

## INSTRUCTOR APPLICATION FORM

Use this form to apply to the Department of Real Estate to receive approval, renewal or changes for a Real Estate Instructor Certificate. Panelists, guest speakers, attorneys, and out-of-state instructors are not considered instructor applicants pursuant to [A.R.S. §32-2135\(L\)](#).

This completed application must be accompanied by:

- 1) A completed Disciplinary Action Disclosure Form with any relevant documents if needed,
- 2) Proof of Legal Presence as required by [A.R.S. § 41-1080](#).
- 3) Real Estate Instructor Qualifiers, if this is an original application or you are adding an area of competency.

Once complete, this application and additional documents should be submitted through our [Message Center](#).

| APPLICATION TYPE:                 |  |
|-----------------------------------|--|
| <input type="checkbox"/> ORIGINAL | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Initial Qualifications<br/> <input type="checkbox"/> Add Pre-license Subject Area<br/> <input type="checkbox"/> Remove Category/Subject Area (Include list either in a separate document, or in your message when submitting)           </div> <div style="width: 45%;"> <input type="checkbox"/> Add Instructor IDW<br/> <input type="checkbox"/> Add Continuing Education Category<br/> <input type="checkbox"/> Add Specific Special Subject Area           </div> </div> |
| <input type="checkbox"/> RENEWAL  | <input type="checkbox"/> CHANGE (Select Type):   |

| INSTRUCTOR INFORMATION      |   |      |
|-----------------------------|---|------|
| Instructor Legal Name:      |   |      |
| Instructor Approval Number: | Real Estate License Number (if applicable): |      |
| Mailing Address:            |   |      |
| City:                       | State:                                      | ZIP: |
| Email:                      | Phone:                                      |      |

| REAL ESTATE INSTRUCTOR QUALIFIERS  |
|--|
| <b>Complete the requirements below for any new Instructors or added area of competency. <a href="#">A.A.C. R4-28-402(C)</a></b>  |
| <b>Attach a detailed résumé showing your experience in areas associated with real estate.</b>  |
| <p>The detailed résumé should include items that show extensive knowledge and experience associated with real estate.</p> <p>Examples include but are not limited to licensee experience in client representation, specific subject experience, professional education in an area traditionally associated with real estate, professional real estate designations and certifications, current or previous regulatory role associated with real estate, Distinguished Real Estate Instructor designation, or any other items to be taken into consideration by the Commissioner.</p> |

### REQUIRED IDW COURSE QUALIFIER

**All applicants** must provide a certificate proving attendance at a seminar or workshop of at least three (3) hours approved by the ADRE, emphasizing instruction methods, techniques and skills within the previous twenty-four (24) months. [A.R.S. §32-2135\(L\)](#)

|                                |  |
|--------------------------------|--|
| <input type="checkbox"/> IDW   | ADRE Course Number:  |
|                                | Completion Date:   |
| <input type="checkbox"/> Other | Events, Conferences, Courses, and Seminars that emphasize instruction methods, techniques and skills, or other student engaging methods. (Must submit proof of attendance and agenda or course outline.) |

### 90 HOUR PRE-LICENSE CATEGORY AND SUBJECT AREA QUALIFIERS

In order to teach either broker or salesperson pre-licensing, original and renewal applicants must possess education and experience demonstrating competence in the category and subject area(s) for which they are applying. Below, indicate the categories or subject areas in which the qualification criteria has been met, can be substantiated and for which the applicant is applying.

#### Pre-Licensing Course Type

- Pre-License Broker Course
- Pre-License Salesperson Course

**Attendance at a minimum of two 3-hour ADRE approved continuing education courses (live classroom or distance learning) in the following categories and subjects within the 48 months prior to application or renewal.**

| Category/Subject:           | Course Number: | Date: | Course Number: | Date: |
|-----------------------------|----------------|-------|----------------|-------|
| Agency Law                  |                |       |                |       |
| Contract Law                |                |       |                |       |
| Commissioner's Standards    |                |       |                |       |
| Real Estate Legal Issues    |                |       |                |       |
| Fair Housing                |                |       |                |       |
| Disclosure                  |                |       |                |       |
| General Real Estate         |                |       |                |       |
| Broker Management Clinic #1 |                |       |                |       |
| Broker Management Clinic #2 |                |       |                |       |
| Broker Management Clinic #3 |                |       |                |       |

### SKILLS INSTRUCTOR DEVELOPMENT WORKSHOP (IDW) QUALIFIER

**ONLY REQUIRED IF TEACHING IDWs:** To teach a Skills IDW, an applicant must prove attendance at ADRE-approved IDW courses totaling at least 6 hours within the 48 months immediately preceding the date of application. The courses must emphasize the instruction methods, techniques, and skills required to instruct IDW courses.

|  |       |            |       |
|--|-------|------------|-------|
| Course No:   | Date: | Course No: | Date: |
| <input type="checkbox"/> Check here if you are substituting this requirement with other Events, Conferences, Courses, and Seminars that emphasize instruction methods, techniques and skills, or other student engaging methods. (Must submit proof of attendance and agenda or course outline.) |       |            |       |

**CONTINUING EDUCATION CATEGORY QUALIFIERS**

Check the appropriate box(es) to add the desired category and list the course information below to verify attendance for ADRE-approved courses within the selected category within the 48 months prior to application or renewal.

|                          |  |             |       |
|--------------------------|--|-------------|-------|
| <input type="checkbox"/> | <b>AGENCY LAW</b>  |             |       |
| Course No.:              | Date:  | Course No.: | Date: |
| <input type="checkbox"/> | <b>COMMISSIONER'S STANDARDS</b>                                    |             |       |
| Course No.:              | Date:  | Course No.: | Date: |
| <input type="checkbox"/> | <b>CONTRACT LAW</b>  |             |       |
| Course No.:              | Date:  | Course No.: | Date: |
| <input type="checkbox"/> | <b>DISCLOSURE</b>  |             |       |
| Course No.:              | Date:  | Course No.: | Date: |
| <input type="checkbox"/> | <b>FAIR HOUSING</b>  |             |       |
| Course No.:              | Date:  | Course No.: | Date: |
| <input type="checkbox"/> | <b>GENERAL REAL ESTATE</b>   |             |       |
| Course No.:              | Date:  | Course No.: | Date: |
| <input type="checkbox"/> | <b>REAL ESTATE LEGAL ISSUES</b>                                    |             |       |
| Course No.:              | Date:  | Course No.: | Date: |
| <input type="checkbox"/> | <b>PRE-LICENSE 6-HOUR CONTRACT WRITING (CONTRACT LAW)</b>          |             |       |
| Course No.:              | Date:  | Course No.: | Date: |
| <input type="checkbox"/> | <b>BROKER MANAGEMENT CLINIC #1 (BMC #1) - STATUTES AND RULES</b>   |             |       |
| Course No.:              | Date:  | Course No.: | Date: |
| <input type="checkbox"/> | <b>BROKER MANAGEMENT CLINIC #2 (BMC #2) - BROKER POLICIES</b>      |             |       |
| Course No.:              | Date:  | Course No.: | Date: |
| <input type="checkbox"/> | <b>BROKER MANAGEMENT CLINIC #3A (BMC #3) - SUPERVISION</b>         |             |       |
| Course No.:              | Date:  | Course No.: | Date: |
| <input type="checkbox"/> | <b>BROKER MANAGEMENT CLINIC #3B (BMC #3) - PROPERTY MANAGEMENT</b> |             |       |
| Course No.:              | Date:  | Course No.: | Date: |

**APPLICANT ATTESTATION**

I understand that it is my obligation to comply with the statutes, rules, and regulations set forth by Arizona Law, and that such laws may be referenced at [azleg.gov](http://azleg.gov).

|                      |       |
|----------------------|-------|
| Applicant 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**

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.

### **Notice to Applicant Pursuant to A.R.S. § 41-1093.08**

Pursuant to Arizona Revised Statutes, Title 41, Chapter 6, Article 11, an applicant, licensee, registrant or certificate holder may petition the Office of Administrative Hearings to request a review of a denial, suspension or revocation of a license, registration or certificate for a prior criminal offense.