



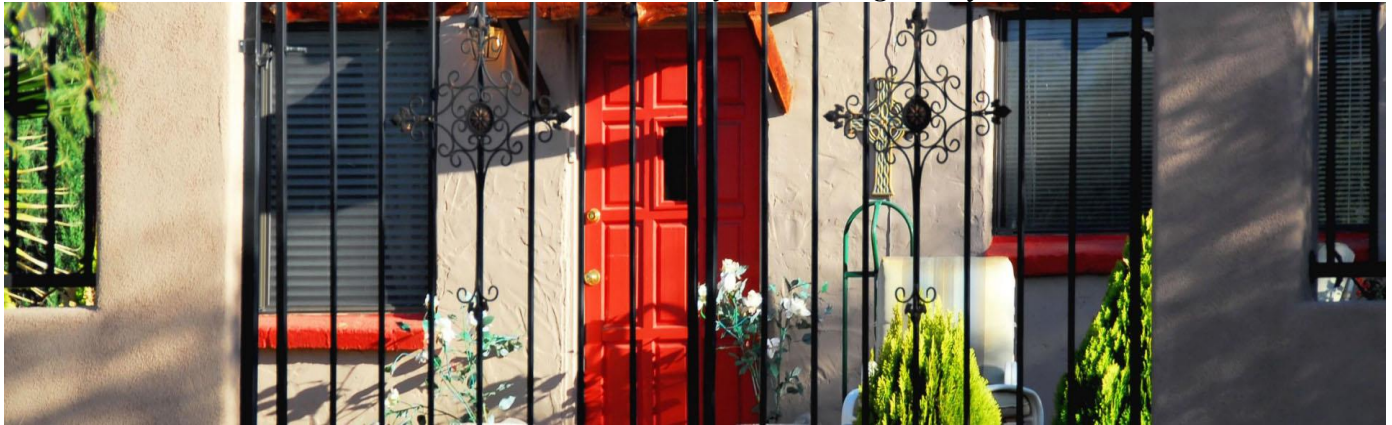
ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

.....

Educator Update

July 2021

"Let's Do It The Arizona Way . . . The Right Way!"



.....

ADRE GENERAL REMINDERS/UPDATES

The Arizona Department of Real Estate is open for walk-in business. A majority of services can be completed online, such as applying for an original license, submitting forms, and renewing a license. Please search the ADRE website for answers to common questions. If you are an Arizona real estate licensee, you can complete many services through your personal page on the [Licensee Login](#), located under "Contact". Questions, applications, or complaints can be submitted on the website through the ADRE Message Center. Below is a list of exceptions approved since March 2020 that have now ended: • Appointment only service has ended. Walk-in service is available as of July 1, 2021. • New license applications with disclosures and all 10-day disclosures with certified documents must be received in person or by mail. Certified documents must be provided as received by the courts. • Licensees/Brokers under a consent order requiring statements at required time periods must have the statements notarized. • Licensees issued an Accelerated Settlement Agreement (ASA) or Consent Order requiring education will be required to complete the education in a classroom. • All Schools approved to teach an Arizona 90 hour pre-licensing course or an Arizona Broker Pre-licensing course through online, in-classroom or Host Remote methods utilizing an online proctor to facilitate students taking the final school exam can continue to do so until September 1, 2021. After this date, school final exams are

required to be taken in person, with the "in person proctor form" (ED-200) used, and process followed, as stated in SPS 2019.01. • All Schools approved to teach, and teaching, an Arizona 90 hour pre-licensing course or an Arizona Broker Pre-licensing course in-classroom, must administer school final exams in person at the school, effective July 1, 2021.

RETURN TO THE CLASSROOM

Many schools will begin opening their classrooms once again for in-person (live) Salesperson Pre-Licensing and/or Broker Pre-Licensing classes. While Host Remote Pre-Licensing and Broker Pre-Licensing classes may continue, some students want to return to the classroom to complete the 90-hour course they started through the Host Remote delivery method.

To meet this request, current pre-licensing students enrolled in a Host Remote delivery course, may make a **onetime only** choice to move from their Host Remote course to an In-Person (classroom) course to complete the required 90 hour curriculum.

How will this work?

- 1) **Beginning July 1, 2021** a student enrolled in a 90 hour Pre-License or Broker Pre-License course through Host Remote, may elect to switch to a live in classroom course, at the same school.
- 2) The school will provide a written agreement to be signed by the student, agreeing to complete all remaining course hours in a live classroom at the school.
- 3) The student must then complete the remainder of their 90 hour course in the classroom. (**NO switching back and forth between instruction methods**).
- 4) The school certificate will then be issued upon completion of the course and passing the school exam, as though the entire course was taken in a live classroom environment.
- 5) Students opting to make this move must complete **courses by September 30, 2021**.

NOTE: APPROVED COURSE DELIVERY METHODS

Currently only four course delivery methods are approved by the Department, as noted in the ED-102:

Live Classroom (Addendum A)

Distance Learning (Addendum B)

Host Remote Live Streaming (Addendum C)

Online Pre-Licensing 6 Hour Contract Writing (Addendum D)

Combining two or more of these methods into a “Hybrid” method is **NOT** approved and **cannot be used** to provide either Pre-licensing or Continuing Education credit.

PRE-LICENSING IDW

A Current/Active Arizona Broker 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, [Click Here](#)

.....

HOW TO LOCATE A CLASSROOM COURSE ON THE ADRE WEBSITE

To locate a course being taught in a classroom visit our website at www.azre.gov.

1. Select “Licensee”
2. Select “Online Services”
3. Select “Public Database”
4. Select “Education”

Search for courses that have been scheduled by schools.

5. Check “All Fields (Advanced)”

Within Advanced Fields

6. Select “Scheduled Events”
7. Delivery Method

Choose **Classroom** by checking the box

Fill in the dates preferred to attend a course

8. Search
9. Click on the **Event Number** of your choice for course detail and school contact information.

I WANT TO BECOME A PRE-LICENSING INSTRUCTOR – WHAT DO I DO?

Start by reviewing R4-28-404(C) to make sure that you meet one or more of the instructor qualifications.

If you meet the basic qualifications, contact a school for which you wish to teach, and file a completed Instructor application (ED-101) with the school for review and submission to the Department.

Both Salesperson Pre-licensing and Broker Pre-licensing instructors must meet the basic qualifications to become approved as an Arizona Real Estate Instructor, but have several additional requirements:

- 1) Must currently hold an ACTIVE Arizona Real Estate Broker License, in good standing.
- 2) Must have completed 60 hours of ADRE approved CE courses in the most recent 48 months, within ten course categories.
- 3) Must have completed the ADRE provided Instructor Development Workshop(s) (IDW) specific to Broker Pre-Licensing content, Salesperson Pre-Licensing content, or both.

I ONLY WANT TO TEACH THE 6 HOUR PRE-LICENSING CONTRACT WRITING COURSE (BOOTCAMP), WHAT DO I NEED?

You must meet the basic qualifications to become approved as an Arizona Real Estate Instructor as described above. In addition:

- 1) Must currently hold an ACTIVE Arizona Real Estate Broker License, in good standing.
- 2) Must have completed the ADRE provided Instructor Development Workshop (IDW) specific to Salesperson Pre-Licensing content.
- 3) Must have completed 4 separate 3-hour ADRE approved courses in Contract Law for Contract Writing subject area within 48 months of application. **OR**, attendance at a minimum of two 3-hour **in-classroom** ADRE approved courses in selected **Broker Management Clinic** courses within the past 48 months prior to application.

JUST SAY “NO”!

Question:

May licensees attend ADRE approved Host Remote CE courses using their cell phone?

Answer: NO! To receive credit for participation in an ADRE approved CE class, licensees must attend using a computer, laptop or computer tablet.

Question:

May a school offer a class through both Host Remote and In-Classroom at the same time?

Answer: NO! Combining two or more course delivery methods is not allowed for ADRE approved courses

(both CE and pre-licensing). Only one course delivery method may be used during a course.

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.

JUNE EDUCATION STATISTICS

- Number of active schools (including branches): 231
- The total number of active courses: 2,325
- The number of active instructors: 714
- The total number of Broker Exams administered in June: 46
- The total number of Salesperson Exams administered in June: 983
- Examination Passing Rates for First-Time Test Takers in June:
 - Broker: 76%
 - Salesperson: 58%
- Out-of-State License Examinations Administered June: 56
 - Broker: (Passing Rate for First-Time Test Takers) 46%
 - Salesperson: (Passing Rate for First-Time Test Takers) 42%

RENEWAL LICENSEES

The Department is directing individual licensees that are due to expire to search the ADRE Public Database for available classroom, 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.

INCREASE LICENSEE KNOWLEDGE – INCREASE CONTINUING EDUCATION!

Take it early and often! The minimum required CE for a Salesperson is 24-hours and for a Designated Broker 30-hours. A.A.C. R4-28-402 sets these as *minimums*. In the ever changing world of real estate, staying current is more important than ever. Let's encourage licensees and brokers to step up beyond the minimum required education hours to benefit themselves and their clients.

.....

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 Licensee Login](#) to update all personal information within 10-days of a change.

*****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](#).