



Arizona Department of Real Estate (ADRE)  
Education Division  
(602) 771 - 7700  
[www.azre.gov](http://www.azre.gov)

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Phoenix, AZ 85007

KATIE HOBBS  
GOVERNOR

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COMMISSIONER

## PRE-LICENSING COURSE APPLICATION, ORIGINAL OR RENEWAL

Use this form to apply to the Department of Real Estate to receive approval for a Real Estate Pre-Licensing Course.

This completed application must be accompanied by:

- 1) A copy of the Enrollment Agreement that will be provided to all students, and
- 2) A course outline with sufficient detail to clearly identify the scope and content of the course.

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

### SCHOOL INFORMATION

School Legal Name:	
School Administrator:	Phone Number:
School Approval No.:	Current Course Number, if applicable:

### APPLICATION TYPE

- Salesperson Pre-Licensing
- Broker Pre-Licensing

### DELIVERY METHOD

- Live (Synchronous and In-Person or Virtual)
- Online (Not Synchronous)

### EMERGENCY CONTACT INFORMATION

Please provide the direct contact information for an emergency contact that the Department should reach out to in the case that the Administrator cannot be reached. This should not be a general phone or email address.

Name:	Phone & Ext.	Email:
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### STUDENT ASSISTANCE CONTACT INFORMATION (Online Pre-Licensing Only)

Please provide the contact information and a linked help tool for your online course, as applicable, for students having difficulty with your platform.

Name:	Phone & Ext.	Email:
Linked help tool:		

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

### ADRE COURSE LOGIN INFORMATION (Online Pre-Licensing Only)

Please provide a login created for ADRE to allow for a review of the course. Logins created for ADRE shall not expire as long as the course is active.

URL:

User 1 (Student view):

Password:

User 2 (No time constraints):

Password:

### SCHOOL ADMINISTRATOR 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).

Administrator Name:

Administrator Signature:

Date: