



**FORM ED-102 for
ORIGINAL OR RENEWAL COURSE APPLICATIONS**

Only ADRE approved School Administrators may submit a request for course approval. All ADRE approved course content must meet the requirements of [A.A.C. R4-28-404](#) and [A.R.S. §§ 32-2124, 32-2135](#), as well as, serve to protect the public interest by providing relevant education to the professional practice of real estate in Arizona.

This application should be completed and accompanied with the Addendum(s) relating to your application type and a detailed course outline with sufficient detail to clearly identify the scope and content of each course. Instructions and a Sample Course Outline can be found [here](#).

SCHOOL INFORMATION

School's Legal Name:

School Address:

City:

State:

ZIP:

School Approval No.:

Email:

Telephone:

APPLICATION TYPE:

☐ **ORIGINAL OR RENEWAL APPLICATION FOR CONTINUING EDUCATION OR CONTRACT WRITING LIVE CLASSROOM COURSE - ADDENDUM A**

☐ **ORIGINAL OR RENEWAL APPLICATION FOR CONTINUING EDUCATION DISTANCE LEARNING OR ONLINE 6-HOUR CONTRACT WRITING COURSE - ADDENDUM B**

COURSE SCHEDULING REQUIREMENTS

Instructor Class Location/Address:

Each course event requires a separate 14 day notice pursuant to [A.R.S. §32-2135\(H\)](#). This application does not serve as the required 14 day notice nor as notice for a course to be held outside of the State of Arizona. [A.R.S. §32-2135\(J\)](#).

Visit www.azre.gov to submit notice through the ADRE [Online Education System Login](#). If the course is being held outside the State of Arizona, you will indicate where it is to be held under "Other Locations" on the "School Course Event Locations" page. Also, if the course is being held outside the State of Arizona, the Commissioner may require you to create a video recording of the course or make arrangements that are approved by the Department to monitor the course to allow for an ADRE review.



I understand that I must notify the Department at least 14 days before holding each Live Classroom course, and that both the notice and course access information will be submitted to ADRE through the [Online Education System Login](#) in advance of the course delivery date.

Questions regarding this communication can be sent to Jim Knupp, ADRE Deputy Commissioner, at 602-771-7769 or online through the ADRE Message Center

INSTRUCTOR ATTESTATION

If there is more than one instructor, please attach additional attestations for each using the language below.

By my signature below, I attest that I am the ADRE approved instructor for teaching this course. I have reviewed the entire course and material and the course is accurate, specific to Arizona, timely, relevant, and does not contain any information that is not applicable in Arizona and is in accordance with all applicable Arizona statutes and rules. I will maintain a current ADRE Instructor license during all times of instruction. My instructor contact information will be made available to all attending students.

Instructor Name:

Instructor Signature:

Course Name:

Date:

SCHOOL ADMINISTRATOR ATTESTATION

By my signature below I attest that I have thoroughly read and reviewed and hereby approve of the submitted course application(s), including the application requirements, the outline and all other course materials. I have further thoroughly reviewed and approved each proposed instructor's credentials and specific qualifications. I will be responsible for ensuring that the course is presented by the School in the manner stated in this application. I understand the potential penalties pursuant to [A.R.S. § 32-2135\(C\) and 32-2153\(A\)\(26\)](#).

I also attest that:

- The course content adheres to [A.R.S. § 32-2124 and 32-2135](#). If pertinent the requirements of the Application and the ADRE Detailed Instructor Outline Prescribed Curriculum - Salesperson's and/or Licensing, and that the course content is intended to prepare the student with the appropriate knowledge and understanding of real estate practices and principles in the real estate profession, as well as protecting the public interest.
- The course content is appropriate for professional real estate education, reflects current Arizona real estate practices or methods, is consistent with the proposed instructional materials and can be taught in the allotted time as stated in the application.
- The course content is, and will remain current, accurate, specific to Arizona, timely, relevant, and in accordance with all applicable Arizona statutes and rules; The course will be updated, or rewritten as necessary during the four (4) year course approval period.
- All instructional materials used by students reflect accurate and current content according to Arizona real estate practice, and contain no significant errors, in content, typography or grammar, and adhere to all copyright requirements.
- I further understand that "The course may not be taught if the content ceases to be current or is substantially changed." [A.R.S. § 32-2135\(F\)](#).

I have a full understanding, that should there be any proven misrepresentation, or willful omission in this application, or any of the attachments, any approval, which may have been granted, is subject to suspension or revocation, and disciplinary action could occur.

Administrator Name:

Administrator Signature:

Title:

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. § 41-1093](#)

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.