 - Updated Form ED-101 Instructor Approval/Renewal/Update Application is now available, click [here](#).

PEARSON VUE EXAMINATION CENTERS

The availability of Pearson VUE 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](#).

Office	City	Times
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 5-7 days per week
Pearson VUE Corporate locations	Tempe, Phoenix, Chandler, Tucson	Contact PV through their self-service website to schedule an exam.

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INTRODUCING THE NEW LICENSEE WELCOME GUIDE

The ADRE staff has been hard at work putting together this guide to help Arizona’s new real estate licensees. This 9-page guide covers everything including how to contact ADRE, logging in, to licensee’s personal page, entering continuing education hours and much more! Please share this with your pre-licensing students and instructors. [Click here](#) to read more!

RENEWAL LICENSEES

The Department is directing individual licensees that are due to expire to search the ADRE Public Database for available online Continuing Education Courses, [click here to view](#). The Department will not extend anyone’s expiration dates. Nearly 99 percent of license renewals are submitted online.

EDUCATION STATISTICS

- Number of active schools (including branches): 243
- The total number of active courses: 2,539
- The number of instructors: 771
- The total number of Broker Exams administered in January: 53
- The total number of Salesperson Exams administered in January: 926
- Examination Passing Rates for First-Time Test Takers in January:
 - Broker: 73%
 - Salesperson: 64%
- Out-of-State License Examinations Administered January: 80
 - Broker: 25% (Passing Rate for First-Time Test Takers)
 - Salesperson: 15% (Passing Rate for First-Time Test Takers)

SIGN UP FOR ADRE LARE 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 licensee’s email address. As required by Arizona Real Estate statute, make sure your email address is up to date with ADRE. Visit the ADRE Online License System to update all personal information within 10 days of a change [click here](#).

*****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 [click here](#).***