



BROKER CANDIDATE EXPERIENCE VERIFICATION (FORM LI-226) GUIDELINES/INSTRUCTIONS

BROKER CANDIDATES – Candidates requesting an Arizona real estate, cemetery, or membership camping broker's license **must have a minimum of three years (or 36 months) of ACTUAL FULL-TIME EXPERIENCE as a real estate salesperson within the five year period immediately preceding the candidate's license application. Only real estate salesperson experience performing the duties for which a salesperson or broker's license is required is acceptable. **Any time period of inactive license status will not count towards this requirement. Note: Even though a Broker Candidate Experience Verification Form must be completed by the broker candidate prior to testing, it may not be acceptable by the Arizona Department of Real Estate (ADRE) at the time of license application based on qualifications or deficiencies.****

ARIZONA EXPERIENCE – Broker Candidate Experience Verification Request form(s) (LI-226) is required from each verifying Broker, as applicable for confirming valid experience, with each Broker completing the broker portion of the Broker Candidate Experience Verification (LI-226) form and attesting to the fact that the applicant was engaged in actual real estate activities in the real estate, cemetery, or membership camping real estate business. The Arizona Broker(s) will attest that the actual real estate activities constitute the equivalent of three years (36 months) of full time (160 hours/month) experience in the last five year period.

OUT OF STATE OR PARTIAL OUT OF STATE EXPERIENCE – Requires a certified license history from the out of state's real estate regulatory agency(ies), and the completed form(s) by each of the designated or principal broker(s) in order to demonstrate that the candidate meets the actual full time real estate experience requirement. Separate and complete Broker Candidate Experience Verification Request form(s) (LI-226) are required from each verifying Broker for out of state experience. Each Broker is to complete and sign the form and return it to the license applicant.

PART TIME AGENTS - If the candidate worked part-time, (less than 160 hours/month) or started and stopped for various brokers with time gaps not constituting three years, then more experience as a salesperson/broker will be required before ADRE will deem the candidate has met the requirements for Broker licensing of A.R.S. § 32-2124.

IMPORTANT: Providing false or misleading information to the Commissioner is grounds for denial, suspension or revocation of licensure under A.R.S. §32-2153 (B)(1).

HOW TO QUALIFY – ADRE **will not** consider experience that is more than five (5) years old. If a candidate has real estate licensed experience that has been part-time (less than 160 hours/month), or for the last three (3) or four (4) years (or more) **has not** been engaged in real estate, **the candidate will not qualify to apply for an Arizona Broker's license.** Instead, the candidate must attain the actual experience as a real estate, cemetery, or membership camping salesperson/broker (as applicable), before being eligible to seek an Arizona Broker's license.

INSTRUCTIONS

- The entire Broker Candidate Experience Verification (LI-226) form(s) must be completed prior to requesting an examination test date with the testing vendor, Pearson-VUE. **For confirmation of ADRE approval of forms prior to testing, the candidate MAY submit the verification form to ADRE. Please allow 5 days for turn-around.**
- If the candidate performed services on behalf of a brokerage that required a real estate, cemetery, or membership camping license (as applicable), the Designated (Principal) Broker must complete the "Broker Information" portion of this form below and return it to the candidate.
- If additional information or documentation is supplied, check box "Additional statement is attached" and submit with Form LI-226.
- At the time of scheduling an examination date with Pearson-VUE, the student must confirm that the Broker Candidate Experience Verification form and supporting documentation is complete.
- At the time of examination, proof of the completed Broker Candidate Experience Verification form in its entirety must be presented to the test center administrator. **This form will not be held by the test center administrator. Pearson VUE is not responsible for validating the accuracy or acceptability by ADRE of the Broker Candidate Experience Verification Form. ADRE will not issue an Arizona Broker License if qualifications are not met or forms are deficient. Confirmation of ADRE approval of the Broker Candidate Experience Verification MAY be obtained prior to exam scheduling.**
- Submit completed Broker Candidate Experience Verification (Form LI-226) to the ADRE at the time of Broker License Application.