



ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)
Education Division
www.azre.gov
100 N. 15th Ave., Suite 201, Phoenix AZ 85007

DOUGLAS A. DUCEY
GOVERNOR

JUDY LOWE
COMMISSIONER

School Audit Declaration

The School Owner/Administrator shall complete this School Audit Declaration and return it between **December 15, 2020 and January 31, 2021**, to the Arizona Department of Real Estate ("ADRE") through the ADRE Online Message Center, [click here](#).

This School Audit Declaration does not preclude an onsite or field audit of the books and records of the Real Estate School pursuant to A.R.S. §32-2108(A) and A.A.C. R4-28-404(G). The ADRE may use the information in the completed Audit Declaration in conducting any future field audit.

The School Audit Declaration is an important report that will become a public record that will be kept by the ADRE for at least five years.

SUBMISSION INSTRUCTIONS:

The School Audit Declaration should be sent to ADRE electronically through the ADRE Message Center - School Audit Declaration, [click here](#) or by mail to the Arizona Department of Real Estate, 100 N. 15th Ave., Suite 201 Phoenix, AZ 85007. If choosing to deliver by mail, you may wish to send by Certified Mail, Return Receipt Requested to ensure the Audit Declaration is received by **January 31, 2021**.

Complete, sign, and return the Audit Declaration to the ADRE no later than January 31, 2021. If you require additional space to answer a question, please provide a further written response as part of this submission. A **NO** or **N/A** answer requires further explanation, on page 4.

ADMINISTRATIVE

[SCHOOL NAME]

[LICENSE NUMBER]

[SCHOOL BUSINESS NAME (Legal Name & DBA, if applicable)]

[NAME/PHONE NUMBER OF SCHOOL OWNER/ADMINISTRATOR]

[LICENSE NUMBER]

[MAIN SCHOOL'S STREET ADDRESS]

[CITY/STATE/ZIP]

[EMAIL ADDRESS]

[MONTH/DAY/YEAR]

1. The School is approved by the ADRE as one of the following:
 Sole Proprietorship (Self-Employed) Corporation LLC General Partnership
 Other: _____
2. The school is in good standing with the Arizona Corporations Commission (ACC)
 Yes No
3. There been any changes made to the officers and/or Articles of Incorporation
 Yes No N/A
4. The School provides (check all that apply):
 - A. Prelicensure Education; Live Classroom Host Remote Online
 - B. Continuiing Education; Live Classroom Host Remote Distance Learning
 - C. Prelicensure 6-Hour Contract Writing; Live Classroom Host Remote Online
 - D. Instructor Development Workshop (IDW); Live Classroom Host Remote
5. Total number of approved courses: _____
 - A. Total number of courses shared from other Schools to this School: _____
 - B. Total number of this School's courses that are shared with other ADRE approved Schools: _____
6. Has the School issued certificates since the last Audit Declaration: Yes No
7. Number of certificates issued between January 1, 2019 and December 31, 2020: _____
8. Total number of instructors currently approved to teach for the School: _____
9. The School teaches live Arizona Real Estate Course classes from its own teaching facility or facilities. Yes No
 If Yes, provide the street address of each of the facilities/campus:
 1. _____
 2. _____
 3. _____
 4. _____
- 10 The School adheres to the ADRE Classroom Standard and all classrooms are conducive to learning. Yes No
- 11 The School teaches Host Remote Live Streaming 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
 If Yes, provide the location of the host classroom (Host instructor must instruct from a location conducive to learning)
 Host Classroom Location: _____

GENERAL COMPLIANCE

- Yes No The School, each Administrator, and each Instructor are currently licensed by ADRE. A.R.S. §32-2135(A) and A.A.C. R4-28-404(A)
- Yes No The School’s name(s), main address, and addresses for any other facilities operated by the School are the same as the names and addresses listed by the ADRE in its licensee database on the ADRE’s [website](#). A.R.S. §32-2135(A) and A.A.C. R4-28-404(A).
- Yes No The application and background information previously provided to ADRE for the School, and for any Administrators and Instructors is current and accurate. A.R.S. §32-2108(C), A.A.C. R4-28-301(A)&(F), R4-28-404(A),(C)&(H)
- Yes No For a School that offers Prelicensure courses, the location of the school registration, and licensing certification records previously reported to ADRE is accurate. A.A.C. R4-28-404(A)(10)
- Yes No Attendance records as required by law are retained for 5 years. A.A.C. R4-28-404(D)
- Yes No If attendance records are retained by electronic means, the school is able to reconstruct the records in the event of the destruction of the originals, and legible copies can be provided to the ADRE on request. However, original signature rosters for live courses are kept pursuant to A.A.C. R4-28-404(D)(6)
- Yes No N/A There is a system in place to verify/authenticate that the person taking the course is the registered student.
- Yes No N/A The School issues the standard ADRE certificate of real estate course attendance only to a person who completes an approved prelicensure course. A.R.S. §32-2135(B)
- Yes No N/A The School issues a certificate of real estate course attendance only to each person who completed an approved continuing education course. A.R.S. §32-2135(B).
- Yes No N/A The School, as applicable, is in compliance with the provisions of A.R.S. Title 32, Chapter 20, A.A.C. Title 4, Chapter 28, ADRE and Substantive Policy Statements No. 2010.02, 2010.03, 2012.01, 2015.01, and 2019.01

APPROVED EDUCATION COURSES

- Yes No The School takes full responsibility for the content of any course it offers even when shared by another School. A.R.S. §32-2135(A)
- Yes No N/A The School has a current Prelicensure enrollment application or agreement that includes the course description, cost, refund policy, and a statement of any placement service description. A.A.C. R4-28-404(E)
- Yes No Each ADRE approved continuing education course concerns a majority of the required content for the specific course category. A.A.C. R4-28-402(A)(5)
- Yes No The School teaches course content that is not current or that has substantially changed from the course, as approved. A.R.S. §32-2135(C)(7).
- Yes No Each approved live classroom course includes a course outline with sufficient

detail to clearly identify the scope and content of the course. A.R.S. §32-2135(F)

Yes No

The outline for each approved live classroom course states a desired instructional outcome for the course. A.R.S. §32-2135(F)

Yes No

No course whose content is not current or that is substantially changed is being taught. A.R.S. §32-2135(C)(7) and (F)

Yes No

No credit has been given for an unapproved course that was advertised as “pending ADRE approval.” A.R.S. §32-2135(D)(1)

Yes No

The School does not teach information or use course materials that have not been approved by ADRE. A.R.S. §32-2135(C)(4)

Yes No N/A

The School submits notices to the ADRE at least 14 days before holding a live or host remote prelicensure or continuing education course. A.R.S. §32-2135(G)(1)

A. APPROVED INSTRUCTORS

Yes No

The School takes full responsibility for the professional administration and teaching of its courses. A.R.S. §32-2135(A)

Yes No

Only approved instructors teach prelicensure or continuing education. A.R.S. §32-2135(E)&(J), A.A.C. R4-28-404(C) and Substantive Policy Statement No. 2015.01

Yes No

All instructors have completed the Instructor Development Workshop (IDW) requirements, including host remote delivery, as outlined in Form ED-102.

Yes No

Each School instructor is fully competent to teach the course(s) to which assigned as an instructor. A.R.S. §32-2135(E)

Yes No N/A

The School and the School’s instructors enforce the ADRE’s requirement that each student attends at least 50 minutes of instruction for each hour of credit awarded for all prelicensure, continuing education, online, and distance learning continuing education courses. A.R.S. §§32-2124(B)&(C), 32-2130(A), A.A.C. R4-28-101(5), A.A.C. R4-28-402 and Substantive Policy Statements No. 2005.02 and 2010.02

Yes No N/A

The students are informed, as necessary, of ADRE’s class attendance policies

Yes No N/A

The licensed instructor is in attendance for the entire classroom credit hours of both live and remote—prelicensure and live and remote-continuing education classes. A.R.S. §§32-2124(B)&(C), 32-2130(A), A.A.C. R4-28-101(5) and Substantive Policy Statement No. 2005.02

DUTY OF SUPERVISION

Yes No N/A

The School exercises reasonable supervision over the activities for which a license is required for an owner, director, administrator or instructor in the school’s employ. A.R.S. §32-2153(A)(26)

Yes No N/A

The School supervises its advertising and includes its name, address and telephone number in all of its advertising of ADRE-approved courses. A.A.C. R4-28-502(D)

Yes No N/A

The School reports violations of the applicable statutes and rules to ADRE.

AUDIT DECLARATION AFFIRMATION

As the School Owner/Administrator, I have personally completed this Audit Declaration and have personally reviewed and verified the responses in the Audit Declaration.

I understand the importance of the School's duty to exercise supervision in assuring School compliance with the law and have made diligent efforts to comply in every respect.

I hereby declare and affirm all responses are true, full, complete and accurate to the best of my knowledge. I further understand that any false, misleading or incomplete answers to this Audit Declaration may be construed as a violation of, but not limited to, A.R.S. §§32-2135(C)(6) and 32-2153 (A)(3), (A)(17), (A)(22), (A)(26) & (B)(8).

[OWNER/ADMINISTRATOR SIGNATURE]

[PRINTED NAME & TITLE]

[MONTH/DAY/YEAR]