

# Addendum – Conversion of Approved Continuing Education (CE) Course to Host/Remote Course

The purpose of this “Addendum” to the ED-102 Continuing Education (CE) Course Application (previously approved by the ADRE) applies only to an already approved ADRE CE course, and is to allow for a conversion of the approved CE Classroom course to accommodate a Host/Remote Delivery, rather than the approved Live Classroom delivery. This conversion opportunity is being offered on a temporary basis, for the courses already scheduled on the ADRE Online System, in response to the Social Distancing concerns around COVID-19. The Host/Remote Delivery approval will expire upon the completion of the approved “Addendum” converted course completion date. Any subsequent CE courses for Host/Remote presentation must be approved by ADRE. The Arizona Department of Real Estate (ADRE) recognizes that many Arizona Real Estate education providers may need to move to a host/remote delivery, using live streaming services for in-class programs that are currently scheduled. The Arizona approved School may at its discretion, and out of necessity, utilize a live streaming service of its choice, as long as course content remains as was approved by ADRE, is monitored by a live instructor, and, with a documentation of the student seat time and attendance. An ADRE approved instructor can deliver instruction from their home. The exception to this is no quizzes, tests or final exams may be given via a live-stream method. All providers should effectively communicate and receive written consent of each student to convert to a Host/Remote delivery.

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| <b>This Addendum is to the currently approved</b> <input type="checkbox"/> <b>ED-102 Course Number:</b>   |
| <b>The approved ED-102 must be included with this addendum</b> <input type="checkbox"/> <b>Yes</b>  |
| <b>Is this a shared course?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>If a shared course, please submit separate addendum</b>   |
| <b>The CE course has been scheduled and posted to the ADRE Public Database adhering to the 14 day notice</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>   |
| <b>1. Instruction/Delivery Methods</b> <input type="checkbox"/> <b>Host/Remote Location</b>   |
| <b>a. Host/Remote Location:</b> Are classes delivered by the ADRE Approved instructor for the approved course to remote classrooms/individuals through synchronous delivery platforms with real time audio and video, such as satellite broadcasting or third party technology facilitators <input type="checkbox"/> Webex <input type="checkbox"/> Zoom <input type="checkbox"/> Google <input type="checkbox"/> Other: _____ <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> |
| <b>2. Host/Remote Class Requirements</b>  |
| <b>a.</b> Host/Remote classrooms/individuals have a synchronized platform, which includes bi-directional audio and video communication between the course instructor and the individuals/classroom? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  |
| <b>b.</b> Host instructor is an Arizona Licensed Instructor that is monitoring attendance and student engagement activities, and follows prescribed guidelines? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  |
| <b>c.</b> The address where the Host instructor will be located: _____  |
| <b>d.</b> Course instructor is able to visually monitor the remote individuals at all times? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>   |
| <b>e.</b> Course contains student-instructor interactivity and allows for students to view material and ask questions to the instructor via <input type="checkbox"/> Email <input type="checkbox"/> Chat <input type="checkbox"/> VOIP <input type="checkbox"/> Phoneline or <input type="checkbox"/> Other electronic means? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b><br>Please specify if other: _____  |
| <b>f.</b> The original (already scheduled) date of the classroom course as is on the ADRE Online System:  |
| <b>g.</b> The date the course will be held with Host/Remote delivery:   |
| <b>h.</b> How will students identity be verified, attendance monitored, and seat time confirmed during the Host/Remote Class?   |
| <b>i. Provide the access code “invite” to the Host/Remote Course:</b>   |
| <b>ADRE Certificate</b>   |
| <b>a.</b> Upon completion of the Host/Remote Course, the School shall provide ADRE with documentation for each student receiving the course completion certificate. <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  |
| <b>School Attestation</b><br>By my signature below, I attest that I have thoroughly reviewed this Addendum and hereby approve of the submitted course application, outline and any other course materials. I understand that in the event there has been any misrepresentation or willful omission in this application or any attachments, any school approval, is subject to suspension or revocation at any time.   |
| <b>Administrators Name (print):</b> _____ <b>Title:</b> _____   |
| <b>Administrators Signature:</b> _____ <b>Date:</b> _____   |