



ONLINE PRE LICENSE SCHOOL EXAMINATION PROCTOR CERTIFICATION (FORM ED-200-OPE)

INSTRUCTIONS

Schools should complete this form for each student who has completed the requisite course work for an online pre-licensing course, and provide it to the proctor with the online examination. After the examination is administered, the proctor should complete the remainder of the form and return it to the school. The school must immediately send ADRE a copy of the completed form upon its completion by the proctor through the Message Center at www.azre.gov.

SCHOOL INFORMATION:

School Name

School Administrator

School License Number

ONLINE COURSE INFORMATION:

Course Name

ADRE Course Number

STUDENT INFORMATION:

Name of Student

Email Address

PROCTOR INFORMATION:

Name of Proctor

Email Address

Name and Address of Third Party Proctor Facility

City

State

Zip Code

Telephone No.

PROCTOR CERTIFICATION

I certify that:

1. I am a disinterested third party in the administration of this examination. I am not related by blood, marriage, or any relationship to the above-named student.
2. I have no financial or business interest in the outcome of this examination.
3. The student showed me positive photo identification prior to completing the examination.
4. The examination was administered in my presence and under my supervision on
5. The student received no assistance and had no access to books, notes, electronic media or reference material and accessed and completed the examination on a computer with a locked down browser.
6. I have not permitted the examination to be compromised, copied, or recorded in any way or by any method.

Date

Signature of Proctor

Purpose of Form

As defined by ARS § 32-2101, “online course” 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.

Pursuant to A.R.S. § 32-2124(B), an applicant may complete the real estate salesperson's course prescribed by this subsection through an online course if the online course is offered by a real estate school that is certified by the commissioner, but the applicant must complete an examination on the online course in person.