ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)
INSTRUCTIONS FOR CERTIFICATE OF COURSE APPROVAL
CONTINUING EDUCATION/DISTANCE LEARNING/ PRELICENSE CONTRACT WRITING
Classroom/Distance Learning/Host Remote Live Stream
(ED-102-CE/DL/HR/OPCW)

Any school licensed by ADRE, or exempt from licensure under A.A.C. R4-28-404 must present to ADRE for approval, all courses offering credit toward licensing, or for the renewal of an Arizona real estate license. Only ADRE approved School Administrators of an ADRE approved school may submit a request for course and/or instructor approval. All ADRE approved course content must be directly related to the professional Arizona real estate practice and adhere to all specific guidelines as stated in the current 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 Arizona real estate.

Beginning September 25, 2020

- Discard all prior blank ED-102 Forms – ADRE will not accept the old version of the ED-102 application form.
- The new ED-102 Form (CE/DL/HR/OPCW) – The new ED-102 form must be used for all ***new*** course applications, with a course approval application and include an Addendum for each delivery method application being applied for. A new course number will be assigned with a four (4) year course expiration date (i.e. All course delivery methods, will be under the same course number). A course may have an approval for multiple delivery methods, depending on the Addenda attached to the application.
- Already approved, current Courses, where a new and/or additional delivery method is desired, can be submitted by completing the new ED-102, including the current course title and course number, and any additional delivery method addenda that were not included on the original course application approval. Upon ADRE approval, the current course number will remain and the course, course number, and all delivery methods will expire on the date stated in the original course approval. A new application will then be required, and a new course number will be assigned with a new four (4) year expiration date. Current approved courses cannot be renewed upon expiration.
- Classroom Salesperson and/or Broker Pre Licensing courses must have been approved on the Salesperson ED-110 and/or Broker ED-112 prior to submitting the new ED-102 and Addendum C for Host Remote delivery approval.

Definitions for Course Delivery (Pre Licensing and Continuing Education)

"Certificate of Course Approval" Any school offering a course of study for original or renewal licensure of a real estate applicant shall apply for and possess a Certificate of Course Approval for each course offered by the School. The school's authorized representative shall submit the requirements listed in A.A.C. R4-28-404(B).

"Classroom Standard" (Applies to Live Classroom and Host Remote) as adopted by the Education Advisory Committee: A classroom shall have a live instructor and provide for an active learning atmosphere. A classroom shall be suitable for all real estate course credit hours and held in a room where other business is not being conducted simultaneously. A classroom shall comply with applicable, local, state and federal regulations regarding safety, health and disabilities.

"Course" means a class, seminar, or presentation.

"Credit Hour" is 50 minutes of instruction, which shall include student participation and interaction. A.A.C. R4-28-101

"Guest Speaker" is defined as an individual who teaches a real estate education course on a one-time only or very limited basis, who possesses a unique depth of knowledge and experience in the subject matter proposing to teach. Guest Speaker does not apply to Pre licensure or Instructor Development Workshop (IDW) courses. The Guest Speaker exemption does not apply to a licensed instructor who wishes to teach in other categories or specific course subjects that the instructor is not approved to teach.

"Module" means a set of standardized parts or independent units that can be used to construct a more complex structure.

"School" means a person or entity that offers a course of study towards completion of the education requirements leading to licensure or renewal of licensure.

Course Application Requirements

Continuing Education Topics: Each course content category approval must strictly comply with A.A.C. R4-28-402 course category requirements. Examples of topics that will **NOT** be approved include: Prospecting for Leads/Listing/Buyers; Social Media; Computer and/or Internet; Negotiation Techniques; Body Language Interpretation; Feng Shui, Managing Personal Budget; Home Decoration; Landscaping; Identity Theft Protection;

Stress Management; Personal Marketing; Interpersonal Communication; Positive Thinking; Time Management; Safety, and solely Technology. Other courses/topics not listed may be deemed unacceptable if the course/topic does not relate to the practice of real estate, comply with the category requirements of R4-28-402 or Real Estate Arizona Revised Statute and Rules.

Course Orientation: The prospective student shall sign an agreement or application to enroll, presented to the student by the school administrator, that includes in bold type and capital letters: 1) The course, or course segment title within a curriculum; 2) The total credit hours applicable to the course; 3) The cost of the course; 4) A statement of the refund policy; 5) A list of any/all required course material, with information on the accessibility and/or required cost of the material; 6) Course completion requirements; 7) Policies regarding attendance and behavior; 8) Topical outline; 9) Learning objectives.

Instructor Qualifications (Instructor Development Workshop-IDW): All instructors must be listed on the application, and, must possess a current Arizona instructor number, with approval for the teaching of the course and delivery method(s) on the application. The school administrator shall attest to having identified and ensured that all instructors are an ADRE approved instructor, and that the instructor maintains knowledge and competence of the course content, and has prepared and been certified specifically to the delivery platform and course content being taught. Instructor approval requirements does not apply to Guest Speakers. Instructors must follow the approval, renewal, and change guidelines outlined in the ED-101 Form, including the completion of the ADRE approved Instructor Development Workshop (IDW).

Pre License Instructor Development Workshop: (Refer to the guidelines included in the Instructor Approval ED-101 for more information) A current Arizona Broker's license is required to teach SA and BR Pre Licensing. 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) is required.

Host Remote Live Streaming Instructor Development Workshop: (Refer to the guidelines included in the Instructor Approval ED-101 for more information) 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.

Instructor Methods/Student Participation/Interaction: Each credit hour shall include student active participation/interaction with appropriate teaching methods, which go beyond standard lecture, and in addition to lecture, should include, depending on the delivery platform applied for, at least the required minimum of the following, based on the topic area: scenarios with interactive discussion; role play activities; simulation, group exercises; quizzes, quiz review; vocabulary review; math exercises, all designed to support the learning objectives of the course, and the topic.

Teaching Materials: Any, and all teaching materials, and/or aids used, including any student handouts and textbook titles must be stated on application, confirming adherence to any applicable copyright laws, and that any required permissions have been obtained. *Do not submit hard copies of instructional material to ADRE*.

Distance Learning School End-of-Course (Final) Exam: Distance Learning delivery courses are required to have an end-of-course school examination. Final school exam requirements shall contain a minimum of the following: 1) Not less than the required number of questions; 2) An assessment that measures the comprehension of each concept in the course modules, the course final exam shall have a minimum of 25 multiple-choice questions with only one correct/best answer. If an end-of-module quiz question is repeated in a final exam retake, the order of the exam questions shall be randomly reselected and/or any repeated questions shall have the answers reordered. 3) Questions must be related to the subject and content of the course and may not contain true/false questions; 4) Exam must consist of multiple choice questions with at least 4 options for each question/item; 4) Questions must be of sufficient rigor that they support the course's learning objectives, test the student's knowledge, and ensure the student's comprehension and retention of the material; 5) Final exam may not count toward the overall time of the course; 6) A minimum 80% passing ratio must be achieved before a school course completion certificate is issued.

Pre Licensing School End-of-Course (Final) Exam: All Pre-Licensing courses are required to have an end-of-course school examination. Final school exam requirements shall contain a minimum of the following: 1) Not less than 150 questions; 2) Final exam questions must be pulled from a question bank with a 2:1 ratio (300 question bank); 3) Questions must be related to the subject and content of the course and may not contain true/false questions; 4) Exam must consist of multiple choice questions with at least 4 options for each question/item; 4) Questions must be of sufficient rigor that they support the course's learning objectives, test the student's knowledge, and ensure the student's comprehension and retention of the material; 5) Final exam may not count toward the overall time of the course; 6) A minimum 80% passing ratio must be achieved before a school course completion certificate is issued. Pursuant to A.R.S. § 32-2124(B)(C), all applicants other than renewal applicants under section 32-2130 for a real estate salesperson's or broker's license shall show evidence satisfactory to the commissioner that they have completed a real estate salesperson's or broker's course that is prescribed and approved by the commissioner and that is at least

ninety classroom hours, or its equivalent, of instruction in a real estate school certified by the commissioner and have satisfactorily passed an examination on the course.

Student Identity Verification (Classroom & Host Remote Live Streaming): As required on the Pre Licensing and Continuing Education classroom delivery method, a student signature roster shall be obtained at each class offering, with an ADRE provided attestation, (click here) that by signing, the student attests that the signature indicates student's true identity. In addition, the school shall maintain a record for five years of each student attending the school. The record shall include: the name of the student; the dates of attendance; the course title and ADRE course number, and credit hours awarded. The original signature roster for each course must be retained by the school for five (5) years pursuant to Arizona statute.

Student Identity Verification (Online Pre Licensing):

Each provider of pre license online course content, including online contract writing, must have in place a system and process for identifying and authenticating online learners, ensuring the student who registers for a course is the student who completes the course material, and is the student who successfully passes the school's final exam. The student authentication system must require each student to authenticate themselves each time they enter the course, and have one authentication during each logged in session, and prior to any final school exam for the course. The system must provide a detailed reporting structure allowing audits for compliance of student authentication by the Department, if requested. The record shall include: the name of the student; the dates of attendance; the time log by activity; the course title; the ADRE course number; and credit hours awarded. The student record for each course must be retained by school for five (5) years. See Substantive Policy Statement 2019.01 Online Pre Licensing Education Course and Learning Guidelines, click here for acceptable formats of student authentication verification.

Course Completion Certificate: After a student passes the school final exam for Continuing Education Distance Learning, and for the Pre Licensing Classroom and Host Remote Live Streaming and Online Pre License Contract Writing delivery method, each student shall receive a fully completed ADRE required Student Course Completion Certificate (click here), which includes 1) the name of course provider; 2) course title; 3) course number; 4) course start date; 5) course completion date; 6) hours awarded; 7) Student's name; and 8) School's contact information. Note: Only the School Administrator shall complete and sign the Student Course Completion Certificates. Providers (schools) are **not** to have a student fill in any information on their own course completion certificate.

Credit Hour: The course must contain a minimum of three credit hours, unless specified differently on an attached Addendum. A "credit hour" is 50 minutes of instruction and does not include break time, administration of the final examination, nor sponsor presentation time. There is a maximum of 9 credit hours per day for continuing education, and 10 hours per day for Pre Licensing. Online 6-hour Pre License Contract Writing courses are considered Pre Licensing for daily credit hours.

Course Outline: All applications must be complete at time of submission. Courses must be organized and divided into fifty (50) minute instructional segments, with those segments organized into multiple units of instruction. Course applications must include a very detailed course outline of the entire proposed course material with sufficient detail to clearly identify the course scope and content. Each unit of instruction must be delivered in a manner that supports the learning objective of the course. The outline must identify: 1) The nature of each subject matter and each specific topic; 2) Specific time allocations for each topic; 3) Topic placement within the instruction; 4) A desired instruction outcome stating the relevant and unique proposed course learning objective for each instructional segment, and; 5) The teaching method(s) applied. The outline must be presented in 12-point type. The ADRE provided School Administrator Attestation must be signed by the authorized School Administrator, and an Instructor attestation if required on the ED-102 Addendum.

Application Timeframe Filing Requirements (A.R.S §32-2135)**:** Continuing Education Classroom and Host Remote Streaming courses and Pre Licensing 6 hour Contract Writing classroom course applications must be received by ADRE **no less than 30 days prior to the first course presentation** and allow ADRE a maximum 30 days for approval process. Distance Learning Course Delivery and Pre Licensing 6 hour Contract Writing Online Delivery applications must be received by ADRE no less than 90 days prior to the first to the first course presentation and allow ADRE a maximum 90 days for approval process. Should deficiencies still exist after the overall time-frame period expires, the course approval will be denied by ADRE. The school may advertise a course, before its approval, only as "pending approval". A.A.C. R4-28-103

Education Delivery Methods

"Live Classroom Course" Addendum A (A.R.S. § 32-2135(F)): The application shall include a course outline with sufficient detail to clearly identify the scope and content of the course. The outline shall state a desired instructional outcome for the course.

"**Distance Learning Course" Addendum B** (A.A.C. R4-28-101): Means a course of instruction outside a traditional classroom situation consisting of computer-based interactive instructional material, requiring completion the credit hours specified. A course that requires a student to read text, listen to audio tapes, or view video material without student participation, feedback, and remedial instruction is not a distance learning course. See SPS 2010.02 Distance Learning, click here. Each Distance Learning Course must meet the requirements for the applicable course credit category before being approved for continuing education credit in that category.

"Host Remote Live Course Streaming" Addendum C: Instruction delivery method for course delivery is presented by internet connected computer (host) to remote locations. Students cannot use a mobile device to complete the course. The Host Remote Live Course Streaming instruction delivery method can be classes that are held in classrooms with synchronized platforms, bi-directional audio and video communications between the host and remote classrooms, administered by a live instructor from the host classroom, and monitored per requirements by onsite monitor(s) in the classroom at each remote classroom location OR delivery from an instructor to student, and monitored per requirements with synchronized platforms, bi-directional audio and video communications between the instructor and student location(s). The host remote live streaming course must be delivered from and to an environment conducive to learning.

"Online Course" Addendum D: (A.R.S. § 32-2101(40)) Means pre licensure education that is a planned learning experience with a geographic separation that may be synchronous or asynchronous, that does not require real-time interaction between a student and an instructor and that uses a platform with self-paced or prerecorded lessons and materials that a student can access via the internet to proceed at the student's own pace. See SPS 2019.01 Online Pre Licensing Education Course and Learning Guidelines, click here.

Asynchronous Learning" occurs when interaction between the instructor and learner is not simultaneous, or takes place at a different time.

"Synchronous learning" occurs when the interaction between the instructor and learner is simultaneous, or in real time. **Sale or promotion of products or services are only permitted prior to or after class, or during breaks**. **Lender programs presented in class must be generic programs, offered through other Arizona lenders, and not proprietary to the presenting lender.**

A.R.S. § 32-2135(E) states, in pertinent part: "The commissioner may determine minimal content requirements for approving educational courses…."

	Course Types by Delivery Method	
Live Classroom & Host Remote	**Online**	**Distance Learning**
90 Hour Pre Licensing Course - Salesperson - Broker	90 Hour Pre Licensing Course - Salesperson - Broker	Continuing Education (CE) Course
6 Hour Pre Licensing Contract Writing	6 Hour Pre Licensing Contract Writing	
Broker Management Clinics (BMC #1, #2, #3)		
Continuing Education (CE) Courses		
Instructor Development Workshop (IDW)		

Course Outline and Objective

The course application shall include a course outline with sufficient detail to clearly identify the scope and content of the course. The outline shall state a desired instructional outcome for the course. A detailed course outline of the proposed course material must be submitted as part of the application. For each three-hour course or course segment, the submitted course outline, at a minimum, must be in 12 point type, that clearly identifies the nature of the subject matter and topics, including time allocated, with enough detail that the course content may be evaluated for appropriateness and approval category. The desired instructional outcome shall state an objective unique for the proposed course and relevant to the course content as set forth in the outline. The course outline applies as a requirement to all delivery methods for Arizona course approval. Refer to the course outline example included in these instructions.

EXAMPLE

Time	Topic	Objective (as applicable)	Teaching Method
5	Introductions		
15	Department Overview - Org chart of who's who in the Education Department	Explain the course approval process	Lecture
30	Review Course Applications	Differentiate between forms ED102-, ED-104 and ED-105	Lecture
10	Break		
15	Review what steps to take when developing a course outline	List at least 3 items that should be included in a Course Outline	Lecture
15	Introduce the SMART process of writing course objectives	Describe what make a good objective	Lecture
10	Review Sample Course Outlines	Distinguish between a well developed course outline and a poorly written course outline	Group Exercise
20	Break out Session – Assign groups course topics and have them develop Objectives.	Demonstrate writing course objectives	Group Exercise
10	Break		
30	Discuss Copyrighted Issues	Identify	Lecture
10	Review		Instructor lead Question Session
15	Question & Answer Session		Group Questions
10	Evaluations	Evaluate Course	Student Activity

185 minutes total, less 5 minutes for introductions, 20 minutes for breaks and 10 minutes for course evaluations = 150 minutes of instruction = 3 credit hours

For distance learning courses, include time allotments for each module of instruction or in 50-minute intervals with stated learning objectives for each

Arizona Department of Real Estate (ADRE)
Education Division
www.azre.gov

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

DOUGLAS A. DUCEY
Governor

JUDY LOWE
Commissioner

CONTINUING EDUCATION/ CONTRACT WRITING
CERTIFICATE OF COURSE APPROVAL APPLICATION
Classroom/Distance Learning/Host Remote Live Streaming (ED-102 – CE/DL/HR/OPCW)

Review the Checklist and Instructions Prior to Submitting this Form
SECTION I – COURSE INFORMATION

1. Course Title:	**Date Submitted:**
2. Course Type: ☐Continuing Education(CE) ☐90 Hour Pre Licensing (Include 90 Hr. Pre License application for a new course that will be delivered host remote.) ☐6 Hour Contract Writing ☐Instructor Development Workshop(No DL) **Delivery Method:** ☐Live Classroom(LC) - Addendum A ☐Distance Learning(DL) - Addendum B ☐Host Remote(HR) - Addendum C ☐Online Pre Licensing 6 Hr. Contract Writing(OL) - Addendum D **Purpose:** ☐ New Course - Recurring ☐ New Course – One Time Only ☐ Existing Approved Course (Attached hereto)	**Total No. Credit Hours:** **CE Category- Section III**

3. If applicable, Existing Approved ADRE course number Previously approved for this same submitting School? ☐ Yes ☐ No
Course Expiration Date:

4. Desired Instructional Outcome (a descriptive summary of the course, its objective, and its application as to protection of the public interest):

5. School's Legal Name:	**Phone No.:**	**Email Address:**	
School Address:	**City**	**State**	**Zip Code**
6. School Arizona License No.:	**School Expiration Mo/Year:**		

7. Regular Business Hours: **a.m. or p.m.** through **a.m. or p.m.**

8. Days of Week with Regular Business Hours (Check all that apply):
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

9. Nine (9) Hours Maximum Per Day. Are measures in place to prevent students from receiving credit for more than nine (9) hours of continuing education per day? A.A.C. R4-28-401 (E) ☐ Yes ☐ No

10. Arizona Practices.
A. Does the majority of the course content adhere to the detailed outline provided and clearly identify current **Arizona Practices** when it covers areas of practice, law, administrative code, custom or the standard of care? ☐ Yes ☐ No

B. Is the course content accurate, specific to Arizona, timely, relevant, and in accordance with all applicable Arizona statutes, rules and policies? ☐ Yes ☐ No

SECTION II – SPECIFIC COURSE SUBJECTS

11. ☐ **6-Hour Contract Writing.** A.R.S. § 32-2124 (L) titled Contract Writing or Introduction to Contract Writing Course and includes all requirements of Course Category Qualifier: 3 hrs. Contract Law and 3 hrs. Real Estate Legal Issues ☐ Yes ☐ No

Note: Does not qualify for Distance Learning. Contract Writing to be delivered Live Classroom, Host Remote, or Online.

☐ Addendum A-Classroom ☐ Addendum C-Host Remote ☐ Addendum D-Online Contract Writing

The 6-hour Pre Licensing Contract Writing course includes the student participation in the actual drafting of contracts. ☐ Yes ☐ No

Student participation in actually drafting Listing Agreements	☐ Yes ☐ No
Student participation in actually drafting Lease/Rental Agreements	☐ Yes ☐ No
Student participation in actually drafting other Agreements	☐ Yes ☐ No
Does the course content include at least 3 topics from each course qualifier for contract law and real estate legal issues?	☐ Yes ☐ No

12. 9-Hour Broker Management Clinic (BMC) A.R.S. §32-2136. Each title must include the term "BMC #1, #2 or 3"

Course Category Qualifier: 3 hours each class in Commissioner's Standards

The BMC shall be presented in three (3) different three (3) hour classes and may be delivered in either live classroom, or distance learning, or host remote streaming format. Each class may emphasize a specific real estate discipline (specialty) as described below under BMC Specialty Option that includes the distinct Specialty Name in the course title. To meet statutory requirements these three (3) classes shall be designed as three (3) hours each in BMC #1- Statutes and Rules; BMC #2 - Broker Policies; or BMC #3 – Supervision as described in numbers 13, 14, and 15 below. Schools may apply for individual three (3) hour BMC classes. To acquire the required nine (9) hours, licensees may take BMC #1, #2, and #3 in any order, and from any combination of Arizona approved schools within any specialty/discipline.

12-A. ☐ **3 Hour BMC #1 Statutes and Rules**

BMC #1 Course Title:

BMC #1 Specialty **Name in "( )" if applicable**

BMC #1- Shall include all the following topic areas:

☐Yes ☐No Record keeping requirements
☐Yes ☐No Trust fund accounts
☐Yes ☐No Advertising and promotions
☐Yes ☐No Employment agreements
☐Yes ☐No Contracts
☐Yes ☐No Fiduciary duties
☐Yes ☐No Material disclosures
☐Yes ☐No Department investigations
☐Yes ☐No Department audits
☐Yes ☐No Other related statutes or rules:

BMC #1 Specialty Option

☐Yes ☐No (If Yes, check which specialty/discipline below)

☐Residential resale ☐Property management ☐Commercial real estate ☐New home sales ☐Business brokerage ☐Timeshares

☐Other specific real estate issues:

12-B. 3 Hour BMC #2 Broker Policies

BMC #2 Course Title:

BMC #2 Specialty **Name in "( )" if applicable**

BMC #2- Shall include all the following topic areas:

☐Yes ☐No Broker policy development
☐Yes ☐No Related topics, including a minimum of one of the following:
☐Yes ☐No Establishment of broker policies (A.A.C. R4-28-1103)
☐Yes ☐No Practical application enforcing policies
☐Yes ☐No Emphasis on those policies which ADRE has identified as common complaints/violations to avoid

BMC #2 Specialty Option

☐Yes ☐No (If Yes, check which specialty/discipline below)

☐Residential resale ☐Property management ☐Commercial real estate ☐New home sales ☐Business brokerage ☐Timeshares

☐Other specific real estate issues:

12-C. 3 Hour BMC #3 Supervision

BMC #3 Course Title:

BMC #3 Specialty **Name in "( )" if applicable**

BMC #3- Shall include all the following topic areas:
☐Yes ☐ No Broker supervision
☐Yes ☐No Broker responsibilities/legal obligations
☐Yes ☐No Other related topics:

BMC #3 Specialty Option
☐Yes ☐ No (If Yes, check which specialty/discipline below)
Other specific real estate issues:

13. ☐ 90 Hour Pre-license Course (Apply here only for a Host Remote Streaming Delivery for a course currently approved on an ED-110-PE or an ED-112-PE.) **Note: Does not qualify as a Distance Learning Course. Pre Licensing to be delivered LC, HR, or OL.**
☐90 Hour Salesperson Classroom Pre-license ED 110- PE; Approved Course #:
☐90 Hour Broker Classroom Pre License ED-112-PE; Approved Course #:

14. ☐ Instructor Development Workshop(s) (IDW) **Note: Does not qualify as a Distance Learning Course or Online. IDW to be delivered Live Classroom or Host Remote.**

To obtain an original or renewal instructor approval for a specific content category, a content Instructor Development Workshop (IDW) may be taken within the immediate prior 24 months by an instructor instead of taking the two category specific courses. The IDW course category, or specific course subject, must be submitted in conjunction with any continuing education Course Category Qualifier **(SECTION III)** or Specific Course Subject **(SECTION II)** sections of this application. For IDW instructor requirements, see Instructor Approval/Renewal/Change Application, Form ED-101.

Course content IDW must include ALL of the following requirements:

- The words "Instructor Development Workshop" or the acronym "IDW" in the proposed title of the course.
- **150 minutes per 3 hours on instructor development topics** in the IDW course content outline**.**
- At least three (3) of the following instructor development specific topics in the selected category or specific course subject area below within each minimum 3 hour continuing education course category or specific course subject area pursuant to A.A.C. R4-28-402 (A)(2)and(3).

Choose from the following **Categories OR Specific Course Subjects** that are applicable to this IDW course application. Refer to the Specific Course Subject **(SECTION II)** or Course Category Qualifier **(SECTION III)** of this application for a detailed description of each.

☐ **Agency Law Category**
Instructor Development Topics: (Check at least 3 or more topics)
☐Category or Subject Area Updates ☐Legislative/ADRE Publications ☐Risk Pitfalls/Management
☐Legal Application, including ☐Issues/Examples Recent ADRE Orders or Letters of Concern ☐Recent Court Decisions (Case Law)

☐ **Contract Law Category**
Instructor Development Topics: (Check at least 3 or more topics)
☐Category or Subject Area Updates ☐Legislative/ADRE Publications ☐Risk Pitfalls/Management
☐Legal Application, including ☐Issues/Examples Recent ADRE Orders or Letters of Concern ☐Recent Court Decisions (Case Law)

☐ **Commissioner's Standards Category**
Instructor Development Topics: (Check at least 3 or more topics)
☐Category or Subject Area Updates ☐Legislative/ADRE Publications ☐Risk Pitfalls/Management
☐Legal Application, including ☐Issues/Examples Recent ADRE Orders or Letters of Concern ☐Recent Court Decisions (Case Law)

☐ **Disclosure Category**
Instructor Development Topics: (Check at least 3 or more topics)
☐Category or Subject Area Updates ☐Legislative/ADRE Publications ☐Risk Pitfalls/Management
☐Legal Application, including ☐Issues/Examples Recent ADRE Orders or Letters of Concern ☐Recent Court Decisions (Case Law)

☐ **Fair Housing Category**
Instructor Development Topics: (Check at least 3 or more topics)
☐ Category or Subject Area Updates ☐Legislative/ADRE Publications ☐Risk Pitfalls/Management
☐Legal Application, including ☐Issues/Examples Recent ADRE Orders or Letters of Concern ☐Recent Court Decisions (Case Law)

☐ **Real Estate Legal Issues Category**
Instructor Development Topics: (Check at least 3 or more topics)
☐ Category or Subject Area Updates ☐Legislative/ADRE Publications ☐Risk Pitfalls/Management
☐Legal Application, including ☐Issues/Examples Recent ADRE Orders or Letters of Concern ☐Recent Court Decisions (Case Law)

☐ **6 Hour Contract Writing Specific Course Subject – *Category Qualifier: 3 hours Contract Law and 3 hours Real Estate Legal Issues***
Instructor Development Topics: (Check at least 6 or more topics. 3 from Contract Law and 3 from Real Estate Legal Issues)
☐ Category or Subject Area Updates ☐Legislative/ADRE Publications ☐Risk Pitfalls/Management ☐Contract Preparation
☐Legal Application, including ☐Issues/Examples Recent ADRE Orders or Letters of Concern ☐Recent Court Decisions (Case Law)

☐ **3 Hour Broker Management Clinic #1 (BMC #1) Statutes and Rules - *Category Qualifier: 3 hours Commissioner's Standards***
Instructor Development Topics: (Check at least 3 or more topics)
Category or Subject Area Updates ☐Legislative/ADRE Publications ☐Risk Pitfalls/Management
☐Legal Application, including ☐Issues/Examples Recent ADRE Orders or Letters of Concern ☐Recent Court Decisions (Case Law)

☐ **3 Hour Broker Management Clinic #2 (BMC#2) Broker Policies - *Category Qualifier: 3 hours Commissioner's Standards***
Instructor Development Topics: (Check at least 3 or more topics)
☐Category or Subject Area Updates ☐Legislative/ADRE Publications ☐Risk Pitfalls/Management
☐Legal Application, including ☐Issues/Examples Recent ADRE Orders or Letters of Concern ☐Recent Court Decisions (Case Law)

☐ **3 Hour Broker Management Clinic #3 (BMC #3) Supervision - *Category Qualifier: 3 hours Commissioner's Standards***

Instructor Development Topics: (Check at least 3 or more topics)

☐ Category or Subject Area Updates ☐Legislative/ADRE Publications ☐Risk Pitfalls/Management
☐Legal Application, including ☐Issues/Examples Recent ADRE Orders or Letters of Concern ☐Recent Court Decisions (Case Law)

☐ **3 Hour Pre Licensing Instructor IDW** ☐**Salesperson Curriculum** ☐**Broker Curriculum**

Instructor Development Topics: (Check at least 3 or more topics)

☐ Category or Subject Area Updates ☐Legislative/ADRE Publications ☐Risk Pitfalls/Management
☐Legal Application, including ☐Issues/Examples Recent ADRE Orders or Letters of Concern ☐Recent Court Decisions (Case Law)

☐ **3 Hour Host Remote Instructor IDW**

Instructor Development Topics: (Check at least 3 or more topics)

☐Category or Subject Area Updates ☐Training Methods ☐Interaction between Instructor and Student
☐Class Preparation (Layouts/Backup plans, etc.) ☐ Learning Environment ☐Use and Misuse of Technology
☐ADRE Requirements

Seminar or Instructor Development Workshop(s) (IDW)

A.R.S. § 32-2135 (K) provides that "beginning January 1, 2012, in the twenty-four months before application, each instructor original or renewal applicant, other than a panelist, guest speaker, an attorney or out-of-state instructor, shall attend at least a three hour professional seminar or workshop, approved by the department, emphasizing instruction methods, techniques and skills. At the discretion of the commissioner this requirement may be waived based on individual request review." For IDW instructor requirements, see Instructor Application, form ED-101.

To obtain approval for a 3 hour seminar or IDW, course content must include ALL of the following requirements:

- The words "Instructor Development Workshop" or the acronym "IDW" in the proposed title of the course.
- 150 minutes per 3 hours on instructor development topics in the IDW course content outline.
- Three (3) or more Subtopics for each of the following Topics (A-C):

A. Instructional Methods (Topic)

Instructor Development Subtopics: (Check at least 3 or more subtopics)

☐Adult Learning (Theories) ☐New Concepts/Ideas ☐ADRE Compliance (A.R.S. § 32-2135) ☐ Learning Styles
☐Use and Misuse of Technology ☐ Teaching Tools ☐Interaction between Instructor and Student ☐ Learning Environment
☐Training Methods ☐Other*

B. Instructional Techniques (Topic)

Instructor Development Subtopics: (Check at least 3 or more subtopics)

☐Lecture/Demonstration (role-play/panels, etc.) ☐Test Administration ☐Q&A/Forms of Discussions
☐Team Activities ☐Handouts/Resource Material ☐ Teaching Technical Material
☐Tools for implementing technology ☐ Teaching Sensitive Material ☐Other*

C. Instructional Skills (Topic)

Instructor Development Subtopics: (Check at least 3 or more subtopics)

☐ Effective Speaking Styles ☐Body Language ☐Managing A Class (Maintaining control)
☐ Class Preparation (Layouts/Backup plans, etc.) ☐Instructor Etiquette ☐ Staying on Schedule (Time Management)
☐ Teaching Techniques for Class Size ☐Dealing with Classroom Problems ☐Adapting to the Students Needs
☐ Difference Between Teaching and Instructing ☐ Other*

SECTION III - COURSE CATEGORY QUALIFIER

15. Course Category Qualifier - A.A.C R4-28-402 (Course content must meet the requested category type. Check all that apply)

15A. Agency Law

The majority of class material must concern:

☐Yes ☐No Agency relationships, fiduciary duty and disclosure

15B. Contract Law

The majority of class material must concern the contract formation and implementation, or the results of contract use, including:

☐Yes ☐No Various contract forms and clauses, fundamentals, updates, options, offers, counter offers, first right of refusal, and exchanges
☐Yes ☐No Student participation in Contract writing
☐Yes ☐No Required disclosures, problem-solving, and law and rule requirements
☐Yes ☐No Recent court decisions and case law studies
☐Yes ☐No Breach of contract issues
☐Yes ☐No Legal, ethical and agency considerations, procedures, and disclosures
☐Yes ☐No Accommodating current financing procedures, requirements, and options

15C. Commissioner's Standards

The majority of class material must relate to Arizona license laws, including:

☐Yes ☐No Article 26 of the Arizona Constitution
☐Yes ☐No 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 action and hearings
☐Yes ☐No A.R.S. Title 44, Chapter 10, Article 3.1 Trade Name; Business Practices and Broker Policies.

15D. Disclosure

The majority of class material must concern the following:

☐Yes ☐No Licensee's disclosure obligations to client and others
☐Yes ☐No Seller's and buyer's disclosure obligations to each other
☐Yes ☐No Common material facts warranting disclosure, and liability for failure to disclose
☐Yes ☐No Avoiding inadvertent non-disclosures
☐Yes ☐No Transaction documents that should be reviewed
☐Yes ☐No Common ''red flags'' in a real estate transaction
☐Yes ☐No Homeowner associations and buyers' obligations to homeowner associations; and
☐Yes ☐No Advising buyers and sellers of common ''red flags.''

15E. Real Estate Legal Issues

The majority of class material must concern existing real estate law pertinent to Arizona and current local and Arizona state real estate legal including:

☐Yes ☐No Sources of real estate law (constitutions, statutes, zoning, common), and the legal system
☐Yes ☐No Land and its elements (air, mineral rights, real and personal property)
☐Yes ☐No Land, title, and interests in land, homestead, encumbrances
☐Yes ☐No Landlord and Tenant Act
☐Yes ☐No Easements, fixtures, land descriptions, ownership, deeds, and building restrictions
☐Yes ☐No Escrow procedures, financing documents, and lending laws and regulations, including Regulation Z
☐Yes ☐No Wills and estates, taxes, bankruptcy law, securities laws, title insurance, and appraisal law
☐Yes ☐No Case law studies, real estate fraud, disclosure law, interstate and international real estate
☐Yes ☐No Commission issues and forms of business ownership
☐Yes ☐No Homeowners Association regulations
☐Yes ☐No Real Estate Settlement Procedures Act (RESPA)
☐Yes ☐No Environmental issues
☐Yes ☐No Property Management

15F. Fair Housing

The majority of class material must concern equal opportunity in Housing, including:

☐Yes ☐ No Americans with Disabilities Act (ADA), architectural designs (construction and development, and pertinent court cases
Arizona and federal fair housing laws, including advertising, marketing, information and enforcement
☐Yes ☐ No Housing development deed restrictions, affordable housing, zoning , local ordinances, and disclosures
☐Yes ☐ No Commercial and residential concerns, and Administrative Procedures and business practices
☐Yes ☐ No Diversity

15G. General Real Estate

The majority of class material must concern real estate, and does not fall within any other credit category, including:

Appraisal methodology
☐Yes ☐ No General finance, use of financial calculators, mathematics, and managing cash flow
☐Yes ☐ No History of development in metropolitan areas; and
Introduction to property management

19. Complete course outline, formatted as follows

The course application shall include a course outline with sufficient detail to clearly identify the scope and content of the course. The outline shall state a desired instructional outcome for the course. A detailed course outline of the proposed course material must be submitted as part of the application. For each three-hour course or course segment, the submitted course outline, at a minimum, must be in 12 point type, that clearly identifies the nature of the subject matter and topics, including time allocated, with enough detail that the course content may be evaluated for appropriateness and approval category. The desired instructional outcome shall state an objective unique for the proposed course and relevant to the course content as set forth in the outline. The course outline applies as a requirement to all delivery methods for Arizona course approval. Refer to the course outline example included in these instructions.

Time (minutes)	**Topic**	**Learning Objective** (The student will be able to….)	**Teaching Method**

ED 102 Addendum A - Classroom

APPLICATION FOR CERTIFICATE OF COURSE APPROVAL

This "Addendum A" is an Attachment to the ED-102 Course titled: _____

SECTION I – 14-DAY NOTICE **Review the Checklist and Instructions Prior to Submitting.**

Class Location **Date:** **Time:**

Each course event requires a separate 14-day notice pursuant to A.R.S. § 32-2135-(G) (1).

This application does not serve as the required 14-day notice [A.R.S. § 32-2135-(G) (1)] visit www.azre.gov to submit notice of each scheduled date through the ADRE online Real Estate School System. This application does not serve as notice for a course to be held outside of Arizona [A.R.S. § 32-2135-(I)(1) and (2)].

SECTION II – COURSE ORIENTATION

Enrollment Agreement or Application. At time of enrollment will each prospective student be presented with an enrollment agreement or application for review and signature which includes: 1) the course or course segment title within a curriculum; 2) the ADRE course total credit hours applicable to a license; 3) cost of the course; 4) refund policy; 5) a list of any/all required course material, with information on the accessibility and/or required cost of the material; 6) course completion requirements; 7) policies regarding attendance and behavior; 8) topical outline; 9) learning objectives; R4-28-404(E) Yes ☐ No ☐

SECTION III – INSTRUCTIONS METHODS/TEACHING AIDS

Does the course contain 5 modules per 3 credit hours? ☐ Yes ☐ No

50 Minute Rule (Intervals) Does Course comply with 50 minute per credit hour rule (A.A.A.-R4-28-101) ☐ Yes ☐ No

Instruction Methods (Check all that apply) ☐ Lecture ☐ Interactive ☐ Discussion ☐ Role Play ☐ Simulation

☐ Group Exercise ☐ Quiz ☐ Quiz Review ☐ Vocabulary Review ☐ Math Exercises ☐ Other (Describe in outline)

In addition to lecture, are at least 2 instruction methods planned for each credit hour? ☐ Yes ☐ No

Teaching Aids (Check all that apply) ☐ Text(s) ☐ PowerPoint ☐ Flip Chart/Whiteboard ☐ Quiz ☐ Internet/Software

☐ Handout(s) ☐ DVD/Video Total Class%: ☐ Other (Describe):

15. 15. Teaching Materials. Is a statement attached listing all teaching materials, and/or aids used, including any student handouts and textbook titles and confirming adherence to any applicable copyright laws, and that any/all required permissions have been obtained. ☐ Yes ☐ No

SECTION IV -- STUDENT IDENTITY VERIFICATION

Is a process in place to maintain the original ADRE required sign-in/sign-out activity roster (click here), including the ADRE student license number and the student identity verification attestation for each course, to comply with record keeping requirements, etc.? ***The School must retain student Identity Verification/Signature Documentation for five years from date of class.*** ☐ Yes ☐ No

SECTION V -- COURSE COMPLETION CERTIFICATE

Is the ADRE Course Completion Certificate requirement satisfied? (See Instructions) ☐ Yes ☐ No

SECTION VI – PRE LICENSING COURSE VIA CLASSROOM DELIVERY

Pre Licensing Course #: Expiration Date:

Are Pre Licensing classes delivered by a live ADRE approved Pre Licensing Instructor? Arizona Instructor#: ☐ Yes ☐ No

There is a process in place to monitor and document no more than ten hours per day Pre Licensing education. ☐ Yes ☐ No

Final Exam (For Pre Licensing Courses)

Is student required to pass a comprehensive school test (examination on the course) in person at the ADRE approved Pre License school according to application requirements to receive credit? ☐ Yes ☐ No

Are there at least 150 questions on the school final exam with a question bank of at least a 2x1 ratio? ☐ Yes ☐ No

A copy of School Pre Licensing Course exam with answer key is attached. ☐ Yes ☐ No

Location and address of in person Final Exam:

Pre Licensing Student Identity Authentication. Is a process in place to maintain the original ADRE required signature roster (click here), including the ADRE student identity verification attestation for each course offering to track every sign-in and sign-out activity to comply with record keeping requirements and adherence to the instruction seat time requirement of 50 minutes per credit hour? ☐ Yes ☐ No

Course Evaluation. Is there a process in place for the ADRE required course evaluation form to be distributed to students and collected at the end of the course before the completion certificate is issued? ADRE required Course Evaluation Form (click here). ☐ Yes ☐ No

SECTION VII -- INSTRUCTOR(S)

11. Approved Instructor(s) who will teach/continue to teach this course: If more names, list on separate sheet and check here ☐				
Instructor Name (Live Classroom)	**ADRE Approved for Subject Category.**	**ADRE Instructor #**	**Expiration Date.**	**Active AZ Real Estate Licensee No.?**
	☐Yes ☐No			
	☐Yes ☐No			
	☐Yes ☐No			

Guest Speakers and Panelists (Attach Bio), if applicable If more names, list on separate sheet and checkbox here ☐		
Name	**Name**	**Name**
a.	b.	c.

SECTION VII -- INSTRUCTOR ATTESTATION (If more than one instructor, attach additional attestations)

(If more than one Instructor, attach Instructor Attestation for each)
By my signature below, I attest that 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 current Arizona statutes and rules. I will maintain a current ADRE Instructor license specific to this course during all times of instruction of this course.

Instructor Name (print): **Course Title:**

Instructor Signature: **Date:**

SECTION IX -- SCHOOL PRIMARY ADMINISTRATOR ATTESTATION

School Administrator Attestation (upon School Administrator severance from school, a new Attestation shall be signed by new appointee.)
By my signature below I attest that I have thoroughly read and reviewed and hereby approve of the submitted course application, including the application requirements, the outline and all other course materials. I have further thoroughly reviewed and approve each proposed instructor's credentials and qualifications (including delivery platform applied for here). Should Instructor no longer be with my school, I will notify the ADRE immediately. 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 attest that:

- **The course content adheres to A.R.S §§ 32-2124, 32-2135 , the requirements of the Application and the ADRE Detailed Instructor Outline, and that the course content is intended to prepare the student with an appropriate knowledge and understanding of real estate practices in the real estate profession in Arizona, 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.**
- **Each named proposed instructor for this course is knowledgeable and is a subject matter expert in the curriculum and delivery platform applied for, and is, and will be a current ADRE approved instructor at all times of presentation.**
- **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, 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 (printed): **Title:**

Administrator Signature: **Date:**

ED 102 Addendum B - Distance Learning

APPLICATION FOR CERTIFICATE OF COURSE APPROVAL

This "Addendum B" is an attachment to the ED-102 for Course titled: _____

Specifics to Distance Learning. Review Distance Learning (DL) requirements according to R4-28-402(D), Substantive Policy Statement No. 2010.02, and this Course Application ED-102 Addendum B.

A Minimum of 5 Modules -Each 3-hour segment of a course shall be divided into five or more timed divisions (i.e. "modules") for the purpose of course delivery. Each module shall be timed so that the student may not proceed in the course until the minimum time for the module has elapsed. The sum of the minimum times of the modules for a 3 hr. course, for example, will equal 150 minutes.

Interactivity- Each module shall contain a minimum of 5 instances of interactivity which may be achieved via multiple choice true-false, fill-in-the-blank, matching, prioritizing, etc., at the discretion of the school.

Quiz Questions- Each module shall contain a minimum of 5 unique end-of-module multiple choice quiz questions with only one correct/best answer.

SECTION I -- COURSE ORIENTATION (Review the Checklist and Instructions Prior to Submitting)

Enrollment Agreement or Application. At time of enrollment will each prospective student be presented with an enrollment agreement or application for review and signature which includes: 1) the course or course segment title within a curriculum; 2) ADRE course number; 3) the ADRE course total credit hours applicable to a license; 4) cost of the course; 5) refund policy; 6) a list of any/all required course material, with information on the accessibility and/or required cost of the material; 7) course completion requirements; 8) policies regarding attendance and behavior; 9) topical outline; 10) learning objectives. A.A.C.R4-28-404(E) ☐ Yes ☐ No

SECTION II -- COURSE INSTRUCTION METHODS/TEACHING AIDS

Interactivity. Are there a minimum of 5 instances of interactivity placed throughout all of the course modules in addition to the end of module quiz questions? ☐ Yes ☐ No
Instruction Methods (Check all that apply) ☐ Text ☐ Lecture ☐ Graphics ☐ Audio ☐ Photos ☐ Video ☐ Interactivity ☐ End-of-Module Quizzes ☐ Final Examination ☐ Other (Describe in outline)
Teaching Aids (Check all that apply) ☐ Textbook(s) ☐ Quiz ☐ Internet/Software ☐ DVD/Video Total Class%: ☐ Other (Describe):
Teaching Materials. Is a statement attached listing all teaching materials, and/or aids used, including any student material and textbook titles and confirming adherence to any applicable copyright laws, and that any/all required permissions have been obtained? ☐ Yes ☐ No

SECTION III -- END OF MODULE QUIZZES

Quiz Question. Does the entire course contain a minimum of **5** end-of- module multiple choice quiz questions that are different from any multiple choice quiz questions used within a module to meet the interactivity requirements? ☐ Yes ☐ No
Quiz Question Pass Score. Do all quizzes include an **80%** minimum pass score? ☐ Yes ☐ No
Quiz Structure. Do the quizzes include randomized questions and/or answers? ☐ Yes ☐ No
Measurement / Comprehension. The assessment measures what the student learned throughout the module of instruction and assesses the comprehension of each concept covered in the module. ☐ Yes ☐ No
Final Diagnostic Assessment/Exam. Does the course contain a minimum of 25 questions on the final Exam, with only on best/correct answer? ☐ Yes ☐ No

SECTION IV - REMEDIATION

Remediation. Does the course program include: 1) repetition of each module if a student is deficient in a diagnostic assessment (quiz); 2) continuous repletion of the module until the student understands the content material ☐ Yes ☐ No

SECTION V -- COURSE COMPLETION CERTIFICATE

Is the ADRE Course Completion Certificate requirement satisfied? ☐ Yes ☐ No

SECTION VI -- DELIVERY SYSTEM/MODULES

Delivery Method. Is the course delivered online through the Internet? ☐ Yes ☐ No
Module Minimum. Does the course contain a minimum of **5** modules per 3 credit hours? ☐ Yes ☐ No
50-Minute Rule (Intervals). Does course comply with 50-minute per credit hour rule (A.A. C. R4-28-101)? ☐ Yes ☐ No
Verifiable Course Timers. Does the course program have verifiable course timers in each module? ☐ Yes ☐ No
Mandatory Log-Out if Inactivity. Does the course contain a mandatory log out after 15 minutes of inactivity? ☐ Yes ☐ No
Restart after Log-Out for Inactivity. After every mandatory log out is the system programmed to return the student to the start of the unit of instruction where the interactivity was detected upon student log back in? ☐ Yes ☐ No

SECTION VII -- STUDENT IDENTITY VERIFICATION

Security Measures/Protocols. Are security measures/protocols in place to ensure that the person taking the course is the registered student, as well as, an attestation from each student verifying same? ☐ Yes ☐No

Cannot be only Arizona Real Estate License Number or a message to an email/phone as verification.

Security Measures/Protocols Description:

Signed Certification Statement from Student. A signed certification statement from the student will be attained from the student and retained by the school that the student has completed each assignment of instruction. ☐ Yes ☐No

In/Out Log: Student registration and log in/log out activity will be recorded and retained by School to ensure compliance with instructed seat time requirements? ☐ Yes ☐ No

Records must be retained by School for five (5) years from date of course delivery.

SECTION VIII -- HARDWARE AND/OR SOFTWARE

Hardware and/or Software Failure. Is there a plan is in place for dealing with a hardware and/or software failure? ☐ Yes ☐ No

Hardware and/or Software Failure Notice. Does each screen of the course clearly indicate the contact information or a linked help tool if the student needs assistance and/or has hardware and/or software problems? ☐ Yes ☐ No

Contact Information:

Print Name: Phone #: Email:

SECTION IX -- COMPUTER LAB

Are two copies of the program on a CD or ZIP cartridge in executable format if a computer lab course is included in with this application? ☐ Yes ☐ No

Internet Access Permissions: Are two passwords/Internet access permissions or one password valid for multiple accesses? ☐ Yes ☐ No

The access and program shall not expire for at least four years.

Passwords/Permissions/Uniform Resource Locator: Login(s) 1a. 2a.

Password(s) 1b. 2b.

Uniform Resource Locator (URL):

SECTION X – INSTRUCTOR(S)

Availability of Instructor(s). (Required) Are one or more ADRE approved instructor(s), (approved specifically for this course and delivery platform). or the ADRE registered school administrator, available by telephone or email immediately, or within 24 hours, or the next business day, if 24 hours falls on other than a regular business day for the school. An answering service only does not satisfy this requirement.

Instructor Contact Information. Does each page or screen of the course clearly indicate the Instructor/Administrator contact information or a linked help tool, if the student needs assistance from an ADRE approved instructor? ☐ Yes ☐ No

Instructor/Administrator Contact Information:

			Admin	Instr.
Name:	Phone #:	Email:	☐	☐
Name:	Phone #:	Email:	☐	☐
Name:	Phone #:	Email:	☐	☐
Name:	Phone #:	Email:	☐	☐

Qualified Instructor					
Instructor (s) Name	**Instructor/Developer Name (Distance Learning)**	**Sponsor School (If secondary sponsor, Expedited Instructor Application required ED-103)**	**Approved For This Course Category & Subject Area & Delivery Method?**	**ADRE Instructor Number**	**Exp. Date.**
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		

Guest Speakers and Panelists (Attach Bio), if applicable If more names, list on separate sheet and checkbox here ☐		
Name	**Name**	**Name**
a.	**b.**	**c.**

SECTION XI -- INSTRUCTOR ATTESTATION (If more than one instructor, attach additional attestations)

By my signature below, I attest that 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. (If more than one instructor, attach a separate attestation for each additional instructor) I will maintain a current ADRE Instructor license, specific to this course during all times of this course approval. I agree to be available per the requirements of Section X of this application.

Instructor Name (print): **Course Title:**

Instructor Signature: **Date:**

SECTION XII -- SCHOOL PRIMARY ADMINISTRATOR ATTESTATION

School Administrator Attestation (upon School Administrator severance from school, a new Attestation shall be signed)
By my signature below, I attest that I have reviewed and hereby approve of the submitted course application, outline and any other materials. I have further reviewed and approve each proposed instructors' and/or authors' qualifications and credentials.
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 attest that:

- **The course content adheres to A.A.C. R4-28-402.**
- **I have reviewed A.A.C. R4-28-402(D)**
- **I certify that the distance learning course will be administered according to statutes, rules and substantive policy statement(s).**
- **I hereby affirm that all of the information given in this application is true and correct to the best of my knowledge and belief.**
- **The course content serves to protect the public interest.**
- **The course content is intended to benefit and promote professional real estate practice.**
- **The course content is appropriate for professional real estate education, reflects current real estate practices or methods,**
- **is consistent with the proposed instructional materials and is taught in the allotted time as stated in the application.**
- **Each proposed instructor and/or author for this course is knowledgeable in the requested course category or categories, and will be an ADRE-approved instructor at time of presentation or authoring, whichever is sooner.**
- **The course content is, and will remain, accurate and in accordance with all applicable statutes and rules.**
- **All instructional materials used by students reflect current content and real estate practice, and contain no significant errors, in content, typography or grammar.**
- **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).**
- **One or more ADRE approved instructor(s) or school administrator as approved for this course will be available on the school's premises/course location or by telephone during the school's regular business hours (at a minimum) or, if an Internet course, by telephone or email within 24 hours or the next business day if 24 hours falls on other than a regular business day for the school.**
- **I understand that in the event there has been any misrepresentation in this application or any attachments, any approval, which may be granted, is subject to suspension or revocation at any time.**

Administrators Name (print): **Title:**

Administrators Signature: **Date:**

ED-102 Addendum C - Host Remote Live Streaming

APPLICATION FOR CERTIFICATE OF COURSE APPROVAL

This "Addendum C" is an Attachment to the ED-102 for Course titled: _____

SECTION I – COURSE ORIENTATION (Review the Checklist and Instructions Prior to Submitting this Form)

Enrollment Agreement or Application. At time of enrollment will each prospective student be presented with an enrollment agreement or application for review and signature which includes: 1) the course or course segment title within a curriculum; 2) the ADRE course total credit hours applicable to a license; 3) cost of the course; 4) refund policy; 5) a list of any/all required course material, with information on the accessibility and/or required cost of the material; 6) course completion requirements; 7) policies regarding attendance and behavior; 8) topical outline; 9) learning objectives. A.A.C. R4-28-404(E) Yes ☐ No ☐

SECTION II – HOST CLASS LOCATION

Host/Instructor Class Location/Address:
Each course event requires a separate 14 day notice pursuant to A.R.S. §32-2135(G)(1).
This application does not serve as the required 14 day notice [A.R.S. §32-2135(G)(1)] visit www.azre.gov to submit notice through the ADRE online Real Estate School System. *This application does not serve as notice for a course to be held outside of Arizona* [A.R.S. §32-2135(I)]. Contact ADRE Message Center at www.azre.gov to submit written request.

Each host remote live streaming course will be scheduled on the ADRE 14 day notice, **and** the course access information will be submitted to ADRE through the Message Center at www.azre.gov in advance of the course delivery date. ☐ Yes ☐ No

SECTION III – REMOTE INDIVIDUALS/CLASSROOM

Host/Remote Location: All education classes are delivered by an ADRE approved live instructor from a host classroom to remote individuals/classroom through synchronous delivery platforms with real time audio and video, such as satellite broadcasting or third party technology facilitators ☐ Yes ☐ No
☐ Webex ☐ Go To Meeting ☐ Zoom ☐ Google ☐ Other (Describe):

Remote Classroom Location Requirements (a through f below)

a. Remote classes are held in a classroom facility that meets ADRE classroom criteria/guidelines as defined in rule, statute or policy and will comply with applicable local, state and federal regulations regarding safety, health, and disabilities ☐ Yes ☐ No ☐ N/A

b. Remote classrooms have a synchronized platform, which includes bi-directional audio and video communication between the Host Instructor and the classrooms ☐ Yes ☐ No ☐ N/A

c. Remote classrooms have an onsite monitor in the classroom to monitor attendance and student engagement activities and follow prescribed guidelines? ☐ Yes ☐ No ☐ N/A

d. Host classroom is administered by a live instructor? ☐ Yes ☐ No ☐ N/A

e. Course administrator is able to visually monitor the remote classrooms? ☐ Yes ☐ No ☐ N/A

f. Course contains student to remote instructor interactivity and allows for students to view material and ask questions to the instructor via ☐ Email ☐ Chat ☐ VOIP ☐ Phone line ☐ Other electronic means (Describe):

SECTION IV -- COURSE INSTRUCTION METHODS/TEACHING AIDS

Course Outline and Supportive Material: Student will receive the required course outline and any supportive materials in advance of the course beginning. ☐ Yes ☐ No

Modules:
a. Does the course comply with the 50 minute per credit hour rule? (A.A.A. R4-28-101) ☐ Yes ☐ No
b. Does the course contain a minimum of 5 modules per 3 credit hours? ☐ Yes ☐ No

Interactivity Instances. Are there a minimum of **5** instances of interactivity within a 3-hour course? ☐ Yes ☐ No
Chat Responses ☐ Quizzes ☐ Polling ☐ Surveys ☐ Secret Word ☐ Bi-directional Chat ☐ Breakout Groups

Other, Describe:

Interactivity. Course contains student-instructor interactivity and allows for students to view material and ask questions to the instructor, via:

☐ Email ☐ Chat ☐ VOIP ☐ Phone line ☐ Specify if Other:

Instruction Methods (Check all that apply) ☐ Lecture ☐ Interactive ☐ Discussion ☐ Screen Share ☐ Simulation
☐ Group Exercise ☐ Quiz ☐ Quiz Review ☐ Vocabulary Review ☐ Power Point ☐ Other (Describe in outline)

Teaching Aids (Check all that apply) ☐ Text(s) ☐ Lecture ☐ PowerPoint ☐ Flip Chart/Whiteboard ☐ Quiz ☐ Internet/Software
☐ Handout(s) ☐ DVD/Video Total Class%: ☐ Other (Describe):

Teaching Materials. Is a statement attached listing all teaching materials, and/or aids used, including any student handouts, textbook titles, and confirming adherence to any applicable copyright laws, and that any/all required permissions have been obtained?
☐ Yes ☐ No

SECTION V -- STUDENT VERIFICATION AUTHENTICATION

Student Authentication Verification: There is a system in place to verify/authenticate that the person taking the course is the registered student, including an attestation from each student verifying the same. ☐ Yes ☐ No

Fully describe system:

In/out Log: Student registration and log in/log out activity will be recorded and documented by the school to ensure compliance with instruction seat time requirement of 50 minutes per credit hour and a total of 90 hour seat time. ☐ Yes ☐ No
The student record for each course must be retained by the school for five (5) years pursuant to Arizona statute.

Security Measures/Protocols. 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. ☐ Yes ☐ No

Course instructor and School course monitor(s) are able to visually monitor students at all times. ☐ Yes ☐ No

SECTION VI -- HARDWARE AND/OR SOFTWARE

Hardware and/or Software Failure. Is there a plan in place for dealing with a hardware and/or software failure? ☐ Yes ☐ No
Hardware and/or Software Failure Notice. Does each, screen of the course clearly indicate the contact information or a linked help tool if the student needs assistance and/or has hardware and/or software problems? ☐ Yes ☐ No
Contact Information:

Print Name: Phone #: Email:

SECTION VI – PRE LICENSING COURSE VIA HOST REMOTE DELIVERY

Pre Licensing Course #: Confirm Existing Course Expiration Date:

Are Pre Licensing classes delivered by a live ADRE approved Pre Licensing Instructor? ☐ Yes ☐ No

There is a process in place to monitor and document no more than ten hours per day Pre Licensing education. ☐ Yes ☐ No

Final Exam (For Pre Licensing Courses)

Is student required to pass a comprehensive school test (examination on the course) in person at the ADRE approved Pre License school according to application requirements to receive credit? ☐ Yes ☐ No

Are there at least 150 questions on the school final exam with a question bank of at least a 2x1 ratio? ☐ Yes ☐ No

A copy of School Pre Licensing Course exam with answer key is attached? ☐ Yes ☐ No

Location and address of in person Final Exam:

Pre Licensing Student Identity Authentication. Is a process in place to maintain the original ADRE required signature roster (click here), including the ADRE student identity verification attestation for each course offering to track every sign-in and sign-out activity to comply with record keeping requirements and adherence to the instruction seat time requirement of 50 minutes per credit hour?
☐ Yes ☐ No

Course Evaluation. Is there a process in place for the ADRE required course evaluation form to be distributed to students and collected at the end of the course just before the completion certificate is issued? ADRE required Course Evaluation Form.
☐ Yes ☐ No

SECTION VII –COURSE COMPLETION CERTIFICATE

Is the ADRE Course Completion Certificate requirement satisfied? ☐ Yes ☐ No

Upon completion of the Host/Remote Course, the School shall retain all documentation for each student receiving the course completion certificate as required by statute. ☐ Yes ☐ No

SECTION VIII - LIVE STREAM DELIVERY PLATFORM

Host/Remote classrooms/individuals have a synchronized platform, which includes bi-directional audio and video communication between the course instructor and the individuals/classroom?	☐ Yes ☐ No
Provide the access code "invite" to the Host/Remote Course for the first course date: **OR…. At time of ADRE required 14 day notice, provide through ADRE Message Center**	☐ Yes ☐ No

SECTION IX -- HOST INSTRUCTOR

Host instructor is a current ADRE Licensed Instructor, approved for the Course he/she is delivering?	☐ Yes ☐ No
Host instructor has attended an Arizona approved Host Remote Instructor Development Workshop (IDW)?	☐ Yes ☐ No
Host instructor will instruct from a location conducive to learning. Please indicate the location. ☐ School location ☐ Other location/Address: Description:	
Host instructor or trained School course monitor(s) will monitor attendance and student engagement activities, as per the required guidelines?	☐ Yes ☐ No
School course monitor(s) will only monitor one course at a time. ***(*Courses with 16 to 50 students must use one monitor in addition to the instructor; It is strongly recommended that schools add an additional monitor for courses with 51-100 students, etc. to ensure adherence to the host remote live streaming course guidelines)***	☐ Yes ☐ No

SECTION X -- INSTRUCTOR(S)

Instructor(s) Name	Instructor/Developer Name	Sponsor School (If secondary sponsor, Expedited Instructor Application required ED-103)	Approved for this Course Category & Subject Area & Delivery Method?	ADRE Instructor Number	Exp. Date
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		

5. Guest Speakers and Panelists (Attach Bio), if applicable. If more names, list on separate sheet and checkbox here ☐

Name	Name	Name
a.	**b.**	**c.**

SECTION XI – INSTRUCTOR ATTESTATION (If more than one instructor, attach additional attestations)

By my signature below, I attest that I am an ADRE approved instructor, both for teaching this course and have taken the required Host Remote Streaming IDW. 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. (If more than one instructor, attach a separate attestation for each additional instructor) I will maintain a current ADRE Instructor license during all times of instruction.

Instructor Name (print): **Course Title:**

Instructor Signature: **Date:**

SECTION XII – SCHOOL PRIMARY ADMINISTRATOR ATTESTATION

School Administrator Attestation: (upon School Administrator severance from school, a new Attestation shall be signed)
By my signature below I attest that I have thoroughly read and reviewed and hereby approve of the submitted course application, including the application requirements, the outline and all other course materials. I have further thoroughly reviewed and approve 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 attest that:

- **The course content adheres to A.R.S §§ 32-2124, 32-2135. If pertinent the requirements of the Application and the ADRE Detailed Instructor Outline Prescribed Curriculum - Salesperson's and/or Broker Licensing (if applicable), 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.**
- **Each named proposed instructor for this course is knowledgeable and is a subject matter expert in the curriculum and delivery platform applied for, and is, and will be a current ADRE approved instructor at all times of presentation.**
- **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 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.

Primary Administrator Name (printed): **Title:**

Primary Administrator Signature: **Date:**

ED-102 Addendum D
Online Pre Licensing 6 Hr. Contract Writing
APPLICATION FOR CERTIFICATE OF COURSE APPROVAL

This "Addendum D" is an Attachment to the ED-102 for Course titled: _____

SECTION I – COURSE ORIENTATION (Review the Checklist and Instructions Prior to Submitting this Form)

Enrollment Agreement or Application. At time of enrollment will each prospective student be presented with an enrollment agreement or application for review and signature which includes: 1) the course or course segment title within a curriculum; 2) the ADRE course total credit hours applicable to a license; 3) cost of the course; 4) refund policy; 5) a list of any/all required course material, with information on the accessibility and/or required cost of the material; 6) course completion requirements; 7) policies regarding attendance and behavior; 8) topical outline; 9) learning objectives. A.A.C. R4-28-404(E) Yes ☐ No ☐

SECTION II – LEARNING MANAGEMENT SYSTEM

Learning Management System. Is the course delivered in an online format through a learning management system? ☐ Yes ☐ No

Learning Management System Type. (Check all that apply) ☐ Learning Management System (LMS) ☐ Written Programming ☐ Learning and Content Management System (LCMS) Name of System:

SECTION III – COURSE INSTRUCTION METHODS/TEACHING AIDS

Instruction Methods. (Check all that apply) ☐ Graphics ☐ Audio ☐ Photos ☐ Lecture ☐ Quiz ☐ Internet ☐ End-of-Module Quizzes ☐ Final Examination ☐ Text ☐ Video ☐ Interactivity ☐ Software ☐ Other (Describe in outline)

Teaching Aids (Check all that apply) ☐ Textbook(s) ☐ Quiz ☐ DVD/Video ☐ Total Class%: ☐ Internet Software ☐ Other (Describe):

Teaching Materials. Is a statement attached listing all teaching materials, and/or aids used, including any student material and textbook titles and confirming adherence to any applicable copyright laws, and that any/all required permissions have been obtained? ☐ Yes ☐ No

SECTION IV -- INTERACTIVITY/COURSE TIME VERIFICATION

Module Minimum: Does the course contain a minimum of 10 modules? (5 modules per three (3) credits). ☐ Yes ☐ No

Modules. Each 6 hour course shall be divided into modules as defined here. Schools should time each module so that the student may not proceed in the course until the minimum time for the module has elapsed. The school must provide, through robust course content and delivery, a course that shall prevent all opportunities for a student to move through the course too quickly. The course platform is to be configured such that the course modules are locked. The student is required to advance through modules in a linear fashion, and cannot advance to any subsequent module until the previous module and all associated instructional content interactivity/quizzes have been passed.

Interactivity. Are there a minimum of five (5) instances of interactivity placed throughout each of the course modules in addition to the end of module quiz questions (minimum total of 50 instances)? ☐ Yes ☐ No

Quiz Question. Does the course contain a minimum of five (5) end of modules quiz questions for each of the five modules and a minimum of twenty five (25) questions for each three (3) hour segment (minimum total of 50 questions?) ☐ Yes ☐ No

Quiz Question Pass-Score. Do quizzes, including the Final, include an 80% minimum Final Diagnostic Assessment? ☐ Yes ☐ No

Final Diagnostic Assessment. Does the course contain a minimum of twenty-five (25) new questions on Final Diagnostic Assessment, with a 3x1 ratio of questions in the Final question bank? ☐ Yes ☐ No

Mandatory Log-Out for Inactivity. Does the course contain a mandatory log out after fifteen (15) minutes of inactivity? ☐ Yes ☐ No

Restart After Log-Out for Inactivity. After every mandatory log out is the system programmed to return the student to the start of the unit of instruction where the inactivity was detected? ☐ Yes ☐ No

Remediation. Does the course program include: 1) repetition of each module if a student is deficient in a quiz; and 2) continuous repetition of the module until the student understands the content material? ☐ Yes ☐ No

SECTION V -- STUDENT IDENTITY AUTHENTICATION

Is a system and process in place, that complies with below requirements, for identifying and authenticating online learners, ensuring the student who registers for the course is the student who completes the course material, and is the student who successfully passes the school's in person final exam? ☐ Yes ☐ No

Name and description of biometric biodata authentication verification system:

Each provider of the 6 hr. Contract Writing Course online must have in place a system and process for identifying and authenticating online learners, ensuring the student who registers for the course is the student who completes the course material, and is the student who successfully passes the final exam. The student authentication system must require each student to authenticate themselves each time they enter the course, and have an authentication during each logged in session, and prior to the final exam. The system must provide a detailed reporting structure allowing audits for compliance of student authentication by the Department, if requested. The record shall include: the name of the student; the date of attendance; the time log by activity; the course title; the ADRE course number and credit hours awarded. The student record for each course must be retained by the school for five (5) years. ☐ Yes ☐ No

SECTION VI – COURSE COMPLETION CERTIFICATE

Is the ADRE Course Completion Certificate requirement satisfied? See Instructions – (click here) for certificate ☐ Yes ☐ No

Will the ADRE Course Completion Certificate include the letter "A" at the end of the School Certification Number for state examination tracking purposes? ☐ Yes ☐ No

SECTION VII – HARDWARE AND/OR SOFTWARE FAILURE

Hardware and/or Software Failure. A plan is in place in the event of internet, hardware or software failure? ☐ Yes ☐ No

Hardware and/or Technology Failure Plan Description:

Does each page, screen, or segment of the course clearly indicate the contact information or a linked help tool if the student needs assistance and/or has hardware and/or software problems? ☐ Yes ☐ No

Contact Information:

Name: **Phone #:** **Email:**

SECTION VIII – COURSE ACCESS FOR ADRE

Internet Access Permissions Provided: ☐ Yes ☐ No

Uniform Resource Locator (URL):

Login(s): 1a. 1b.

Password(s): 2a. 2b.

SECTION IX – AVAILABILITY OF INSTRUCTOR

Availability of Instructor (Required): Will an ADRE approved instructor(s) (approved specifically for this course and delivery platform) or ADRE registered school administrator be available by telephone or email immediately, or within 24 hours or the next business day if 24 hours falls on other than a regular business day for the school? ☐ Yes ☐ No

Instructor(s) Name	Instructor/Developer Name	Sponsor School (If secondary sponsor, Expedited Instructor Application required ED-103)	Approved for this Course Category & Subject Area & Delivery Method?	ADRE Instructor Number	Exp. Date
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		

5. Guest Speakers and Panelists (Attach Bio), if applicable. If more names, list on separate sheet and checkbox here ☐

Name	Name	Name
a.	**b.**	**c.**

SECTION X – INSTRUCTOR ATTESTATION (If more than one instructor, attach additional attestations)

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.

Instructor Name (print): **Course Title:**

Instructor Signature: **Date:**

SECTION XI – SCHOOL ADMINISTRATOR ATTESTATION

School Administrator Attestation: (upon School Administrator severance from school, a new Attestation shall be signed)
By my signature below I attest that I have thoroughly read and reviewed and hereby approve of the submitted course application, including the application requirements, the outline and all other course materials. I have further thoroughly reviewed and approve 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 attest that:

- **The course content adheres to A.R.S §§ 32-2124, 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.**
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- **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.**
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- **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 (printed): **Title:**

Administrator Signature: **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. § 41-1093.01

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.