



**STATE OF ARIZONA**  
 Department of Real Estate  
 Licensing and Professional Education Division

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www.azre.gov

**APPLICATION FOR REAL ESTATE INSTRUCTOR APPROVAL**  
**Form No. ED-101**

Complete this form to request approval as a real estate course instructor ("Applicant" or "Instructor"). Supporting documentation is required to substantiate your qualifications. When the Applicant has completed this form, an authorized administrator of the real estate school that will present the course must sign it. A school, licensed or exempt from licensure under A.R.S. 32-2135 and A.A.C. R4-28-404, must present all classes leading to licensure or renewal of licensure.

If the Applicant has been previously approved to teach Arizona real estate courses and has demonstrated qualification to teach the course content, the Applicant may use Expedited Instructor Approval form in lieu of this application. the School must receive approval from the Department before an Instructor may teach a real estate course for pre-licensure or continuing education credit.

**INSTRUCTOR INFORMATION**

Legal Name of Applicant:	
Mailing Address:	
City, State ZIP:	Email (optional):
Telephone:	Facsimile (optional):
Former Name(s)/Nicknames:	Date of Birth:

**Basis for applicant's qualifications as real estate course instructor (A.A.C. R4-28-404 C):**

Note: an Instructor who does not hold an Arizona real estate license or who holds an Arizona real estate salesperson's license must provide additional documentation and justification sufficient to demonstrate a strong real estate background before he or she will be approved to teach any Prelicense Education course.

1. Bachelor's or advanced degree in an area traditionally associated with real estate, specifically a

Degree in \_\_\_\_\_ from \_\_\_\_\_ in \_\_\_\_\_

Type of Degree                      Subject                      Name of University                      Year

2. Award of a generally recognized professional real estate designation **and** have two years of postsecondary education from an accredited institution. Attach additional sheet as necessary.

Circle as many as apply:

CRS    GRI    ABR    Other \_\_\_\_\_

Designation                      Conferring organization                      Date                      In good standing?

Name and City/State of Postsecondary Institution: \_\_\_\_\_

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3. Experience in real estate **and** a bachelor's (or higher) degree in education **with** a valid teaching certificate issued within the preceding 15 years. Attach a detailed resume to substantiate real estate experience. Identify below the degree earned and where you currently hold a valid teaching certificate. Attach additional sheet as may be necessary.

\_\_\_\_\_ Degree in \_\_\_\_\_ from \_\_\_\_\_ in \_\_\_\_\_  
Type of Degree Subject Name of University Year

Issuing State and Type/Level of Teaching Certificate: \_\_\_\_\_

4. Real estate salesperson's license or real estate broker's license **and** employee or former employee of a regulatory agency. Attach additional sheet as may be necessary.

Real Estate Salesperson or Broker (circle one) Issuing State: \_\_\_\_\_ In good standing? Yes / No

Name of Regulatory Agency where employed: \_\_\_\_\_ City/State: \_\_\_\_\_

Position(s) Held: \_\_\_\_\_ Starting/Ending Dates: \_\_\_\_\_

5. Distinguished Real Estate Instructor designation by the Real Estate Educators Association **and** credentials in the specific subject. Attach a resume or transcript to demonstrate the credentials in the subject matter.

Date DREI awarded: \_\_\_\_\_ In good standing? Yes / No Subject Matter: \_\_\_\_\_

6. At least three years real estate or specific subject experience. Attach a detailed resume and copy of license(s), as applicable.

7. Other education or experience to qualify as an instructor. Attach specific written justification and supporting documentation for consideration.

**Professional Development Experience** List your activities in any national, state or local professional organizations that have contributed to your professional development. Be specific.

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Please indicate the areas in which you feel you have the greatest expertise and in which you have had prior teaching experience. Of the areas of expertise you check, please indicate what percentage of your time is spent in these areas.

- Fair Housing \_\_\_\_\_%
- Real Estate Finance \_\_\_\_\_%
- Taxation \_\_\_\_\_%
- Anti-Trust \_\_\_\_\_%
- Technology \_\_\_\_\_%
- Pricing Residential Property \_\_\_\_\_%
- Real Estate Investment \_\_\_\_\_%
- Professional Standards \_\_\_\_\_%
- Misrepresentation \_\_\_\_\_%
- Sales & Marketing \_\_\_\_\_%
- Vacant/Rural Land \_\_\_\_\_%
- Water Law \_\_\_\_\_%
- Business Brokerage \_\_\_\_\_%
- Real Estate-related Technology \_\_\_\_\_%
- Environmental and Health Issues
  - Identifying Environmental Hazards
  - Disclosure & Environmental Law \_\_\_\_\_%
- Agency
  - Law of Agency \_\_\_\_\_%
  - Office Policy \_\_\_\_\_%
  - Agency & the Sales Process \_\_\_\_\_%
- Business Development & Listing Techniques
  - Business Development \_\_\_\_\_%
  - Effective Listing Skills \_\_\_\_\_%
- Residential Construction, Home Inspection, and Land Use
  - Site Structure, Style, Mechanicals \_\_\_\_\_%
  - Home Inspections & Home Warranties \_\_\_\_\_%
- Commercial Real Estate
  - Counseling \_\_\_\_\_%
  - Real Estate Leasing \_\_\_\_\_%
  - Exchanging \_\_\_\_\_%
  - Listing/Selling (Commercial Property) \_\_\_\_\_%
  - Property Management \_\_\_\_\_%
- Appraisal
  - Residential Property \_\_\_\_\_%
  - Commercial Property \_\_\_\_\_%

Areas of expertise not listed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What topics are you interested in teaching? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**QUESTIONNAIRE**

Attach a completed (including signature) Original Licensure Questionnaire, Form No. LI-214. Download the form from the Department's Website, [www.azre.gov](http://www.azre.gov). If instructed to do so based upon your answers to that form, provide supporting documents listed in the Document Checklist, form LI-400, also available on the website.

**ATTESTATION**

By my signature below, I hereby affirm under penalty of perjury under the laws of the State of Arizona that:

1. I have reviewed the statutory and rule requirements for a Real Estate Instructor. A.R.S. Title 32, Chapter 20, and Title 4, Chapter 28, Arizona Administrative Code.
2. I will provide written notice to the Department a change in my qualifications as required under A.A.C. R4-28-404 and R4-28-301.
3. I will abide by the provisions of the Real Estate Law and certify that at the time of the issuance of license I will be 18 years of age or older.
4. I will issue real estate credit only to students who have attended and/or completed real estate courses for which approval has been issued to the presenting school by the Department, and only for the credit hours and category of credit approved. Improper certification is grounds for suspension or withdrawal (revocation) of school certification and/or instructor approval and may affect other licenses issued to me or issued to companies that I own or over which I exercise control. A.R.S. §§ 32-2135 and 32-2153
5. I am aware that the Commissioner may investigate the actions of the School and any school owner, administrator, director and instructor acting in behalf of the School, and may at any reasonable time examine the books and records of the School used in connection with offering courses for real estate credit. I will allow for and accommodate the Department's representative to audit or monitor any real estate course that has been approved or for which approval is pending.
6. The information and statements I have provided in this application and attachments are true and correct to the best of my knowledge and belief. I understand that any misrepresentation or willful omission in this application or in any attachments hereto may result in suspension or withdrawal (revocation) of my approval at any time.
7. I authorize the Department to contact all persons as it deems necessary to confirm any information contained in this application and do further authorize any person contacted to release such information.

Applicant's Signature:	Date
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