



Arizona Department of Real Estate (ADRE)

.....

Educator Update

March 2021



.....



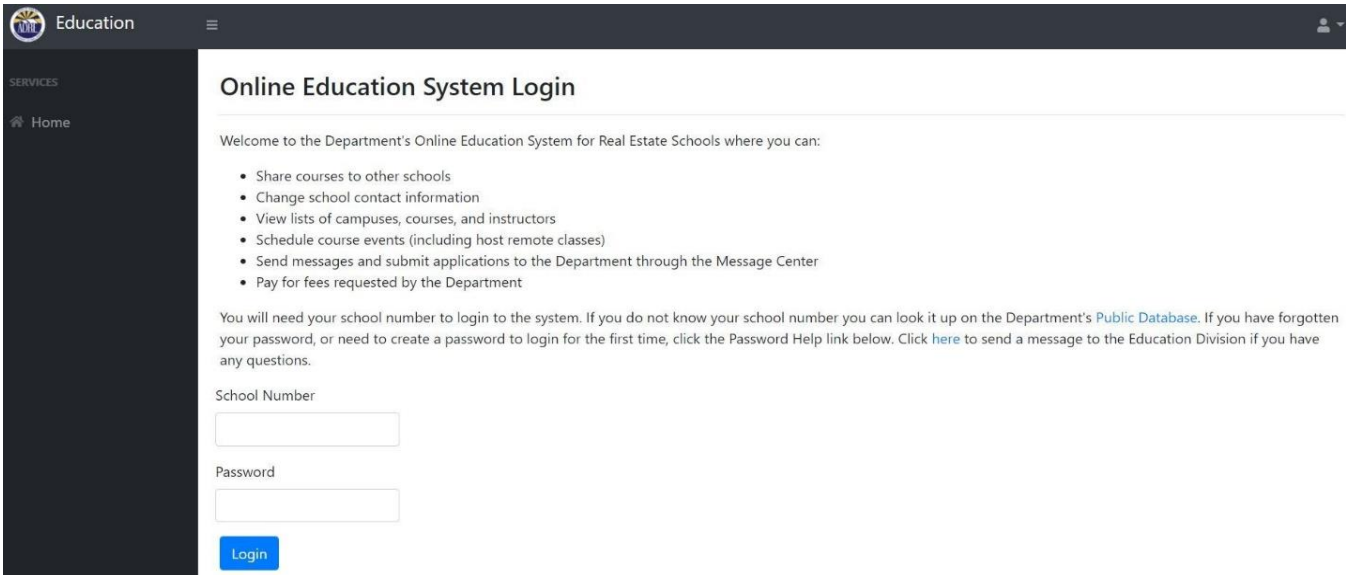
UPDATED ADRE EDUCATION ONLINE LICENSE SYSTEM!

The Department of Real Estate invites School Administrators to use the newly updated Education Online License System! [Click Here](#)

The new system is enhanced to work better on mobile devices, provides a foundation for future enhanced features, and made platform and security updates.

By using the updated Online Education License System now, you are assisting ADRE to identify opportunities for improvement, and gain feedback from your user experience before the new system is fully released, at which time it replaces the current version.

- [Click here](#) to view the Education Online License System and log into your personal page.
- Look to the middle section of the page under "**What's New**" to find the link to the newly updated system.
- Take a look at the screen shots below that direct you to your personal page.



**REMINDER: VERIFY COURSE INFORMATION IS CORRECT
IN THE 14-DAY CALENDAR**

Check the course expiration date and course # at least 14 days in advance of the scheduled course date. Recently we have been asked to make exceptions to the 14-day notice rule. **No exceptions will be made.** ARS 32-2135(H)(1) states that schools shall submit notice to the department at least 14 days before holding the course to permit monitoring of the course. Failure to register the course timely (and correctly), could prevent students from receiving course credit toward renewal hours.

In addition, benefits:

- Licensee: more choices for CE classes, resulting in better education.
- School: increase in registration for your school & better service for your consumers.

Win - Win

ADRE CLASS MONITOR PROGRAM

The Department of Real Estate staff will continue to act as course monitors in Host Remote classes. 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.):

All Guidelines and rules should be announced and clarified at the very beginning of class.

Include in this that 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.

.....

ENTERING CE COURSES

All licensees are solely responsible for the input of their own CE information into their “personal page login”. **Do not send certificates or CE information to ADRE to input for you.**

Under Quick Links, under Personal, select **MANAGE MY CONTINUING EDUCATION**. Click **CONTINUING EDUCATION**

- Select Submit Courses - Input the course # and date. The system will generate CE info.
- Select View Current Status, verify input & Print a Receipt.
- If renewing go back to home page and click "Renew My License" under **ALERTS**.

* **Errors must be removed! Contact ADRE through Message Center and a specialist will remove the error so you can re-enter the course.**

* **Duplicate course numbers in a renewal period will not be approved for credit.**

***All CE courses must be completed within the CURRENT 24 month licensing period. Any classes taken before will not be given CREDIT! (Ex. Licensing Period Begin date: 9/1/2019 - Expiration date: 8/31/2021), courses must be taken within the begin date and expiration date for credit. Otherwise the error message “Outside of allowable range” will occur).**

Information courtesy of the ADRE “Welcome New Licensee Packet” at AZRE.gov

.....

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.**

.....

NOTE: ONLINE PRE-LICENSURE EDUCATION SCHOOLS

All schools offering the 90 hour Salesperson Pre-licensure or Broker Pre-licensure courses online, must adjust the Education Completion Certificate provided to graduates for those online courses by listing the school license number with an “A” added at the end of the school license number.

- Example: school license number **S18-0042**

For Online 90 hour Salesperson Pre-licensure or Broker Pre-Licensure Education Completion Certificate: school license number **S18-0042A**

This is necessary for tracking Pearson Vue first time test taker passing rates for online courses compared to classroom/host remote courses. We appreciate your assistance.

.....

NOTE: PRELICENSURE EDUCATION COMPLETION CERTIFICATE

ADRE provides a certificate sample that should be the ONLY PRE-LICENSE certificate issued to students who have COMPLETED the 90-hour salesperson or broker’s 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 prelicensure test. [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 the ADRE Education Department through the Message Center.

.....

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.

.....

RENEWAL LICENSEES

The Department is directing individual licensees that are due to expire to search the ADRE Public Database for available online and host remote 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): 242
- The total number of active courses: 2,544
- The number of active instructors: 771
- The total number of Broker Exams administered in February: 27
- The total number of Salesperson Exams administered in February: 608
- Examination Passing Rates for First-Time Test Takers in February:
 - Broker: 78%
 - Salesperson: 62%
- Out-of-State License Examinations Administered February: 67
 - Broker: (Passing Rate for First-Time Test Takers) 33%
 - Salesperson: (Passing Rate for First-Time Test Takers) 44%

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 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](#).***