

INSTRUCTIONS
APPLICATION FOR CERTIFICATE OF COURSE APPROVAL -- CONTINUING EDUCATION/PRELICENSE EDUCATION
FORM ED-102 – CE/PE

This form is for use by a licensed Arizona Real Estate School to request approval by the Arizona Department of Real Estate ("Department") for a continuing education course (live instruction presented in a classroom setting). Submit this form to the Department no less than 30 days before the first course date. The school must receive course and instructor approval before advertising or presenting a real estate course for pre-licensure or continuing education credit even if it takes more than 30 days for the Department's review. Under the License Time-frames, the Department has up to 30 days to process a course application or it must refund the application fee paid. There is currently no fee to request course approval.

The Application. Review A.A.C. R4-28-402 for course content categories. The Department will accept a course application for processing only when it is complete, including course outline and signature of an authorized school administrator. Please refer to Frequently Asked Questions (FAQs) on the Department's webpage (www.azre.gov) about *Who Can Sign a Course Application*.

The course application and outline (see Outline Format, below) will provide a brief, comprehensive description of course content, objectives, estimated time allocation and teaching methods. The Department strongly encourages use of two or more methods of instruction and student involvement and participation, which will promote adult learning. The completed course application will also describe teaching materials and aids, student handouts and textbooks (if any) that will be used. Do not submit these additional materials unless requested to do so. A "credit hour" is 50-minutes of instruction; it does not include introductory remarks, breaks, meals, tests, sales presentations or promotion of products or services. The sale or promotion of products or services is not permissible as any part of an approved course.

A Change. The school is expected to ensure that it is teaching accurate information, and to modify the course as needed to meet that objective. When you want or need to make a *substantive* (substantial, considerable) change in course content, duration, or teaching method, you must obtain approval of the revised course from the Department before holding the course for credit. A.R.S. § 32-2135 and R4-28-404 (H)

14-Day Notice. Under A.R.S. § 32-2135, a school must provide notice to the Department a **minimum** of 14 (calendar) days before holding a course so the Department may audit it. The Department considers Notice to include all of the information the Department needs to audit the course:

School name	course title	ADRE course number
Instructor(s) name(s)	the date and time	location (include street address, room name or Number and city)

The Department may or may not respond to Notices it receives. Providing Notice of a scheduled course is *not* a request for approval; a school must have approval before submitting Notice. Current approval status is available on the Department's webpage, www.azre.gov. A.R.S. §32-2135, A.A.C. R4-28-103 and Table 1.

Special Class** Some classes have a prescribed outline or content. **Contract Writing** taken pursuant to A.R.S. § 32-2124 (L) ('Bootcamp') must be titled Contract Writing or Introduction to Contract Writing and the course must include instruction in real estate contract law and contract writing, and hands-on student participation drafting contracts to purchase real property, listing agreements and lease agreements.

To satisfy the requirements of a **Broker Management Clinic (BMC)**, a class must follow the prescribed outline. The title must begin with the words 'Broker Management Clinic'. Additional descriptive words may be appended to the title to describe any particular focus of the course. *Special instructor requirements apply for approval to teach a BMC.* Certified BMC instructors are listed on the Department's Webpage.

Business Brokerage* - Is a test required? Business brokerage category courses leading to *initial award* of the designation and *first renewal* of it must include an approved test. *Special instructor requirements apply.* If a test is optional, the course may only be used for *subsequent renewal* of the designation. A.R.S. §§ 32-2124, 32-2130, A.A.C. R4-28-405.

Instructors. List as indicated proposed instructors currently approved to teach this course or a similar course, any for whom additional information about their qualifications and credentials are needed, and those who have not been approved. Submit an Instructor Update (ED-108) or an Instructor Application (ED-101), as applicable, and supporting documentation to demonstrate the applicant's knowledge of the course subject matter. Applications are to be signed by the instructor applicant and the school administrator. Verify an instructor's current approval by viewing the Public Database on the Department's webpage, www.azre.gov.



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

2910 North 44th Street, Suite 140, Phoenix, Arizona 85018
 Phone: (602) 771-7720 Fax: (602) 957-0658

400 West Congress, Suite 523, Tucson, Arizona 85701
 Phone: (520) 628-6940 Fax: (520) 628-6941

What is a Segmented Course? A "segmented" course is one that has been designed and approved to be taken in parts as well as in its entirety. A student may attend any of the "segments" and understand the content of that portion of the course without attending previous or subsequent sessions. A student must attend all of the segments to be issued credit for that course. A certificate of completion for the course can only be given when the entire course (all segments) has been completed. A segmented class is NOT one with content approved in more than one category of credit. A school may apply for individual course numbers for the various segments and issue certificates of completion for each individual segment. Students may receive certificates of completion for any segment(s) of a course OR a certificate of completion for the entire course, but may not receive both. To do so would provide double continuing education credit for the individual segments.

Submit to the ADRE by mail to 2910 N 44 St., Suite 140, Phoenix, AZ 85018 or electronically to Education@azre.gov.

The Checklist and Instructions are not a part of the Application; do not file these with ADRE.

OUTLINE FORMAT - Attach to the application an outline using the format below to describe the course content, objectives, and teaching method(s), and time allocation.

Course Outline and Objectives

Length	Topic	Objective	Teaching Method
5	Introductions		
15	Department Overview - Org chart of who's who in the Education Department	Explain the course approval process	Lecture
30	Review Course Applications	Differentiate between forms ED102-, ED-104 and ED-105	Lecture
10	Break		
15	Review what steps to take when developing a course outline	List at least 3 items that should be included in a Course Outline	Lecture
15	Introduce the SMART process of writing course objectives	Describe what make a good objective	Lecture
10	Review Sample Course Outlines	Distinguish between a well developed course outline and a poorly written course outline	Group Exercise
20	Break out Session – Assign groups course topics and have them develop Objectives.	Demonstrate writing course objectives	Group Exercise
10	Break		
30	Discuss Copyrighted Issues	Identify	Lecture
10	Review		Instructor lead Question Session
15	Question & Answer Session		Group Questions
10	Evaluations	Evaluate Course	Student Activity

185 minutes total, less 5 minutes for introductions, 20 minutes for breaks and 10 minutes for course evaluations = 150 minutes of instruction = 3 credit hours



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Instructions for Completing Form ED-102 CE/PE
Remember to complete pages 1 – 3 completely

Title:	Type the course title you want approved
Course Summary	Enter a brief description of the course for which you are seeking approval. A few sentences to explain the purpose of the course and the knowledge that you hope the students will gain.
Approval Requested	Select one of the following: <ul style="list-style-type: none"> ➤ New Course – if the course has not been approved before OR the prior approval has expired. ➤ Renew Approval – if this course approval is expiring and you want approval to continue. ➤ Revised Course – if the approved course has been modified and you would like the revised course approved ➤ Add a School – if course has been previously approved for another school.
Course Developer	Type the name of the person or school who developed the course. If the submitting school or an employee of the submitting school is not the course developer you are responsible for having permission to offer the course.
Date & Time of Initial Presentation	Enter the time and date for the first planned class.
Location of the Initial Presentation	Enter the complete address of the location where you the first class will be held.
CE Category:	Select the appropriate category(s) of credit for this course. For a description of the categories refer to R4-28-402, AZ Admin. Code.
Total No. Credit Hours Requested	Enter the number of hours you desire to have approved. Class hours are equal to 50 minutes of instruction. If you are requesting credit in multiple categories be sure to note how many hours are being requested for each category.
Frequency	Select one of the following: <ul style="list-style-type: none"> ➤ Recurring if this course will be taught more than once. ➤ One-time Only if this course will only be taught on one occasion.
Segmented	If it can be presented (and understood) in part as well as in its entirety -- indicate segments on outline.
Is a Comprehensive test required?	If students will be required to take and pass a test for credits circle "Y" and include a copy of the test and the answer key. If students are not required to take and pass a test for credits circle "N"
Instruction Methods	Select as many of the methods as applicable. It is highly recommended that you incorporate at least 3 methods as this will make the learning process more beneficial for the adult learner.



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Teaching Aids/Handouts	Select as many of these applicable. You do not need to include copies of handouts or forms to be used, just a description of them. For example, if you will be teaching an agency class you might list the class outline, the Real Estate Disclosure and Election Form and the Consent to Limited Representation Form.
Course Outline	Type each topic to be covered, the objective, the method(s) that will be used when teaching the topic, and the approximate time allocated
Total Minutes	Add up the total minutes on the outline, excluding breaks, tests, introductions, etc., and write in the total minutes. (Divide by 50 to see the number of credit hours possible).
Proposed Instructor(s)	List the name of each instructor you want approved to teach the course. Include the instructor's approval number and expiration date of their approval. (If new content for the instructor, demonstrate credentials.)
School's Legal or DBA Name	Type your school name
	Type your school's License Number
	Type the expiration date of your school approval
	Type the street address for your school
	Type the city, state and zip code for your school
	Type your school phone number
	Type your school's fax and/or email address (required). A fax number is optional however an email address is required; as it will allow the Department to provide more timely communication. It will also appear on the ADRE webpage for prospective students to contact the school.
School Administrator	After reviewing your course application, outline and any supporting documents, give this form to your school administrator to be reviewed, signed and submitted to the Real Estate Education Department.
Print School Administrator	Type the name of the school administrator
Approval Exp	Type the expiration of the approved term for the school administrator
School Administrator and Date	As school administrator, review the application and all forms. If you believe all items needed for course approved are complete, sign & date your name and submit the application to the Education section of the Department of Real Estate by mail or electronically.



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R4-28-402. Continuing Education Requirements

A. Continuing education requirements.

1. To be eligible for license renewal, a real estate salesperson or broker shall complete continuing education courses approved by the Department under R4-28-404, presented by a real estate school approved under R4-28-404, and taken since the salesperson's or broker's original licensure or effective date of the preceding license, whichever is later.
2. A real estate salesperson or associate broker applying for renewal shall submit proof of satisfactory completion of 24 credit hours of continuing education courses in the categories specified in subsection (A)(5). The renewal applicant shall complete a minimum of three hours in each of the mandatory categories under subsections (A)(5)(a) through (A)(5)(f). The renewal applicant shall take additional courses in the mandatory categories, or shall take courses in the business brokerage or general real estate categories described in subsection (A)(5)(g) and (A)(5)(h) to fulfill the required 24 credit hours.
3. A real estate designated broker applying for renewal shall submit proof of satisfactory completion of 24 credit hours of continuing education courses. The renewal applicant shall complete a minimum of three hours in each of the mandatory categories under subsections (A)(5)(a) through (A)(5)(f) and shall complete a Broker Management Clinic under A.R.S. 32-2136 approved in the Commissioner's Standards category under subsection (A)(5)(c). The renewal applicant shall take additional courses in the mandatory categories, or shall take courses in the business brokerage or general real estate categories described in subsection (A)(5)(g) and (A)(5)(h) to fulfill the required 24 credit hours.
4. A salesperson renewing for the first time may include credit for attendance at the Contract Writing class taken under A.R.S. § 32-2124(L) if taken within one year before the date of the salesperson's original licensure. A broker renewing for the first time may include credit for attendance at the Broker Management Clinic under A.R.S. § 32-2136 taken before the broker's original licensure date.
5. The categories for real estate continuing education courses are:
 - a. **Agency Law.** The majority of class material concerns agency relationships and disclosure.
 - b. **Contract Law.** The majority of class material concerns the contract formation and implementation, or the results of contract use, including:
 - i. Various contract forms and clauses, fundamentals, updates, options, offers, counter offers, first right of refusal, and exchanges;
 - ii. Contract writing;
 - iii. Required disclosures, problem-solving, and law and rule requirements;
 - iv. Recent court decisions and case law studies;
 - v. Breach of contract issues;
 - vi. Legal, ethical and agency considerations, procedures, and disclosures;
 - vii. Accommodating current financing procedures, requirements, and options.
 - c. **Commissioner's Standards.** The majority of class material relates to license laws, including:
 - i. Article 26 of the Arizona Constitution;
 - ii. A.R.S. Title 32, Chapter 20, and A.A.C. Title 4, Chapter 28, which includes trust accounts, recordkeeping, license requirements, exemptions to licensure, commission payments, recovery fund provisions, development requirements, processes for public reports for and sale of subdivided and unsubdivided land, membership campgrounds and time-shares, cemetery regulations, and grounds for disciplinary action and hearings.
 - iii. A.R.S. Title 44, Chapter 10, Article 3.1, Trade Names and Business Practices.
 - d. **Real Estate Legal Issues.** The majority of class material concerns existing real estate law, including:
 - i. Sources of real estate law (constitutions, statutes, zoning, common), and the legal system;
 - ii. Land and its elements (air, mineral rights, real and personal property);
 - iii. Land, title, and interests in land, homestead, encumbrances, and the Landlord and Tenant Act;
 - iv. Easements, fixtures, land descriptions, ownership, deeds, and building restrictions;
 - v. Escrow procedures, financing documents, and lending laws and regulations, including Regulation
 - vi. Wills and estates, taxes, bankruptcy law, securities laws, title insurance, and appraisal law;
 - vii. Case law studies, real estate fraud, disclosure law, interstate and international real estate;



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- viii. Commission issues and forms of business ownership;
- ix. Homeowners Association regulations;
- x. Real Estate Settlement Procedures Act (RESPA); and
- xi. Environmental issues.

e. **Fair Housing.** The majority of class material concerns equal opportunities in housing, including:

- i. Americans with Disabilities Act, ADA architectural designs (construction and development), and pertinent court cases;
- ii. Arizona and federal fair housing laws, including advertising, marketing, information, and enforcement;
- iii. Housing developments, deed restrictions, affordable housing, elder housing, zoning, local ordinances, and disclosures;
- iv. Commercial and residential concerns; and
- v. Administrative procedures and business practices.

f. **Disclosure.** The majority of class material concerns the following:

- i. Licensee's disclosure obligations to client and others;
- ii. Seller's and buyer's disclosure obligations to each other;
- iii. Common material facts warranting disclosure, and liability for failure to disclose;
- iv. Avoiding inadvertent non-disclosures;
- v. Transaction documents that should be reviewed;
- vi. Common "red flags" in a real estate transaction;
- vii. Homeowner associations and buyers' obligations to homeowner associations; and
- viii. Advising buyers and sellers of common "red flags."

g. **Business Brokerage.** The majority of class material concerns business brokerage including:

- i. Business brokerage basics including introducing licensees to business brokerage, associated terminology, marketing, prospecting, listing, pricing, closing practices, the use of contracts related to and unique to business brokerage, and the application of business brokerage contracts;
- ii. Business valuations and appraisals, and establishing an in-depth review of proper business valuation techniques for small, medium, and large businesses;
- iii. Tax structure and considerations, tax law, and policy including subjects such as financing tools available, options available, and tax implications;
- iv. Accounting for business brokers;
- v. Agency in business brokerages, the use of contracts related to and unique to business brokerage, and the application of business brokerage contracts; and
- vi. Disclosure issues in business brokerage, including common "red flags" in a business opportunity transaction, and advising buyers and sellers of common "red flags."

h. **General Real Estate.** The majority of class material concerns real estate, but does not fall within any of the categories listed in subsections (A)(5)(a) through (A)(5)(g), including:

- i. Appraisal methodology;
- ii. General finance, use of financial calculators, mathematics, and managing cash flow;
- iii. History of development in metropolitan areas; and
- iv. Introduction to property management.

B. Continuing education waiver. Under A.R.S. § 32-2130, the Commissioner may waive all or a portion of the continuing education requirement or grant additional time to complete a continuing education requirement when a salesperson or broker submits a written request to the Commissioner and shows good cause for the waiver or additional time.

1. Good cause may include:

- a. A person employed by the state or political subdivision establishes to the satisfaction of the Commissioner that the person's employment during the prior license period involved real estate-related matters;
- b. Any officer or employee of the state whose license is on an inactive status due to a possible conflict of interest or other employment requirement;
- c. An approved real estate instructor requests a waiver for a course the instructor has taught;

C. The Department shall not grant a person credit for more than nine hours of continuing education per day.



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APPLICATION FOR CERTIFICATE OF COURSE APPROVAL
Continuing Education/Prelicense Education (Live Classroom Instruction)
Form No. ED-102 – CE/PE

Review the Checklist and Instructions Before Using this Form

COURSE INFORMATION

Title:	
Approval Requested for: <input type="checkbox"/> New Course--Recurring <input type="checkbox"/> New Course--One-Time Only <input type="checkbox"/> Renew Approval (filed before expiration) <input type="checkbox"/> Revised Course	
If applicable, ADRE course number _____ Previously approved for this same submitting School? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Course Summary:	
Name of Course Developer:	
If submitting school is not the course developer, the Department recommends the School have written approval to present this course from the course developer.	
Date & Time of Initial Presentation:	
Location of Initial Presentation: <input type="checkbox"/> school main/branch campus <input type="checkbox"/> Other (Facility/Business Name, Address, Room Name/No., City)	
CE Category: <input type="checkbox"/> Agency Law <input type="checkbox"/> Business Brokerage* <input type="checkbox"/> Contract Law <input type="checkbox"/> Commissioner's Standards <input type="checkbox"/> Disclosure <input type="checkbox"/> Fair Housing <input type="checkbox"/> General Real Estate <input type="checkbox"/> Real Estate Legal Issues	Pre-License Education: <input type="checkbox"/> R.E. Salesperson's Course (Min. 90 hours) <input type="checkbox"/> R.E. Salesperson's AZ –Specific (Min. 27 hours) <input type="checkbox"/> R.E. Broker's Course (Min. 90 hours) <input type="checkbox"/> R.E. Broker's AZ-Specific (Min. 27 hours)
Special Class**: <input type="checkbox"/> Contract Writing (A.R.S. 32-2124 L) <input type="checkbox"/> Broker Mgmt Clinic (A.R.S. 32-2136)	Total No. Credit Hours Requested:
<input type="checkbox"/> (** Special Class) If this Course has a Prescribed Content it will be taught in accordance with the applicable requirement.	
Segmented? Y <input type="checkbox"/> / N <input type="checkbox"/> (If Yes, illustrate segment breaks on Outline)	
Is student required to pass a comprehensive test to receive credit? (*) No <input type="checkbox"/> Yes <input type="checkbox"/> (If yes, attach copy with answer key)	

SCHOOL INFORMATION

School's Legal or DBA Name:	
School License #:	School Exp. Mo/Year
Bus. Address	City/State/ZIP
Phone	Fax/Email (optional)

By my signature below I attest that I have reviewed the course materials. I have reviewed the proposed instructor(s) qualifications and credentials. I will be responsible for ensuring the course is presented by the School in the manner stated in this application and in accordance with all applicable statutes and rules, and will provide notice to the Department and receive approval of any material changes to the course before presenting the course for credit.

School Administrator No. _____ Approval Exp. (Mo/Yr): _____

Printed Name/Signature: _____ Date: _____