



ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

Educator Update

May 2021

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



REMEMBER TO VERIFY COURSE EXPIRATION!

Prior to scheduling a course, especially if scheduling months in advance, verify that the expiration date on the course is later than the date it will be held. Courses are approved by ADRE for a four-year period and **as courses are renewed they will receive a NEW course number.**

Beginning in January 2021, as courses came up for renewal, a new ED-102 was required to be submitted for review. Once courses are approved, a NEW course number is assigned.

Recently there have been challenges with active courses being scheduled in the 14 day notice calendar well in advance of the course being taught, however the course expired prior to the date the course was held. Students will not receive CE credit for an expired course.

Shared courses should always be double-checked to ensure it is eligible for course credit. If the school that owns the course expires or closes, all of their courses immediately become ineligible for course credit. Shared courses may only be renewed by the school who owns them.

SCHOOL ADVERTISING AAC R4-28-502(D)

"A school shall include its name, address and telephone number in all advertising of Department approved courses. The school owner, director, or administrator shall supervise all advertising. The school owner shall ensure that the school's advertising is accurate."The Department of Real Estate reviews course applications to ensure the content is in line with one of the six education categories (Agency Law, Contract Law, Commissioner's Standards, Real Estate Legal Issues, Fair Housing, Disclosure or General Real Estate), and meets the standard for Arizona specific content (statute, rule, court decisions). The ADRE does not endorse schools, classes or instructors. School advertising should not lead the public to believe otherwise.

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ADRE CLASSROOM RULES MUST BE FOLLOWED

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

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

Include in this announcement that Course Completion Certificates will **NOT** be issued to anyone who does not comply with **all** course rules. For Host Remote classes see form 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.**"

Administrators, Instructors and Monitors should review the rules as stated in the NewED102 for each class delivery method and enforce the rules. The school will be held responsible for violations.

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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.

ADRE ASSIGNED COURSE NUMBERS ARE PRIVILEGED INFORMATION

Course numbers are privileged information and should **only** be given to licensees **upon successful completion of the course (s) on a school certificate**. Please ensure that no school course numbers are accessible to the licensee through advertising (printed, internet, word-of-mouth, etc.). Should a school's course number(s) become compromised, notify ADRE, as the course numbers may need to be cancelled and new numbers issued for the effected course(s).

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ED-103: EXPEDITED INSTRUCTOR APPROVAL APPLICATION

The Department is seeing a rise in **incomplete** ED-103 applications, which requires them to be returned. Here is a list of the reasons these applications are most often returned unapproved:

Instructor Information Certification

- No daytime telephone
- No email
- No checkbox (or boxes) that apply.

Secondary Non-Sponsor School

- No School Approval Number & Approval Exp. Date.
- No Owner/ Administrator Name (Signature, & Date). **Both** printed name & signature are both required.

Instructor's Primary Sponsoring School Authorization (Required for all Change Types listed above)

- No Owner/ Administrator Name (Signature & Date). **Both** printed name & signature is required
- No School Approval Number & Approval Exp. Date.

Save some time and double check forms prior to submitting them to the Message Center.

Incomplete applications will be returned to the school for revision.

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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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.

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APRIL EDUCATION STATISTICS

- Number of active schools (including branches): 235
- The total number of active courses: 2,427
- The number of active instructors: 742
- The total number of Broker Exams administered in April: 40
- The total number of Salesperson Exams administered in April: 635
- Examination Passing Rates for First-Time Test Takers in April:
 - Broker: 74%
 - Salesperson: 62%
- Out-of-State License Examinations Administered April: 53
 - Broker: (Passing Rate for First-Time Test Takers) 13%
 - Salesperson: (Passing Rate for First-Time Test Takers) 20%

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, [Click Here](#)

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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.

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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.

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**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](#).