



100 North 15th Avenue, Suite 201, Phoenix, Arizona 85007

REAL ESTATE INSTRUCTOR APPROVAL/RENEWAL/CHANGE APPLICATION (ED-101)

A real estate instructor ("Applicant" or "Instructor"), applying for original approval, renewal or for additional category/subject area approval as an Arizona Department of Real Estate (ADRE) approved instructor must submit a completed ED-101, with any supporting documentation to substantiate qualifications for approval. For original or renewal, submit the Disciplinary Actions Disclosure (LI-214/244 form), [click here](#), and Proof of Legal Presence. (Forms available at www.azre.gov) The authorized administrator and/or owner of the primary sponsoring real estate school for the applicant MUST sign the completed ED-101 on original and renewal applications. The primary sponsor school must receive approval from the ADRE before an instructor may teach an Arizona real estate course for credit, and may request to add specific courses to teach by submitting a complete Expedited Instructor Approval form (ED-103).

A current ADRE instructor may teach for a secondary sponsor school, when ADRE approved for the category (ies) to be taught by submitting a complete Expedited Instructor Approval form (ED-103) and the instructor has received ADRE approval.

- APPLICATION TYPE:** **ORIGINAL** **RENEWAL** **CHANGE TYPE:**
- New Primary Sponsor School
 - Initial Qualifications (SECTION I)
 - Add Pre-license Subject Area (SECTION II)
 - Add Instructor IDW (SECTION III)
 - Add Continuing Education Category (SECTION IV)
 - Add Specific Special Subject Area (SECTION V)
 - Remove Category/Subject Area listed below:

List categories/subject area(s) to be removed from approval: _____.

INSTRUCTOR INFORMATION

| | | | |
|---------------------------|-------------------|-----------------------------|-----------|
| Legal Name of Applicant: | Date: | | |
| Residence Address: | City, State, Zip: | | |
| Mailing Address: | City, State Zip: | | |
| Telephone: | Email: | | |
| Real Estate License. No.: | Exp. Date | Real Estate Instructor No.: | Exp. Date |

SPONSORING SCHOOL INFORMATION:

- PRIMARY SCHOOL (for Original/Renewal/Changes)** OR **SECONDARY SCHOOL (for Changes)**

| | |
|------------------------------|---------------------|
| School's Legal or DBA Name: | |
| ADRE School Approval Number: | Approval Exp. Date: |

SECTION I – REAL ESTATE COURSE INSTRUCTOR QUALIFIER

BASIS for applicant's qualifications as an ADRE approved real estate instructor shall include at least ONE of the qualifications from SECTION IA (A.A.C. R4-28-404 C) AND, unless exempt, the qualifications in SECTION IB:

SECTION IA (Note: SECTION IA is not required for currently approved instructors unless filing a change to qualifications as initially stated pursuant to A.A.C. R4-28-404(H)(1).)

| | | | | | | | | | | |
|---|--|------------------|-------------|-----------|-------|-------|-------|----------------|--------------------|------|
| <input type="checkbox"/> 1. | Bachelor's or advanced degree in an area traditionally associated with real estate, such as business, law, accounting, economics, marketing, or finance, specifically a | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 33%;"><u>Degree in</u></td> <td style="border: none; width: 33%; text-align: center;"><u>From</u></td> <td style="border: none; width: 33%; text-align: right;"><u>In</u></td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">Type of Degree</td> <td style="border: none; text-align: center;">Name of University</td> <td style="border: none; text-align: center;">Year</td> </tr> </table> | | <u>Degree in</u> | <u>From</u> | <u>In</u> | _____ | _____ | _____ | Type of Degree | Name of University | Year |
| <u>Degree in</u> | <u>From</u> | <u>In</u> | | | | | | | | |
| _____ | _____ | _____ | | | | | | | | |
| Type of Degree | Name of University | Year | | | | | | | | |
| OR | | | | | | | | | | |
| <input type="checkbox"/> 2. | (A) Award of a generally-recognized professional real estate designation AND , (B) have two (2) years of postsecondary education from an accredited institution. | | | | | | | | | |
| <p>(A) <input type="checkbox"/> Active Designation</p> <p>Check ALL that apply:</p> <p>Certified Commercial Investment Member (CCIM)..... <input type="checkbox"/></p> <p>Graduate of Realtor Institute (GRI)..... <input type="checkbox"/></p> <p>Certified Residential Specialist (CRS)..... <input type="checkbox"/></p> <p>Independent Fee Appraiser <input type="checkbox"/></p> <p>Member of the Appraisal Institute <input type="checkbox"/></p> <p>Other _____ <input type="checkbox"/></p> <p style="text-align: center; font-size: small;">Designation Conferring organization Date In good standing</p> <p>AND</p> <p>(B) <input type="checkbox"/> Two (2) Years Postsecondary Education <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Accredited Postsecondary Institution: _____ City: _____ State: _____</p> <p>Dates of attendance: _____ Certificate No.: _____</p> <p style="text-align: right;">(Required)</p> | | | | | | | | | | |
| OR | | | | | | | | | | |
| <input type="checkbox"/> 3. | (A) Experience in real estate AND , (B) a bachelor's (or higher) degree in <u>education</u> WITH (C) a valid teaching certificate issued within the preceding 15 years. (Attach Certificates) | | | | | | | | | |
| <p>(A) <input type="checkbox"/> Detailed resume substantiates real estate experience? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(B) <input type="checkbox"/> Bachelor's Degree (or higher) earned in education</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 33%;"><u>Degree in</u></td> <td style="border: none; width: 33%; text-align: center;"><u>from</u></td> <td style="border: none; width: 33%; text-align: right;"><u>in</u></td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">Subject</td> <td style="border: none; text-align: center;">Name of University</td> <td style="border: none; text-align: center;">Year</td> </tr> </table> <p>(C) <input type="checkbox"/> Valid Teaching Certificate from: _____ State: _____ Cert. No.: _____</p> <p>Type/Level of Teaching Certificate: _____ Date awarded: _____</p> | | <u>Degree in</u> | <u>from</u> | <u>in</u> | _____ | _____ | _____ | Subject | Name of University | Year |
| <u>Degree in</u> | <u>from</u> | <u>in</u> | | | | | | | | |
| _____ | _____ | _____ | | | | | | | | |
| Subject | Name of University | Year | | | | | | | | |
| OR | | | | | | | | | | |

SECTION I – REAL ESTATE COURSE INSTRUCTOR QUALIFIER - Continued

| | |
|------------------------------------|--|
| <input type="checkbox"/> 4. | <p>(A) Active Arizona Real Estate Salesperson's license or Arizona Real Estate Broker's license AND, (B) Employee or former employee of an Arizona regulatory agency.</p> <p>(A) <input type="checkbox"/> Salesperson OR <input type="checkbox"/> Broker State(s) : _____ AND License No(s).: _____</p> <p>AND</p> <p>(B) <input type="checkbox"/> Employee or former employee of a regulatory agency.</p> <p>Name of an Arizona Regulatory Agency where employed (current or past): _____ City/State: _____</p> <p>Position(s) Held: _____ Starting/Ending Dates: _____</p> <p>OR</p> |
| <input type="checkbox"/> 5. | <p>(A) Distinguished Real Estate Instructor designation (DREI) by the Real Estate Educators Association AND, (B) credentials in the specific subject category and topic.</p> <p>(A) <input type="checkbox"/> Date DREI awarded: _____ In good standing? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Subject Category and Topic: _____</p> <p>AND</p> <p>(B) <input type="checkbox"/> Detailed resume attached or transcript to demonstrate the credentials in the subject category? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>OR</p> |
| <input type="checkbox"/> 6. | <p>At least three (3) years real estate experience OR specific experience in the subject category and topic.</p> <p><input type="checkbox"/> Detailed resume attached supports real estate experience or specific subject category experience per requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>OR</p> |
| <input type="checkbox"/> 7. | <p>Other education OR experience determined by the Commissioner to qualify as an instructor. Attach specific written justification and supporting documentation for consideration.</p> <p><input type="checkbox"/> Specific written justification and supporting documentation attached for consideration? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>AND</p> |

SECTION IB

| | |
|------------------------------------|--|
| <input type="checkbox"/> 8. | <p>All applicants*, other than an attorney or out-of-state instructor, shall hold a certificate of attendance at a minimum three (3) hour professional seminar or workshop, approved by the ADRE, emphasizing instruction methods, techniques and skills within the previous twenty-four (24) months. (Attach Certificates) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*Panelists and guest speakers are not considered instructor applicants pursuant to A.R.S. § 32-2135.</p> <p><input type="checkbox"/> If “Yes” response, ADRE Course No.: _____ Completion Date: _____</p> <p><input type="checkbox"/> If “No” response, please explain: _____</p> |
|------------------------------------|--|

SECTION II – PRE-LICENSE CATEGORY AND/OR SUBJECT AREA QUALIFIERS

In addition, applicants must have education, training and/or experience, demonstrating competence in the category and/or subject area(s) for which applying, including in-depth knowledge of the specific category and subject area, and shall qualify by meeting at least the following requirements. Indicate the category (ies) in which the qualification criteria has been met, and the subject areas for which a competent specific experience level can be confirmed, and/or prior teaching experience can be substantiated. Attached resume must substantiate both specific experience and expertise.

90 HOUR PRE-LICENSE EDUCATION SUBJECT AREA

PRE-LICENSE BROKER COURSE **AND/OR** **PRE-LICENSE SALESPERSON COURSE**

(A) Active Arizona Real Estate Broker License, in good standing Arizona License No.: _____
to be considered for approval to teach any Pre-license Education.

(B) Attendance at a minimum of sixty hours of ADRE approved continuing education courses (in classroom, host remote, or distance learning) within the **48** months prior to application/renewal in the following categories/subjects:

| ADRE Course Nos. | Category/Subject | Completion Dates |
|-------------------------|-----------------------------|-------------------------|
| 1. Nos.: _____ & _____ | Agency Law | Dates: _____ & _____ |
| 2. Nos.: _____ & _____ | Contract Law | Dates: _____ & _____ |
| 3. Nos.: _____ & _____ | Commissioner’s Standards | Dates: _____ & _____ |
| 4. Nos.: _____ & _____ | Real Estate Legal Issues | Dates: _____ & _____ |
| 5. Nos.: _____ & _____ | Fair Housing | Dates: _____ & _____ |
| 6. Nos.: _____ & _____ | Disclosure | Dates: _____ & _____ |
| 7. Nos.: _____ & _____ | General Real Estate | Dates: _____ & _____ |
| 8. Nos.: _____ & _____ | Broker Management Clinic #1 | Dates: _____ & _____ |
| 9. Nos.: _____ & _____ | Broker Management Clinic #2 | Dates: _____ & _____ |
| 10. Nos.: _____ & _____ | Broker Management Clinic #3 | Dates: _____ & _____ |

AND

(C) Attendance at an ADRE approved **Instructor Development Workshop (IDW)**, specific to the **Broker Pre-Licensing** content and/or **Salesperson Pre-licensing** content, whichever the instructor intends to teach. Attach copy of the course completion certificate(s). Course Number(s): _____ Date(s) _____

SECTION III – INSTRUCTOR DEVELOPMENT WORKSHOP (IDW) SUBJECT AREA QUALIFIER

Applicant’s instructor specific subject matter experience and expertise must support a strong background in instruction methods, techniques and skills.

IDW INSTRUCTOR QUALIFICATION REQUIREMENTS FOR INSTRUCTOR TRAINING:

If teaching Pre-Licensing, attendance at an ADRE approved Instructor Development Workshop (IDW), specific to Broker Pre-Licensing content and/or Salesperson Pre-licensing content, whichever the instructor intends to teach. Completion must be after January 2019. Attach a copy of the course completion certificate(s).
Course Number(s): _____ Date(s): _____

Attendance of at least 6-hours of Department approved IDW course(s), specific to presentation skills and teaching methods, within the immediate previous **48** months (different from category specific). Attach a copy of the course completion certificate(s). Course Number(s) _____ Date(s): _____

If teaching using Host-Remote delivery, Attendance at an ADRE approved Instructor Development Workshop (IDW), specific to Host Remote Live Streaming course delivery is required for instructors that intend to teach this delivery method. Attach a copy of the course completion certificate(s). Course Number(s) _____ Date(s): _____

Applicant’s qualifications as a specific subject matter expert instructor meet all of the above requirements in the subject area of instructor training

Attachment - submit supporting written explanation and documentation, as applicable, to demonstrate qualification as it applies.

SECTION IV – CONTINUING EDUCATION CATEGORY QUALIFIERS - A.A.C. R4-28-402 (A)(5)(a-h)

| (A) CATEGORY | (B) CONTINUING INSTRUCTOR EDUCATION COURSE INFORMATION* | | |
|--|---|--|---|
| <p>Check appropriate box(es) below to add or renew the desired category and to attest to the specific category subject area that represents the applicant’s professional <u>experience/expertise</u>. Important: For Instructor renewal in currently approved categories and/or subject areas, <u>only select the specific category below and</u> complete part (B), as it pertains to the specific category and/or subject area for renewal.</p> | <p>List the course information below to verify attendance at a minimum of two separate three-hour ADRE approved courses (in classroom or distance learning) in selected category within the 48 months prior to application /renewal:</p> | | |
| <p><input type="checkbox"/> AGENCY LAW-Subject area of expertise includes: <input type="checkbox"/> Agency Relationships <input type="checkbox"/> Agency Disclosure AND <input type="checkbox"/> Additional or advanced training on Agency topics within two years preceding application or have two years of work experience that led to having expanded knowledge regarding Agency AND <input type="checkbox"/> Explain Advanced Agency Training/Work Experience relating to Agency: _____ Date: _____</p> | <p>ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____</p> | | |
| <p><input type="checkbox"/> CONTRACT LAW-Subject area experience/expertise includes the contract formation and implementation, or the results of contract use</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Various contract forms and clauses, fundamentals, updates, options, offers, counter offers, first right of refusal, and exchanges Yes <input type="checkbox"/> No <input type="checkbox"/> Contract writing - Actual Participation Yes <input type="checkbox"/> No <input type="checkbox"/> Required disclosures, problem-solving, and law and rule requirements Yes <input type="checkbox"/> No <input type="checkbox"/> Recent court decisions and case law studies </td> <td style="width: 50%; vertical-align: top;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Breach of contract issues Yes <input type="checkbox"/> No <input type="checkbox"/> Legal, ethical and agency considerations, procedures, and disclosures Yes <input type="checkbox"/> No <input type="checkbox"/> Accommodating current financing procedures, requirements, and options </td> </tr> </table> | Yes <input type="checkbox"/> No <input type="checkbox"/> Various contract forms and clauses, fundamentals, updates, options, offers, counter offers, first right of refusal, and exchanges Yes <input type="checkbox"/> No <input type="checkbox"/> Contract writing - Actual Participation Yes <input type="checkbox"/> No <input type="checkbox"/> Required disclosures, problem-solving, and law and rule requirements Yes <input type="checkbox"/> No <input type="checkbox"/> Recent court decisions and case law studies | Yes <input type="checkbox"/> No <input type="checkbox"/> Breach of contract issues Yes <input type="checkbox"/> No <input type="checkbox"/> Legal, ethical and agency considerations, procedures, and disclosures Yes <input type="checkbox"/> No <input type="checkbox"/> Accommodating current financing procedures, requirements, and options | <p>ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____</p> |
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| <p><input type="checkbox"/> COMMISSIONER’S STANDARDS-Subject area includes experience/expertise as it relates to license laws</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Article 26 of the Arizona Constitution Yes <input type="checkbox"/> No <input type="checkbox"/> A.R.S. Title 32, Chapter 20, and A.A.C. Title 4, Chapter 28, which includes trust accounts, recordkeeping, license requirements, exemptions to licensure, commission payments, recovery fund provisions, development requirements, processes for public reports for and sale of subdivided and un-subdivided land, membership campgrounds and time-shares, cemetery regulations, and grounds for disciplinary actions and hearings Yes <input type="checkbox"/> No <input type="checkbox"/> A.R.S. Title 44, Chapter 10, Article 3.1, Trade Names and Business Practices</p> | <p>ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____</p> | | |
| <p><input type="checkbox"/> REAL ESTATE LEGAL ISSUES-Subject area experience/expertise includes existing real estate law</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Sources of real estate law (constitutions, statutes, zoning, common), and the legal system Yes <input type="checkbox"/> No <input type="checkbox"/> Land and its elements (air, mineral rights, real and personal property) Yes <input type="checkbox"/> No <input type="checkbox"/> Land, title, and interests in land, homestead, encumbrances, and the Landlord and Tenant Act Yes <input type="checkbox"/> No <input type="checkbox"/> Easements, fixtures, land descriptions, ownership, deeds, and building restrictions Yes <input type="checkbox"/> No <input type="checkbox"/> Escrow procedures, financing documents, and lending laws and regulations, including Regulation Z </td> <td style="width: 50%; vertical-align: top;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Wills and estates, taxes, bankruptcy law, securities laws, title insurance, and appraisal law Yes <input type="checkbox"/> No <input type="checkbox"/> Case law studies, real estate fraud, disclosure law, interstate and international real estate Yes <input type="checkbox"/> No <input type="checkbox"/> Commission issues and forms of business ownership Yes <input type="checkbox"/> No <input type="checkbox"/> Homeowners Association regulations Yes <input type="checkbox"/> No <input type="checkbox"/> Real Estate Settlement Procedures Act (RESPA) Yes <input type="checkbox"/> No <input type="checkbox"/> Environmental issues </td> </tr> </table> | Yes <input type="checkbox"/> No <input type="checkbox"/> Sources of real estate law (constitutions, statutes, zoning, common), and the legal system Yes <input type="checkbox"/> No <input type="checkbox"/> Land and its elements (air, mineral rights, real and personal property) Yes <input type="checkbox"/> No <input type="checkbox"/> Land, title, and interests in land, homestead, encumbrances, and the Landlord and Tenant Act Yes <input type="checkbox"/> No <input type="checkbox"/> Easements, fixtures, land descriptions, ownership, deeds, and building restrictions Yes <input type="checkbox"/> No <input type="checkbox"/> Escrow procedures, financing documents, and lending laws and regulations, including Regulation Z | Yes <input type="checkbox"/> No <input type="checkbox"/> Wills and estates, taxes, bankruptcy law, securities laws, title insurance, and appraisal law Yes <input type="checkbox"/> No <input type="checkbox"/> Case law studies, real estate fraud, disclosure law, interstate and international real estate Yes <input type="checkbox"/> No <input type="checkbox"/> Commission issues and forms of business ownership Yes <input type="checkbox"/> No <input type="checkbox"/> Homeowners Association regulations Yes <input type="checkbox"/> No <input type="checkbox"/> Real Estate Settlement Procedures Act (RESPA) Yes <input type="checkbox"/> No <input type="checkbox"/> Environmental issues | <p>ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____</p> |
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| <p><input type="checkbox"/> FAIR HOUSING-Subject area includes experience/expertise in equal opportunities in housing</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Americans with Disabilities Act, ADA architectural designs (construction and development) and pertinent court cases Yes <input type="checkbox"/> No <input type="checkbox"/> Arizona and federal fair housing laws, including advertising, marketing, information, and enforcement Yes <input type="checkbox"/> No <input type="checkbox"/> Housing developments Yes <input type="checkbox"/> No <input type="checkbox"/> Deed restrictions </td> <td style="width: 50%; vertical-align: top;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Affordable housing Yes <input type="checkbox"/> No <input type="checkbox"/> Elder housing Yes <input type="checkbox"/> No <input type="checkbox"/> Zoning, local ordinances, and disclosures Yes <input type="checkbox"/> No <input type="checkbox"/> Commercial and residential concerns Yes <input type="checkbox"/> No <input type="checkbox"/> Administrative procedures and business practices </td> </tr> </table> | Yes <input type="checkbox"/> No <input type="checkbox"/> Americans with Disabilities Act, ADA architectural designs (construction and development) and pertinent court cases Yes <input type="checkbox"/> No <input type="checkbox"/> Arizona and federal fair housing laws, including advertising, marketing, information, and enforcement Yes <input type="checkbox"/> No <input type="checkbox"/> Housing developments Yes <input type="checkbox"/> No <input type="checkbox"/> Deed restrictions | Yes <input type="checkbox"/> No <input type="checkbox"/> Affordable housing Yes <input type="checkbox"/> No <input type="checkbox"/> Elder housing Yes <input type="checkbox"/> No <input type="checkbox"/> Zoning, local ordinances, and disclosures Yes <input type="checkbox"/> No <input type="checkbox"/> Commercial and residential concerns Yes <input type="checkbox"/> No <input type="checkbox"/> Administrative procedures and business practices | <p>ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____</p> |
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| <p><input type="checkbox"/> DISCLOSURE-Subject area includes experience/expertise in disclosure</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Licensee’s disclosure obligations to client and others Yes <input type="checkbox"/> No <input type="checkbox"/> Seller’s and buyer’s disclosure obligations to each other Yes <input type="checkbox"/> No <input type="checkbox"/> Common material facts warranting disclosure, and liability for failure to disclose Yes <input type="checkbox"/> No <input type="checkbox"/> Avoiding inadvertent non-disclosures </td> <td style="width: 50%; vertical-align: top;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Transaction documents that should be reviewed Yes <input type="checkbox"/> No <input type="checkbox"/> Common “red flags” in a real estate transaction Yes <input type="checkbox"/> No <input type="checkbox"/> Homeowner associations and buyers’ obligations to homeowner associations; and Yes <input type="checkbox"/> No <input type="checkbox"/> Advising buyers and sellers of common “red flags” </td> </tr> </table> | Yes <input type="checkbox"/> No <input type="checkbox"/> Licensee’s disclosure obligations to client and others Yes <input type="checkbox"/> No <input type="checkbox"/> Seller’s and buyer’s disclosure obligations to each other Yes <input type="checkbox"/> No <input type="checkbox"/> Common material facts warranting disclosure, and liability for failure to disclose Yes <input type="checkbox"/> No <input type="checkbox"/> Avoiding inadvertent non-disclosures | Yes <input type="checkbox"/> No <input type="checkbox"/> Transaction documents that should be reviewed Yes <input type="checkbox"/> No <input type="checkbox"/> Common “red flags” in a real estate transaction Yes <input type="checkbox"/> No <input type="checkbox"/> Homeowner associations and buyers’ obligations to homeowner associations; and Yes <input type="checkbox"/> No <input type="checkbox"/> Advising buyers and sellers of common “red flags” | <p>ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____</p> |
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| <p><input type="checkbox"/> GENERAL REAL ESTATE-Subject area experience/expertise includes real estate</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Yes <input type="checkbox"/> No <input type="checkbox"/> Appraisal methodology Yes <input type="checkbox"/> No <input type="checkbox"/> General finance, use of financial calculators, mathematics, and managing cash flow </td> <td style="width: 50%; vertical-align: top;"> Yes <input type="checkbox"/> No <input type="checkbox"/> History of development in metropolitan areas; and Yes <input type="checkbox"/> No <input type="checkbox"/> Introduction to property management </td> </tr> </table> | Yes <input type="checkbox"/> No <input type="checkbox"/> Appraisal methodology Yes <input type="checkbox"/> No <input type="checkbox"/> General finance, use of financial calculators, mathematics, and managing cash flow | Yes <input type="checkbox"/> No <input type="checkbox"/> History of development in metropolitan areas; and Yes <input type="checkbox"/> No <input type="checkbox"/> Introduction to property management | <p>ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____</p> |
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SECTION V - SPECIAL sPECIFIC SUBJECT AREA COURSE CATEGORY QUALIFIER

The following qualification must be met, in addition to qualifying as an ADRE approved instructor per requirements in SECTIONS (I) and (IV).

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| <p>(A) CATEGORY</p> <p>Check appropriate box(es) below to add or renew the desired category and to attest to the specific category subject area that represents the applicant’s professional <u>experience/expertise</u>.</p> <p>Important: For Instructor renewal in currently approved categories and/or subject areas, <u>only select category below and complete part (B) and (C)</u> as it pertains to the category and/or subject area for renewal.</p> <p><input type="checkbox"/> PRE LICENSE 6 HOUR CONTRACT WRITING – A.R.S. § 32-2124 (L) Subject are experience/expertise must include: (Check response for each)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Actual participation in drafting contracts to purchase real property Yes <input type="checkbox"/> No <input type="checkbox"/> Listing agreements Yes <input type="checkbox"/> No <input type="checkbox"/> Lease agreements</p> <p style="text-align: center;">AND</p> <p><input type="checkbox"/> CONTRACT LAW Yes <input type="checkbox"/> No <input type="checkbox"/> Various contract forms and clauses, fundamentals, updates, options, offers, counter offers, first right of refusal, and exchanges Yes <input type="checkbox"/> No <input type="checkbox"/> Student participation in Contract writing Yes <input type="checkbox"/> No <input type="checkbox"/> Required disclosures, problem-solving, and law and rule requirements Yes <input type="checkbox"/> No <input type="checkbox"/> Breach of contract issues Yes <input type="checkbox"/> No <input type="checkbox"/> Legal, ethical and agency considerations, procedures, and disclosures Yes <input type="checkbox"/> No <input type="checkbox"/> Accommodating current financing procedures, requirements, and options</p> <p style="text-align: center;">AND</p> <p><input type="checkbox"/> REAL ESTATE LEGAL ISSUES Yes <input type="checkbox"/> No <input type="checkbox"/> Sources of real estate law (constitutions, statutes, zoning, common), and the legal system Yes <input type="checkbox"/> No <input type="checkbox"/> Land and its elements (air, mineral rights, real and personal property) Yes <input type="checkbox"/> No <input type="checkbox"/> Land, title, and interests in land, homestead, encumbrances Yes <input type="checkbox"/> No <input type="checkbox"/> Landlord and Tenant Act Yes <input type="checkbox"/> No <input type="checkbox"/> Easements, fixtures, land descriptions, ownership, deeds, and building restrictions Yes <input type="checkbox"/> No <input type="checkbox"/> Escrow procedures, financing documents, and lending laws and regulations, including Regulation Z Yes <input type="checkbox"/> No <input type="checkbox"/> Wills and estates, taxes, bankruptcy law, securities laws, title insurance, and appraisal law Yes <input type="checkbox"/> No <input type="checkbox"/> Case law studies, real estate fraud, disclosure law, interstate and international real estate Yes <input type="checkbox"/> No <input type="checkbox"/> Commission issues and forms of business ownership Yes <input type="checkbox"/> No <input type="checkbox"/> Homeowners Association regulations Yes <input type="checkbox"/> No <input type="checkbox"/> Real Estate Settlement Procedures Act (RESPA) Yes <input type="checkbox"/> No <input type="checkbox"/> Environmental issues Yes <input type="checkbox"/> No <input type="checkbox"/> Property Management</p> <p><input type="checkbox"/> 3 HOUR PRE LICENSING INSTRUCTOR IDW <input type="checkbox"/> BROKER <input type="checkbox"/> SALESPERSON <input type="checkbox"/> Category or Subject Area Updates <input type="checkbox"/> Training Methods <input type="checkbox"/> Interaction between Instructor and Students <input type="checkbox"/> Class Preparation (Layouts/Backup plans, etc.) <input type="checkbox"/> Learning Environments <input type="checkbox"/> ADRE Requirements <input type="checkbox"/> Use and Misuse of Technology</p> <p><input type="checkbox"/> 3 HOUR HOST REMOTE INSTRUCTOR IDW <input type="checkbox"/> Category or Subject Area Updates <input type="checkbox"/> Training Methods <input type="checkbox"/> Interaction between Instructor and Students <input type="checkbox"/> Class Preparation (Layouts/Backup plans, etc.) <input type="checkbox"/> Learning Environments <input type="checkbox"/> ADRE Requirements</p> | <p>(B) REQUIRED LICENSURE</p> <p>Active Arizona licensed Real Estate Broker 3 of the past 5 years?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p style="text-align: center;">AND</p> <p>(C) CONTINUING INSTRUCTOR EDUCATION COURSE INFORMATION*</p> <p>List course information below to verify attendance at four separate 3-hour ADRE approved courses in contract law for Contract Writing subject area within 48 months prior to application/renewal (no more than 6 of the hours may be distance learning); OR attendance at a minimum of two three-hour <u>in classroom</u> ADRE approved courses in selected Broker Management Clinic courses within the past 48 months prior to application /renewal:</p> <p>ADRE Course No.: _____ Date: _____ AND</p> <p>ADRE Course No.: _____ Date: _____ AND</p> <p>ADRE Course No.: _____ Date: _____ AND</p> <p>ADRE Course No.: _____ Date: _____</p> <hr/> <p>ADRE Course No.: _____ Date: _____ AND</p> <p>ADRE Course No.: _____ Date: _____ AND</p> <p>ADRE Course No.: _____ Date: _____ AND</p> <p>ADRE Course No.: _____ Date: _____ AND</p> <p>ADRE Course No.: _____ Date: _____</p> |
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| <input type="checkbox"/> BROKER MANAGEMENT CLINIC #1 (BMC #1) – STATUTES AND RULES - A.R.S. § 32-2136 (A) Subject area experience/expertise must include: (Check response for each. A “Yes” response must be demonstrated in resume or other qualifications) Yes <input type="checkbox"/> No <input type="checkbox"/> Record keeping requirements Yes <input type="checkbox"/> No <input type="checkbox"/> Trust fund accounts Yes <input type="checkbox"/> No <input type="checkbox"/> Advertising and promotions Yes <input type="checkbox"/> No <input type="checkbox"/> Employment agreements Yes <input type="checkbox"/> No <input type="checkbox"/> Contracts Yes <input type="checkbox"/> No <input type="checkbox"/> Fiduciary duties Yes <input type="checkbox"/> No <input type="checkbox"/> Material disclosures Yes <input type="checkbox"/> No <input type="checkbox"/> Department investigations Yes <input type="checkbox"/> No <input type="checkbox"/> Department audits Yes <input type="checkbox"/> No <input type="checkbox"/> Other related statutes and rules | Active Arizona Broker License No.: _____ | AND | ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____ |
| <input type="checkbox"/> BROKER MANAGEMENT CLINIC #2 (BMC #2) – BROKER POLICIES - A.R.S. § 32-2136 (A) Subject area experience/expertise must include: (Check response for each. A “Yes” response must be demonstrated in resume or other qualifications) Yes <input type="checkbox"/> No <input type="checkbox"/> Broker policy development Yes <input type="checkbox"/> No <input type="checkbox"/> Establishment of broker policies (A.A.C. R4-28-1103) Yes <input type="checkbox"/> No <input type="checkbox"/> Practical application enforcing policies Yes <input type="checkbox"/> No <input type="checkbox"/> Emphasis on those policies which ADRE has identified as common complaints/violations to avoid Yes <input type="checkbox"/> No <input type="checkbox"/> Related topics such as | Active Arizona Broker License No.: _____ | AND | ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____ |
| <input type="checkbox"/> BROKER MANAGEMENT CLINIC #3 (BMC #3) – SUPERVISION - A.R.S. § 32- 2136 (A) Subject area experience/expertise must include: (Check response for each. A “Yes” response must be demonstrated in resume or other qualifications) Yes <input type="checkbox"/> No <input type="checkbox"/> Broker risk management Yes <input type="checkbox"/> No <input type="checkbox"/> Broker supervision Yes <input type="checkbox"/> No <input type="checkbox"/> Broker Responsibilities/legal obligations Yes <input type="checkbox"/> No <input type="checkbox"/> Related topics such as: | Active Arizona Broker License No.: _____ | AND | ADRE Course No.: _____ Date: _____ AND ADRE Course No.: _____ Date: _____ |

SECTION VI - ADDITIONAL REQUIRED DOCUMENTS AND ATTESTATIONS

Attach additional required documents.

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| <input type="checkbox"/> PROFESSIONAL EXPERTISE/EXPERIENCE (Note: Not required for renewal applications, unless applying for an additional category of subject area) <input type="checkbox"/> Attachment – Resume attached must support qualifying experience and expertise for specific categories and subject areas. |
| <input type="checkbox"/> DISCIPLINARY ACTION DISCLOSURE (214/244) (Note: Required for all original and renewal applications) <input type="checkbox"/> Attachment - Disciplinary Actions Disclosure (LI-214/244 form) must be completed, signed and attached hereto. When answering “yes” on LI-214/244 form, supporting documents listed in the Disclosure Document Checklist (LI-400 form) must be provided. Forms available at www.azre.gov . |

INSTRUCTOR/APPLICANT ATTESTATION

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| By my signature below, I hereby affirm under penalty of perjury under the laws of the State of Arizona that: | |
| <ol style="list-style-type: none"> 1. I have reviewed the statutory and rule requirements for a Real Estate Instructor. A.R.S. Title 32, Chapter 20, and Title 4, Chapter 28, Arizona Administrative Code. 2. I will provide written notice to the Department within 10 days of any change in my application information or qualifications as required under A.A.C. R4-28-404 and R4-28-301. 3. I will abide by the provisions of the Real Estate Law and certify that at the time of the issuance of license I will be 18 years of age or older. 4. I will administer/distribute on behalf of school/administrator (as authorized), real estate credit only to students who have attended and/or completed real estate courses for which approval has been issued to the presenting school by the Department, and only for the credit hours and specific category of credit approved. Improper certification is grounds for suspension or withdrawal (revocation) of school certification and/or instructor approval and may affect other licenses issued to me or issued to companies that I own, or over which I exercise control. A.R.S. 32-2135 and 32-2153. 5. I am aware that the Commissioner may investigate the actions of the School and any school owner, administrator, director and instructor acting in behalf of the School, and may at any reasonable time examine the books and records of the School used in connection with offering courses for real estate credit. I will allow for and accommodate the Department’s representative, or employee, to audit or monitor any real estate course that has been approved or for which approval is pending. 6. The information and statements I have provided in this application and attachments are true and correct to the best of my knowledge and belief. I understand that any misrepresentation, or willful omission, in this application or in any attachments hereto may result in suspension or withdrawal (revocation) of my approval at any time. 7. I authorize the Department to contact all persons as it deems necessary to confirm any information contained in this application and do further authorize any person contacted to release such information. | |
| Instructor Applicant’s Name: | |
| Instructor Applicant's Signature: | Date: |

SPONSORING SCHOOL OWNER/ADMINISTRATOR ATTESTATION

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| <ol style="list-style-type: none"> 1. As the School Owner/Administrator I have reviewed the instructor applicant’s credential, resume, experience and subject matter expertise qualifications, and to the best of my knowledge and belief, the instructor applicant is qualified to teach the specific categories and subject areas applied for. 2. I have reviewed the statutory and rule requirements for a Real Estate Instructor. A.R.S. Title 32, Chapter 20, and Title 4, Chapter 28, Arizona Administrative Code. | |
| Owner/Administrator Name (Print): | |
| Owner/Administrator Signature: | Date: |
| School Approval Number: | Approval Exp. Date: |

Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

Notice to Applicant Pursuant to A.R.S. § 41-1030

An agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03, Arizona Revised statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.