



**STATE OF ARIZONA**

# **REAL ESTATE CANDIDATE HANDBOOK**

**SEPTEMBER 2010**

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# QUICK REFERENCE

## STATE LICENSING INFORMATION

Candidates may contact the state's real estate department with questions about obtaining or maintaining a license after the examination has been passed.

### Arizona Department of Real Estate

2910 N 44th Street, Suite 100  
Phoenix, AZ 85018

**Phone:** (602) 771-7799

**Fax:** (602) 955-6284

**Website:** [www.azre.gov](http://www.azre.gov)

**Email:** [licensing@azre.gov](mailto:licensing@azre.gov)

## EXAMINATION INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or about an upcoming examination.

### Pearson VUE

Arizona Real Estate  
PO Box 8588  
Philadelphia, PA 19101-8588

**Phone:** (888) 405-5776

**Website:** [www.pearsonvue.com](http://www.pearsonvue.com)

## RESERVATIONS

### Before making an exam reservation

Candidates should thoroughly review this handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process.

### Making an exam reservation

Candidates may make a reservation with Pearson VUE by:

- Calling Pearson VUE at (888) 405-5776
- Faxing the *Fax Reservation Form* (from Appendix) to (888) 204-6291
- Visiting the website ([www.pearsonvue.com](http://www.pearsonvue.com))

Candidates must make a reservation by phone at least one (1) business day before the desired examination date or online or by fax at least four (4) business days before the desired examination date. **Walk-in examinations are not available.**

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## SCHEDULES & FEES

### Test centers

A list of test centers appears on the back cover of this handbook. Candidates should contact Pearson VUE to confirm specific locations and schedules.

### Exam fees

The examination fee must be paid at the time of reservation by credit card, debit card, voucher, or electronic check (see page 5). **Cash will not be accepted. Payment will not be accepted at the test center. Examination fees are non-refundable and non-transferable**, except as detailed in *Change/Cancel Policy* (see page 6.)

## EXAM DAY

### What to bring to the exam

Candidates should bring to the examination proper identification and other materials as dictated by the state licensing agency. (See *Exam Day* on page 8.)

### Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins. The time allotted for each examination is detailed on page 9. Each candidate will leave the test center with an official score report in hand.

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*Note: Candidates will receive the application for licensure at the test center upon successful completion of the entire exam.*

## **The candidate handbook is a useful tool in preparing for an examination.**

It is highly recommended that the Arizona Real Estate Candidate Handbook be reviewed, with special attention given to the content outlines, before taking the examination. (*Content outlines begin on page 13 of this handbook.*)

## **Individuals who wish to obtain a real estate license must:**

### **1. Complete Prelicensing Education.**

Before taking an examination, real estate salesperson and broker candidates must complete all prelicensing education.

### **2. Obtain an Arizona fingerprint clearance card.**

The process for obtaining an Arizona fingerprint clearance card is included in the back of this handbook.

### **3. Make a reservation and pay the examination fee.**

Make a reservation (by phone, by fax, or online) with Pearson VUE for the examination. (*See page 4.*)

### **4. Go to the test center.**

Go to the test center on the day of the examination, bringing along all required materials. (*See page 8.*)

### **5. Apply for a license.**

After passing the examination, candidates must submit the proper application materials to the Arizona Department of Real Estate within one year of passing the exam. (*See page 2 for additional details.*)

## CONTACT INFORMATION

Candidates may contact Pearson VUE with questions about this handbook or an examination, or may contact the Arizona Department of Real Estate with questions about obtaining or maintaining a license.

**Pearson VUE**  
Arizona Real Estate  
PO Box 8588  
Philadelphia, PA 19101-8588  
Phone: (888) 405-5776  
Website: [www.pearsonvue.com](http://www.pearsonvue.com)

**Arizona Department of Real Estate**  
2910 N 44th Street, Suite 100  
Phoenix, AZ 85018  
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Website: [www.azre.gov](http://www.azre.gov)  
Email: [licensing@azre.gov](mailto:licensing@azre.gov)

## THE LICENSURE PROCESS

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of, and prohibits all others from legally practicing, a particular profession, vocation, or occupation. By ensuring a level of competence, the licensure process protects the general public.

## A MESSAGE FROM ADRE

The Arizona Department of Real Estate (ADRE), a government agency, is authorized with the enforcement of Real Estate Laws and Rules governing the real estate profession in Arizona. ADRE fulfills its mission “to protect the public interest through licensure and regulation of the real estate profession in this state.”

The ADRE has contracted with Pearson VUE to develop and administer licensing examinations for salespersons and brokers in real estate, cemetery, and membership camping sales.

Arizona is not reciprocal with any state or country. An applicant for a real estate, cemetery or membership camping license in Arizona must meet the Arizona requirements in effect at the time of the application, regardless of the applicant’s licensed status in another state.

## PRACTICE TESTS

Practice tests are offered exclusively online at [www.pearsonvue.com](http://www.pearsonvue.com), giving candidates even more opportunity to succeed on real estate examinations. Our practice tests will not only help prepare candidates for the types of questions they will see on the licensure exam but also familiarize them with taking computer-based examinations.

Pearson VUE offers a practice test for real estate that contains questions developed by subject matter experts using concepts found in the national portion of the licensure examination. The test closely reflects the format of the licensure examination, can be scored instantly, and provides immediate feedback to help candidates identify correct and incorrect answers. Candidates can purchase practice tests anytime by visiting [www.pearsonvue.com](http://www.pearsonvue.com).

# STATE LICENSING REQUIREMENTS

Pursuant to A.R.S. §32-2124, all applicants applying for an original license shall show evidence satisfactory to the Commissioner:

- Of the honesty, truthfulness, good character and competency of the applicant.
- That the applicant has not had a license denied within one year, or revoked within two years, immediately preceding the application date.
- That the applicant is at least 18 years of age when applying for a license.
- That a real estate license applicant has completed prelicensure education course(s) prescribed and approved by the Commissioner of at least 90 classroom hours and has passed the school's final examination.
- That the applicant for a broker's license has demonstrated at least three years of actual experience as a licensed broker or licensed salesperson during the five-year period immediately preceding the date of license application.

An applicant must have passed the Pearson VUE examination within one year preceding the application for licensure (A.R.S. §32-2125.01).

All applicants must provide proof of legal presence in the United States prior to holding a state-issued professional license (A.R.S. § 41-1080).

All applicants must provide an Arizona Fingerprint Clearance Card at the time of license application. See Informational Alert, which is included in the back of this handbook (A.R.S. §§ 32-2101.28 and 32.2108.01).

Depending on the answers you provide on the *Original Licensure Questionnaire*, which is included in the back of this handbook, you may also be required to submit a signed statement providing details, certified copies of documents relating to any disclosure(s), and additional information and documents. Review the instructions on the *Disclosure Document Submittal Checklist* (LI-400), also included in the back of this handbook, to determine what documentation you will be required to furnish.

**Note: Issuance of a license depends on review and approval of all license application material. Passing an exam does not guarantee that you will be issued a license.**

## LICENSED EXPERIENCE REQUIRED FOR ALL BROKER APPLICANTS

You must have at least three years licensed experience as a salesperson or broker within the immediately preceding five-year period to apply for a broker's license.

If your licensed experience was acquired in Arizona, the ADRE will automatically calculate your experience at the time of license application when you submit the *Broker Candidate Experience Verification Form* (or forms); a separate request is not necessary. If your experience was acquired in a state other than Arizona, you must obtain a certified license history from each state in which you held a salesperson's or broker's license during the past immediately preceding five years, prior to license application.

If you were licensed as a designated broker or employing broker, complete and sign the form yourself for the applicable period

To substantiate that you meet the experience requirement for a broker's license, your

current broker must complete and sign a *Broker Candidate Experience Verification Form* (LI-226), which is included in the back of this handbook. The form is also available at ADRE's website: [www.azre.gov](http://www.azre.gov).

## **LICENSE APPLICANT INSTRUCTIONS**

As you pass each portion of the examination, you will be issued a passing score report. Upon passing both parts, a third score report, which is your **application for licensure**, will be issued at the test site. Please submit all three Examination Score Report sheets when applying for licensure. Follow the instructions on the application to apply for a license. Additional instructions for specific license applicants are noted below.

In addition to the licensing application, the candidate must provide the department with a fingerprint clearance card and proof of legal presence.

### **Salesperson's License Applicant**

You must apply for a license within one year of passing each section of the examination (national and state-specific). Prior to licensure you will be required to complete a six-hour Contract Writing Course.

### **Broker's License Applicant**

You must apply for a license within one year of passing each section of the examination (national and state-specific). Prior to licensure you will be required to complete the Broker Management Clinic.

### **Applicants previously licensed in Arizona**

If your prelicense education is less than ten years old since completion, you may be eligible to be recertified by the school or the department.

# EXAM RESERVATIONS

## PHONE RESERVATIONS

(888) 405-5776

**Walk-in examinations are not available.** Candidates are responsible for knowing which examination they must take.

## PHONE RESERVATIONS

Candidates may call (888) 405-5776\* to make a reservation.

CALL CENTER HOURS	
Monday – Friday	6 a.m. – 9 p.m.
Saturday	6 a.m. – 3 p.m.
Sunday	8 a.m. – 2 p.m.

*Mountain Standard Time*

### Before calling, candidates should have the following:

- Legal name, address, email address, Social Security number, daytime telephone number, and date of birth
- The name of the examination(s)
- The preferred examination date and test center location (a list appears on the back cover of this handbook)
- Credit card, debit card, voucher, or electronic check information for payment
- Preclicensure school name, approval number, and completion certificate
- For broker exam candidates only: Qualifications for broker experience requirement reference a completed *Broker Candidate Experience Verification Form* (LI-226).

A representative will help candidates select a convenient examination date and location and will answer questions. A reservation will be made based on the next available examination date.

Candidates who wish to make a phone reservation must do so at least one (1) business day before the desired examination date.

## ONLINE RESERVATIONS

Candidates may make an examination reservation online by visiting the Pearson VUE website at [www.pearsonvue.com](http://www.pearsonvue.com). First-time users must obtain a check-in code and will be asked to provide their name, email address, and phone number, as well as a personal password. Candidates will receive a check-in code immediately upon submitting the requested information.

Candidates will be prompted with step-by-step instructions on completing the online *Reservation Request Form*. Once the online request has been submitted, Pearson VUE will send via email a confirmation of the examination date, time, and location, or will contact candidates whose choices are not available. Candidates may also review, change, or even cancel an existing reservation after the *Reservation Request Form* has been submitted by following the instructions.

Candidates who wish to make an online reservation must do so at least four (4) business days before the desired examination date.

## \*TELECOMMUNICATION DEVICES FOR THE DEAF

Pearson VUE is equipped with TDD (Telecommunication Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available 8 a.m. to 5 p.m. (EST) Monday through Friday, toll-free at (866) 274-4777. This TDD phone option is for individuals equipped with compatible TDD machinery.

## FAX RESERVATIONS

Candidates may fax the *Fax Reservation Form* (from Appendix) to Pearson VUE at (888) 204-6291, 24 hours a day, 7 days a week. The completed form must be faxed at least four (4) business days before the desired examination date. A confirmation of the reservation will be returned by fax within twenty-four (24) hours of receipt of the faxed request.

## EXAM FEES

Payment must be made at the time of reservation by credit card, debit card, voucher, or electronic check. **Payment for the examination will not be accepted at the test center.**

EXAMINATION FEES	
Real Estate Salesperson	\$125
Real Estate Broker	\$225
Cemetery Salesperson	\$125
Cemetery Broker	\$225
Membership Camping Salesperson	\$125
Membership Camping Broker	\$225

## Electronic Checks

Candidates who choose to pay the examination fee by electronic check must have a personal checking account and must be prepared to provide to Pearson VUE at the time of reservation the following information:

- Bank name
- Account number
- Routing number
- Social Security number, state-ID number, or driver's license number
- Name and address on the account

Using this information, Pearson VUE can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.

## Vouchers

Candidates may prepay examination fees and receive a voucher to use when they contact Pearson VUE to make an examination reservation. The number listed on the voucher will be accepted by Pearson VUE as payment for the examination fee. Vouchers may be purchased for one fee or many; therefore, companies may buy vouchers in bulk and distribute them to candidates as desired.

Those who want to purchase a voucher should send a *Voucher Request Form* (found in the back of this handbook), along with proper payment. Pearson VUE will process voucher requests within one (1) week of receipt. Vouchers are valid for one (1) year from the issue date, and they may be renewed or refunded.

## **CHANGE/CANCEL POLICY**

Candidates should call (888) 405-5776 at least two (2) business days before the examination to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer their fees to a new reservation or request a refund. **Candidates who change or cancel a reservation without proper notice will forfeit the entire examination fee.**

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether individually or by a third party.

## **ABSENCE/LATENESS POLICY**

Candidates who are late to or absent from an examination may be excused for the following reasons:

- Illness of the candidate or a member of the candidate's immediate family
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

**Candidates who are late to an examination will not be admitted and will forfeit the entire examination fee. Candidates who are absent from an examination and have not changed or canceled the reservation according to the Change/Cancel Policy will forfeit the entire examination fee.** Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within fourteen (14) days of the original examination date.

## **WEATHER DELAYS AND CANCELLATIONS**

If severe weather or a natural disaster makes the test center inaccessible or unsafe, the examination may be delayed or canceled. Candidates should call (800) 274-2615 for details on delays and cancellations during severe weather.

## SPECIAL EXAM RESERVATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act (ADA) (42 U.S.C. 12101 *et seq.*) and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e *et seq.*), in accommodating disabled candidates who need special arrangements to take an examination.

Candidates who require special arrangements due to impaired sensory, manual, or speaking skills, or other disability, should fax the *Special Accommodations Request Form* (found in the back of this handbook) to Pearson VUE.

The form must be accompanied by supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and an explanation of examination aids or modifications. Pearson VUE will provide auxiliary aids and services, except where such may fundamentally alter the examination or results, or result in an undue burden. The examination will be scheduled upon receipt of all required information by Pearson VUE.

Candidates who have additional questions concerning ADA arrangements may contact the ADA Coordinator at (800) 274-3707. However, the *Special Accommodations Request Form*, along with the required supporting documentation, **must** be submitted to Pearson VUE before any special examination arrangements can be finalized.

Pearson VUE will determine the time and place of specially arranged examinations and will confirm these arrangements directly with the candidate. Candidates who need to retake an examination should notify Pearson VUE that special arrangements were used for the previous examination.

Due to the unique nature of each special request, Pearson VUE recommends that candidates request special services as early as possible. Pearson VUE will make a concerted effort to provide reasonable accommodations as permitted by state licensing agencies and individual test center capabilities.

## REQUIRED ITEMS

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the entire examination fee.

## WHAT TO BRING

### Required Materials

- Identification that is deemed acceptable, as detailed under *Acceptable Forms of Candidate Identification*.
- Real estate salesperson and broker exam candidates only: prelicensure education certificate.
- Broker exam candidates only: a completed *Broker Candidate Experience Verification Form (LI-226)*. **(Pearson VUE is not responsible for validating the accuracy or acceptability by ADRE of the Broker Candidate Experience Verification Form. ADRE will not issue an Arizona Broker License if qualifications are not met or forms are deficient. Confirmation of ADRE approval of the Broker Candidate Experience Verification MAY be obtained prior to exam scheduling).**
- Between July 1, 2010, and June 30, 2011, candidates who completed the exam under the prior testing vendor must bring a valid passing score report and present it to the test administrator prior to testing.

**Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the entire examination fee.**

### Suggested Materials

- A calculator, which must be **battery-operated, silent, hand-held, nonprinting, and without an alphabetic key pad**. Acceptable models include HP111 Qualifier, PHP10BII, HP 10, HP12C, and HP17.

### Acceptable Forms of Candidate Identification

Candidates must present **two (2)** forms of current signature identification. The primary identification must be government-issued and photo-bearing with a signature, and the secondary identification must contain a valid signature. Identification must be in English.

#### Primary ID (photograph and signature, not expired)

- Government-issued driver's license
- U.S. Department of State driver's license
- U.S. learner's permit (plastic card only with photo and signature)
- National/state/country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

#### Secondary ID (signature, not expired)

- U.S. Social Security card
- Debit (ATM) card
- Any form of ID on the Primary ID list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature.

Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

## EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate's identification and other documentation will be reviewed and he/she will be photographed for the score report.

Candidates are required to review and sign a *Candidate Rules Agreement* form. If the *Candidate Rules Agreement* is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported as such and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action.

Candidates will have an opportunity to take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations or with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure.

Candidates may begin the examination once they are familiar with the PC. The examination begins the moment a candidate looks at the first examination question. The examination will end automatically after the examination time has expired, and candidates will leave the test center with their official score report in hand.

EXAMINATION	NUMBER OF QUESTIONS	NUMBER OF PRETEST QUESTIONS	TOTAL NUMBER OF QUESTIONS	TIME ALLOTTED
Real Estate Salesperson – National	80	5	85	150 minutes
Real Estate Salesperson – State-specific	90	10	100	150 minutes
Real Estate Broker – National	80	5	85	150 minutes
Real Estate Broker – State-specific	100	10	110	165 minutes
Cemetery Salesperson*	30	–	30	75 minutes
Cemetery Broker*	40	–	40	90 minutes
Membership Camping Salesperson*	30	–	30	75 minutes
Membership Camping Broker*	40	–	40	90 minutes

\*No prelicense education is required for these exams.

## SCORE REPORTING

When candidates complete the examination, they will receive a score report indicating whether they have passed the examination. The score report will include diagnostic information relating to the national and state-specific portions of the examination.

## RETAKING AN EXAMINATION

Candidates should contact Pearson VUE to make a reservation to retake the examination, and should have their score report from the examination they did not pass available when they call.

Candidates who pass the examination will receive a license application. Candidates who do not pass the examination will receive information about reexamination.

## RETAKING THE EXAM

The examination is divided into two sections: national and state-specific. Candidates who pass one section of the exam and do not pass the other need to retake only the section they did not pass. However, **both portions of the exam must be successfully completed within one (1) year prior to the date of license application.**

**Candidates who do not pass an examination must wait twenty-four (24) hours after taking that exam before making a reservation to retake it.** Reservations cannot be made at the test center.

Candidates who passed one portion of the exam with the previous testing vendor will need to retake the other portion by presenting the passing score report from the previous testing vendor to the Pearson VUE test administrator prior to testing.

## REVIEW OF EXAMS

Candidates who do not pass the examination for the second time will have an opportunity to review the questions they answered incorrectly on the state-specific portion of the exam. This review will be available on the candidate's testing screen following the second examination, and will only be offered if the candidate does not pass the examination and the state-specific portion of the examination has not been waived. For security reasons, examination material is not otherwise available for review.

## SCORE EXPLANATION

The passing score of an examination is set by the Arizona Department of Real Estate. The national and state-specific portions are usually administered in multiple versions to enhance security. To ensure that no individual has an unfair advantage or disadvantage by taking a particular version of the examination, the actual passing score of the various versions may be adjusted to accommodate minor fluctuations in the difficulty level of the questions on each version. The passing score for all versions, however, is reported as a score of 75%.

The reported examination scores can range from 1% to 100%, but they are not to be interpreted as the percentage or number of examination questions answered correctly. With 75% as the passing score, any score below 75% indicates how close the candidate came to passing.

## DUPLICATE SCORE REPORTS

Candidates may request a duplicate score report by completing the appropriate form found in the back of this handbook and submitting it along with the proper fee.

## TEST CENTER POLICIES

The following policies are observed at each test center. **Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the entire examination fee.**

- **No personal items are allowed in the testing room.** Personal items include but are not limited to the following: cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices,

papers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens, or pencils.

- **Calculators are permitted only if they are silent, hand-held, nonprinting, and without an alphabetic key pad.** Financial calculators are not permitted. Calculator malfunctions are not grounds for challenging examination results or requesting additional examination time. **NOTE: Calculators are NOT provided by the test center staff.**
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**
- Studying **is not** allowed in the test center. Visitors, children, family, or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. Upon entering and being seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**
- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Break policies are established by the exam sponsor. Most sponsors allow unscheduled breaks. To request an unscheduled break, candidates **must** raise their hand to get the administrator's attention. **The exam clock will not stop while the candidate is taking a break.**
- Candidates must leave the testing room for all breaks. However, candidates **are not permitted to leave the floor or building for any reason during this time, unless specified by the administrator and the exam sponsor.** If a candidate is discovered to have left the floor or building, he/she will not be permitted to proceed with the examination and may forfeit the entire examination fee.
- While taking a break, candidates are permitted to access personal items that are being stored during the exam only if necessary—for example, personal medication that must be taken at a specific time. **However, a candidate must receive permission from the administrator prior to accessing personal items that have been stored.** Candidates are **not** allowed access to other items, including but not limited to cellular phones, PDAs, exam notes, and study guides, unless the exam sponsor specifically permits this.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

## EXAM CONTENT

The content of the national portion of the examination is based on information obtained from a job analysis performed by Pearson VUE. Responses from real estate professionals were analyzed to determine the nature and scope of tasks they perform and the knowledge and skills needed to perform them. This information is the basis upon which examination questions are written and ensures that the examination reflects the actual practice of real estate. Questions on the national portion are also reviewed and approved by nationally recognized real estate professionals.

The state-specific portion of the examination has been developed to reflect the laws, regulations, and practice of real estate in Arizona, and has been reviewed and approved by real estate professionals in Arizona.

## MATH CALCULATIONS

Candidates may use the following information in making mathematical calculations on the national section of the real estate examinations unless otherwise stated in the text of the question:

- 43,560 square feet/acre
- 5,280 feet/mile
- Round off calculations (where applicable)

*If a question requires the calculation of prorated amounts, the question will specify:  
a) whether the calculation should be made on the basis of 360 or 365 days a year; and  
b) whether the day of closing belongs to the buyer or seller.*

This information will be available for reference during the examination.

# National Exam Content Outlines For Real Estate Salespersons and Brokers

*Effective July 1, 2010*

The national portion of the real estate exam is made up of eighty (80) scored questions, which are distributed as noted in the following content outline. Approximately ten percent (10%) of the scored questions on the national examinations will involve mathematical computations.

The salesperson and broker examinations also contain five (5) pretest questions that are not counted toward the score. These questions are used to gather statistics on performance and to help assess appropriateness for use on future examinations. Since pretest questions look exactly like questions that are scored, candidates should answer all the questions on the examination.

The following examination content outline is appropriate for real estate salespersons and real estate brokers.

## **I. Real property characteristics, definitions, ownership, restrictions, and transfer (Salesperson 16, Broker 12)**

- A. Definitions, descriptions, and ways to hold title
  - 1. Elements of real and personal property
  - 2. Property description and area calculations
  - 3. Estates in real property
  - 4. Forms of ownership, rights, interests, and obligations
- B. Land use controls and restrictions
  - 1. Government controls
  - 2. Private controls – non-monetary
  - 3. Private controls – mortgage (deed of trust) and liens
- C. Transfer/alienation of title to real property
  - 1. Voluntary
  - 2. Involuntary
  - 3. Protections
  - 4. Partition/severance (voluntary or involuntary)
  - 5. Deeds and warranties: validity, types, covenants
  - 6. Title and title insurance

## **II. Property valuation and appraisal (Salesperson 6, Broker 6)**

- A. Principles, types, and estimates of property value
  - 1. Valuation definition, purpose, and process
  - 2. Characteristics
  - 3. Valuation principles
  - 4. Approaches to value
  - 5. Depreciation/obsolescence
  - 6. Value
  - 7. Appraisals and list price
  - 8. Math
  - 9. Influences on property value
- B. Investment analysis
  - 1. Application of principles
  - 2. Math calculations

## **III. Contracts and relationships with buyers and sellers (Salesperson 18, Broker 20)**

- A. Contract elements
  - 1. Validity
  - 2. Void/voidable
  - 3. Enforceable/unenforceable (Statute of Frauds)
  - 4. Unilateral/bilateral
  - 5. Executory/executed
- B. Listing contracts
  - 1. General purpose/definition of listing
  - 2. Types
  - 3. Required elements
  - 4. Establishing listing price
  - 5. Responsibilities
- C. Commission agreements
  - 1. Negotiation of commission
  - 2. Who may collect
  - 3. Other compensation arrangements
  - 4. Math: licensee compensation/commission
- D. Sales contracts
  - 1. Terminology
  - 2. Procedures
  - 3. Standard parts
  - 4. Contingencies and misc. provisions
  - 5. Contractual rights and obligation
  - 6. Disputes and dispute resolution terms
- E. Option contracts
- F. Licensee-client relationships and responsibilities
  - 1. Types of relationships – terminology
  - 2. Relationship powers and obligations

## **IV. Property conditions and disclosures (Salesperson 7, Broker 7)**

- A. Federal environmental regulations
  - 1. Lead-based paint
  - 2. CERCLA
  - 3. Asbestos
  - 4. Wetlands and flood plains

- B. Environmental issues
  1. Mold
  2. Radon
  3. Protected species
  4. Other
- C. Material and other property disclosures
- D. Liability considerations

**V. Federal laws governing real estate activities (Salesperson 8, Broker 9)**

- A. Civil Rights Acts/Fair Housing Acts
  1. Provisions
  2. Violations
  3. Enforcement/penalties
  4. Exceptions
  5. Advertising
  6. Required poster
- B. Americans with Disabilities Act (ADA)
- C. Antitrust – (Sherman Act, etc.)
- D. Marketing and financial controls
  1. Truth in Lending Act (TILA—Regulation Z)
  2. Real Estate Settlement Procedures Act (RESPA)
  3. Equal Credit Opportunity Act (ECOA)
  4. Equal Employment Opportunity Commission (EEOC)
  5. UCC/Interstate/Securities (Broker only)
  6. Do Not Call/Privacy Act

**VI. Financing the transaction and settlement (Salesperson 17, Broker 13)**

- A. Financing components
  1. Financing instruments
  2. Financing sources (primary and secondary mortgage markets, seller financing)
  3. Types of loans
  4. Financing clauses, terminology, and cost of money (calculation)
  5. Lending issues
- B. Lender requirements and obligations
  1. Private mortgage insurance (PMI)
  2. FHA requirements
  3. VA requirements
  4. Escrow/impound account
  5. Credit report
  6. Assumption requirements
  7. Appraisal requirements
  8. Hazard and flood insurance
  9. Federal financing and credit regulation

- C. Settlement/Closing
  1. Procedures and forms
  2. Closing costs and calculations
  3. Documents, title, and recording

**VII. Leases, rents, and property management (Salesperson 5, Broker 6)**

- A. Types and elements of leases
  1. Leasehold estates
  2. Types of leases
  3. Lease clauses and provisions
- B. Lessor and lessee rights, responsibilities, liabilities, and recourse
  1. Owned and leased inclusions
  2. Reversionary rights of owners
  3. Rental related discriminatory laws
  4. Unit-related disclosures
  5. Effect of sale/transfer/foreclosure
  6. Evictions
  7. Tenant improvements
  8. Termination of a lease
  9. Breach
- C. Property management contracts and obligations of parties
  1. Contracts and contractual relationships
  2. Manager's obligations, duties, liabilities
  3. Owner's obligations, duties, liabilities
  4. Management/owner math calculations

**VIII. Brokerage operations (Salesperson 3, Broker 7)**

- A. Broker management of funds
  1. Earnest money
  2. Commingling
  3. Conversion of funds
- B. Broker-salesperson relationship
- C. Advertising
- D. Ethical and legal business practices
  1. Misrepresentation
  2. Implied duty of good faith
  3. Due diligence
  4. Unauthorized practice of law
  5. Marketing practices
- E. Forms of business ownership
  1. Corporation
  2. Partnership (general and limited)
  3. Limited liability company
  4. Sole proprietorship
- F. Independent contractors vs. employee

## Bibliography

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2. *Doing the Right Thing: A Real Estate Practitioner's Guide to Ethical Decision Making*, Third Edition, 2001, South-Western Educational Publishing/ Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, [ecatalog.thomsonlearning.com](http://ecatalog.thomsonlearning.com).
3. *Mastering Real Estate Math, Seventh Edition, 2002*, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, [www.dearbornRE.com](http://www.dearbornRE.com).
4. *Modern Real Estate Practice, Sixteenth Edition, 2003*, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, [www.dearbornRE.com](http://www.dearbornRE.com).
5. *Real Estate Ethics, Good Ethics = Good Business, Third Edition*, 1995, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, [www.dearbornRE.com](http://www.dearbornRE.com).
6. *Real Estate Law*, Fifth Edition, 2003, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, [www.dearbornRE.com](http://www.dearbornRE.com).
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8. *The Essentials of Real Estate Finance*, Tenth Edition, 2000, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, [www.dearbornRE.com](http://www.dearbornRE.com).
9. *The Essentials of Practical Real Estate Law*, Third Edition, 2004, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, [www.delmarlearning.com](http://www.delmarlearning.com).
10. *The Language of Real Estate*, Fifth Edition, 2000, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, [www.dearbornRE.com](http://www.dearbornRE.com).

# Arizona State Law Examination Content Outline For Real Estate Salesperson and Broker

The state portion of the salesperson examination consists of ninety (90) questions, plus ten (10) pretest questions. The state portion of the broker examination consists of one hundred (100) questions, plus ten (10) pretest questions. The pretest questions are not identified and will not affect a candidate's score in any way.

## I. Ownership/Transfer - 30%

- A. Legal Descriptions
- B. Deeds
- C. Liens and Judgments
- D. Title/Recordation
- E. Community Property
- F. Homestead Exemptions
- G. Subdivided and Un-subdivided Lands
  - 1. Public Reports
- H. Common Interest Ownerships
  - 1. Time-shares
  - 2. Homeowner's Associations
- I. Water Rights
- J. Environmental Hazards and Regulations

## II. Licensing - 10%

- A. Activities Requiring a License
- B. Issuance, Renewal, Revocation, and Suspension Procedures
- C. General Licensing Requirements and Recovery Fund
- D. Powers and Duties of the Real Estate Commissioner

## III. Activities of Licensees - 35%

- A. Employment Contracts
- B. Advertising
- C. Offers
- D. Purchase Contracts
- E. Disclosures
- F. Handling of Funds
- G. Record Keeping and Documentation
- H. Agencies
  - I. License Violations and Penalties
  - J. Broker-Salesperson Relationships
- K. Compensation/Commissions

## IV. Finance/Settlement - 20%

- A. Instruments
- B. Settlement Procedures
- C. Property Taxation
- D. Foreclosure and Forfeiture

## V. Leasing and Property Management - 5%

- A. Arizona Residential Landlord and Tenant Act
- B. Property Management

### Bibliography

1. *Arizona Real Estate Law Book*, 2005-2006 Edition, Arizona Department of Real Estate, 2910 North 44th Street, Suite 100, Phoenix, AZ 85018, [www.azre.gov](http://www.azre.gov).
2. *Arizona Revised Statutes, Title 11-3 & 8, Title 12-9, Title 14-3 & 10, Title 25-2, Title 33, Title 42-1, and Title 49-1*, 2006, <http://www.azleg.state.az.us/>.

# Arizona State Law Examination Content Outline for Cemetery Salesperson and Broker

The salesperson examination consists of thirty (30) questions. The broker examination consists of forty (40) questions.

## **I. Cemetery associations**

- A. Associations
- B. Corporations
- C. Duties of cemetery directors and officers

## **II. Cemetery ownership**

- A. Plot ownership
- B. Deeds
- C. Certificates of ownership
- D. Contracts of sale
- E. Liens
- F. Leases

## **III. Cemetery management**

- A. Establishing
- B. Dedicating
- C. Maintaining
- D. Managing
- E. Operating
- F. Improving
- G. Preserving
- H. Conducting

## **IV. Licensing and Regulation**

- A. Organization and regulation of cemeteries
- B. Licensing and regulation of cemetery brokers and salespersons

## **V. Principles of practice**

- A. Agent/principal obligations
- B. Principles of cemetery practice
- C. Business ethics in the sales and operation of cemeteries

# Arizona State Law Examination Content Outline for Membership Campground Salesperson and Broker

The salesperson examination consists of thirty (30) questions. The broker examination consists of forty (40) questions.

## I. Contracts

- A. Agency contracts

## II. Membership campgrounds

- A. Establishing
- B. Maintaining
- C. Managing
- D. Operating

## III. Licensing and Regulation

- A. Organization and regulation of membership campgrounds
- B. Licensing and regulation of salespersons and brokers

## IV. Principles of practice

- A. Agent/principal obligations
- B. Principles of membership campground practice
- C. Business ethics in the sales and operation of membership campgrounds

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DEPARTMENT OF REAL  
ESTATE

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## DISCLOSURE DOCUMENT SUBMITTAL CHECKLIST

CUSTOMER NAME	LICENSE NUMBER	DATE OF SUBMITTAL
---------------	----------------	-------------------

- You answered **YES** to one or more questions on the Original Licensure Questionnaire, Renewal Questionnaire, or Reinstatement Questionnaire. Use this checklist to report or disclose any MISDEMEAMOR or CONVICTION, FELONY CONVICTION, JUDGMENT, RESTRICTION, DICIPLINARY ACTION, CIVIL JUDGMENT, OR, RECOVERY FUND PAYMENT. If you are not sure if the action taken against you needs to be reported, you must contact the court or agency in question for further clarification.
- If disclosing multiple incidents, **you must submit a separate statement for each incident on separate paper.** Each statement and supporting documentation should be sorted by incident and ready for review before submitting any disclosure to ADRE. ADRE cannot accept disclosures that are missing supporting documents or are deemed incomplete.
- This checklist is also used for disclosures or late disclosures regarding any incidents before an original license is/was issued **OR** between renewal periods in which an action needed to be reported to ADRE within 10 days of any of the above mentioned actions. (If you did not report or disclose an action within 10 days of or conviction on your original license **OR** upon renewal you must submit a late disclosure.) To complete your application for licensure and/or make a full disclosure of an action taken against you, you are required to provide all of the following:

APPROVED BY	ADRE CSR must initial each approved item and note REALM record upon review of each customer submittal.
	<b>ALL DISCLOSURES</b> - SUBMIT A DETAILED STATEMENT WRITTEN BY YOU - INCLUDING THE FOLLOWING IF IT APPLIES TO YOUR CONVICTION, JUDGMENT, RESTRICTION, DICIPLINARY ACTION, CIVIL JUDGMENT, OR RECOVERY FUND PAYMENT. ___ Detail of Offense, ___ Conviction Date, ___ Judgment, Sentence, or Type of Offense, ___ Arresting Agency Name, ___ Court Name & Location, ___ Time Served, ___ Total Fines, ___ Required Classes, ___ Probation Details, ___ Termination of Probation, Signature, ___ Date of Submittal.
	<b>CHARACTER REFERENCE LETTERS</b> – Three personal letters of character reference signed and dated within the past 90-days from 3 different individuals. (Duplicate and, mass produced letters, or letters written by discloser will not be accepted.) The letter must state how long the person has known you, (must be more than 1 year). The references must be 18 years of age or older, <u>not related to you by blood or marriage</u> . The letters must include the reference's signature, contact information, including telephone number, and date. Signature does not need to be original, but a signature is required.
	<b>10 YEAR WORK HISTORY</b> – Including the employer's name and addresses, supervisor's name and telephone number, dates of employment, position held and job description. Include all periods of unemployment. Resume style is acceptable.
	<b>Proof of Legal Presence Documentation</b> – Copy of photo ID required if not already on ADRE record. Visit <a href="http://www.azre.gov">www.azre.gov</a> for a list of other acceptable documents.
	<b>FINGERPRINT CLEARANCE CARD</b> - FOR ALL MISDEMEANOR OR FELONY OFFENCES.

### DISCLOSURE DOCUMENTATION REQUIRED FOR ALL MISDEMEANOR OR FELONY OFFENCES

**\*CERTIFIED DOCUMENTS - DO NOT ALTER, HIGHLIGHT, WRITE ON, REMOVE PAGES, OR REMOVE STAPLES, (EVEN TO MAKE COPIES) FROM ANY CERTIFIED DOCUMENTATION. THIS NULLIFIES THE CERTIFICATION AND THE DOCUMENTATION WILL NOT BE ACCEPTED FOR SUBMITTAL.**

If a record has been purged, destroyed, or are no longer available by the court or arresting agency, you must obtain a statement to the effect on letterhead from the court AND arresting agency.

#### FOR CRIMINAL OFFENCES, AS APPLICABLE

### 2 SETS OF CERTIFIED COPIES = 1 FROM COURT & 1 FROM ARRESTING AGENCY NEEDED

**\*CERTIFIED COPIES OF THE RECORDS FROM THE COURT OF JURISDICTION, WHICH MAY INCLUDE THE FOLLOWING**

_____ Complaint and Indictment	_____ Pre-Sentence Report
_____ Plea Agreement	_____ Judgment
_____ Probation Information	_____ Sentencing Documents
_____ Order of Dismissal from Probation	_____ Order Expunging, Dismissing, or Vacating a Conviction and restoring civil rights.

**\*CERTIFIED COPIES OF THE RECORDS FROM THE ARRESTING AGENCY** (Ask court for information on locating this report.)

**THE POLICE OFFICER'S NARRATIVE, (POLICE REPORT) CONCERNING THE ARREST OR CITATION.**

(This report is **not** in the court documentation and must be obtained for ADRE records.)

#### FOR DENIALS, RESTRICTIONS, OR DICIPLINARY ACTIONS AGAINST A PROFESSIONAL LICENSE, AS APPLICABLE

**\*CERTIFIED COPIES FOR EACH THAT APPLY TO YOUR ACTION, WHICH MAY INCLUDE THE FOLLOWING**

_____ Notice of Hearing and Complaint	_____ Answer
_____ Findings of Fact and Conclusions of Law	_____ Final Order or Administrative Ruling
_____ Consent or Settlement Agreement	_____ Recovery Fund Payment

\_\_\_\_\_ A current license history from each state in which you currently hold a professional or occupational license, and in which you held a license within the preceding five years. To be considered current, the license history must have been issued within 90 days of your filing with ADRE.

#### CIVIL JUDGMENTS, AS APPLICABLE

**\*CERTIFIED COPIES OF THE FOLLOWING, AS APPLICABLE, WHICH MAY INCLUDE THE FOLLOWING**

_____ Complaint and/or Amended Complaint	_____ Judgment	_____ Satisfaction of Judgment
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"ADRE IS AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"

**ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)  
BROKER CANDIDATE EXPERIENCE VERIFICATION GUIDELINES (LI-226)**

**3 YEARS (36 MONTHS) OF ACTIVE LICENSED EXPERIENCE IS REQUIRED**

**BROKER CANDIDATES** – Candidates requesting an Arizona real estate, cemetery, or membership camping broker's license must have a minimum of three years (or 36 months) of **ACTUAL FULL-TIME EXPERIENCE** as a real estate salesperson within the five year period immediately preceding the candidate's license application. Only real estate salesperson experience performing the duties for which a salesperson or broker's license is required is accepted. **The mere holding of a license (i.e. inactive) will not meet this requirement. Note: Even though a Broker Candidate Experience Verification Form must be completed by the broker candidate prior to testing, it may not be acceptable by the Arizona Department of Real Estate (ADRE) at the time of license application based on qualifications or deficiencies.**

**ARIZONA EXPERIENCE** – The current or most recent Designated or Principal Broker, as applicable, shall complete the broker portion of the Broker Candidate Experience Verification (LI-226) form and attest to the fact that the applicant was engaged in actual real estate activities in the real estate, cemetery, or membership camping real estate business. ADRE can confirm license applicant's prior Broker affiliations. The Arizona Broker will attest that the actual real estate activities constitute the equivalent of three years (36 months) of full time (160 hours/month) experience in the last five year period.

**OUT OF STATE OR PARTIAL OUT OF STATE EXPERIENCE** – Requires a certified license history from the out of state's real estate regulatory agency, and the completed form(s) by each of the designated or principal broker(s) in order to demonstrate that the candidate meets the actual full time real estate experience requirement. Separate and complete Broker Candidate Experience Verification Request form(s) (LI-226) are required from each verifying Broker for out of state experience. Each Broker is to complete and sign the form and return it to the license applicant.

**PART TIME AGENTS** - If the candidate worked part-time, (less than 160 hours/month) or started and stopped for various brokers with time gaps not constituting three years, then more experience as a salesperson/broker will be required before ADRE will deem the candidate has met the requirements for Broker licensing of A.R.S. § 32-2124.

**HOW TO QUALIFY** – ADRE **will not** consider experience that is more than five years old. If a candidate has real estate licensed experience that has been part-time (less than 160 hours/month), or for the last three or four years (or more) **has not** been engaged in real estate, the candidate **will not** qualify to apply for an Arizona Broker's license. Instead, the candidate must attain the actual experience as a real estate, cemetery, or membership camping salesperson/broker (as applicable), before being eligible to seek an Arizona Broker's license.

**INSTRUCTIONS**

- The entire Broker Candidate Experience Verification (LI-226) form(s) must be completed prior to requesting an examination test date with Pearson-VUE. **For confirmation of ADRE approval of forms prior to testing, the candidate MAY submit the verification form to ADRE. Allow 10 days for turn-around.**
- At the time of scheduling an examination date with Pearson-VUE, the student must confirm that the Broker Candidate Experience Verification form and supporting documentation is complete.
- At the time of examination, the completed Broker Candidate Experience Verification form in its entirety must be presented to the test center administrator. **Pearson VUE is not responsible for validating the accuracy or acceptability by ADRE of the Broker Candidate Experience Verification Form. ADRE will not issue an Arizona Broker License if qualifications are not met or forms are deficient. Confirmation of ADRE approval of the Broker Candidate Experience Verification MAY be obtained prior to exam scheduling.**
- Submit completed Broker Candidate Experience Verification (LI226) to the ADRE at the time of Broker License Application.



STATE OF ARIZONA  
 Department of Real Estate  
 Licensing Division  
[www.azre.gov](http://www.azre.gov)  
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**REQUEST FOR BROKER CANDIDATE EXPERIENCE VERIFICATION (LI-226)**

Please review **Guidelines BEFORE submitting this form.** Providing false or misleading information to the Commissioner is grounds for denial, suspension or revocation of licensure under A.R.S. § 32-2153(B) (1).

**Licensed Experience is required.** The candidate named below seeks to qualify for a broker's license in Arizona and must demonstrate "actual real estate experience." If the candidate performed services on behalf of your brokerage that require a real estate, cemetery, or membership camping license (as applicable), please complete the broker portion of this form below and return it to the candidate. If you wish to provide additional information, check the box below and attach it to this form.

**CANDIDATE INFORMATION**

Print Licensee Name as it appears on Real Estate License	License Number	Licensed State	Expiration Date
Current Mailing Address	City, State		Zip Code
Email Address	Phone Number		Alternate Phone Number
Job Title with current employer	Total monthly hours worked		Start Date End Date
I affirm that my representations herein are true and I have the actual experience stated.			
Signature (Ink Signature Required):			
Print Name:			
Date:			

I, affirm by my signature below that I am the Designated (Principal) Broker named below for the brokerage named below and that I/the brokerage employed the Candidate named above within the past five years. To the best of my knowledge and belief, the Candidate engaged in activities for the above stated hours monthly, for which an active (check one)  Real Estate  Cemetery  Membership Camping license was required.  Additional statement is attached.

**BROKER INFORMATION** – To be completed by the current, most recent and/or out of state Designated Broker(s).

Print Designated Broker Name (As it appear on Real Estate License)	License Number	Licensed State	Expiration Date
Entity (Brokerage) Legal Name & DBA	Entity License Number		Expiration Date
Entity (Brokerage) Current Mailing Address	City, State		Zip Code
Designated Broker's Email Address	Phone Number		Alternate Phone Number
Print Designated Brokers' Name	Original Ink Signature Required		Date

**ADRE VERIFICATION- RED INK ONLY**

EXPERIENCE VERIFIED YES <input type="checkbox"/> NO <input type="checkbox"/>	Authorized ADRE Signature		
999 APPROVAL STAMP	DATE STAMP		EXPERIENCE VALID THRU
			PROCESS DATE



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**ORIGINAL LICENSURE QUESTIONNAIRE**

The Arizona Department of Real Estate (**AZRE**) requires you to provide information to determine your qualifications and suitability to hold an Arizona Real Estate License, Employing Broker License, Cemetery License, or a Membership Camping License, under Arizona Revised Statutes, Title 32, Chapter 20, and Title 4, Chapter 28, of the Arizona Administrative Code. 1. *A.R.S. §§ 32-2123 (B)(4), (5) & (6), 32-2108 and A.A.C. R4-28-301*

You must answer these questions and submit them to AZRE, with your Application for an Original Arizona Real Estate License or an Original Entity License. You must answer every question. If you DO NOT answer **EVERY** question, your Application will be considered incomplete and it will be returned to you unprocessed.

Be certain you understand the questions and that your answers are truthful and correct. Failure to answer these questions truthfully may result in disciplinary actions including, but not limited to, suspension or revocation. 2. *A.R.S. § 32-2153 (B) (1)*. In addition, you may be subject to a civil penalty 3. *A.R.S. § 32-2160.01*

**If you answer "YES" to any question**, please provide a, detailed statement with an original signature describing the facts and circumstances, including the date, time and location of the incident or event. You must also provide the documents identified on the Disclosure Document Checklist (LI-400), regarding the type of incident, offense, crime, judgment, sentencing or conviction date, or any other action taken against you. You may include exculpatory or mitigating information, any evidence of rehabilitation, and any appropriate statement of remorse and acceptance of responsibility for the prior conduct. (Disclosure Document Checklist available from the AZRE offices or on its web page: [www.azre.gov](http://www.azre.gov)).

1. In the **PAST 10 YEARS**, have you had a professional or occupational license or registration of any kind denied, suspended, restricted, or revoked?  Yes  No

2. In the **PAST 10 YEARS**, have you had an administrative order or any other disciplinary action taken against any LICENSE issued to you by ANY local, state, or federal regulatory agency?  Yes  No

3. In the **PAST 10 YEARS**, have you voluntarily surrendered any license during the course of an investigation or disciplinary proceeding?  Yes  No

4. In the **PAST 10 YEARS**, have you entered into any consent decree, or had an injunction (either temporary or permanent), a suspension, an order, or a judgment issued which prohibited or restricted you from engaging in any profession or occupation?  Yes  No

5. In the **PAST 10 YEARS**, have you had any judgment or order entered against you by any court involving fraud, dishonesty, misrepresentation, unfair trade practice, or moral turpitude?  Yes  No

6. In the **PAST 10 YEARS**, have you had any judgment or order entered against you by any court arising out of the conduct of any business in real estate, cemetery property, time-shared intervals, or membership campgrounds?  Yes  No

7. In the **PAST 10 YEARS**, have you had any Subdivision Public Report or Registration to Sell real estate, time-shares, cemetery lots, or campground memberships denied or suspended?  Yes  No

8. Has **ANY** real estate recovery fund, or similar fund, ever made a payment that was charged against you or against a business for which you were the qualifying party?  Yes  No

9. Are there **ANY** disciplinary hearings, or other administrative actions **PENDING** against **ANY** professional or occupational licenses you hold in Arizona or in any other state?  Yes  No

10. Have you held or do you hold ownership interest of ten percent or more or exercise control in any business, corporation, partnership, or limited liability company **that would have to answer "YES" to questions # 1 through #9.**  Yes  No

If you answered **YES** to any question from #1 through #10, you **MUST** submit a current certified license history from the licensing agency of each state in which you or the business or businesses were licensed in. In response to Question #10, currently licensed or in which you or the business or businesses were licensed at any time during the past five years.

## ORIGINAL LICENSURE QUESTIONNAIRE

Continued

### IMPORTANT NOTE:

**Please read this carefully!**

You **must** disclose any and all convictions (misdemeanor or felony), even if it was a result of a plea agreement or a plea of *nolo contendere* (no contest). You must disclose all convictions whether or not the plea or verdict was set aside, judgment or sentencing was deferred, the conviction against you was dismissed or expunged, or if you have been pardoned.

11. Have you **EVER** been convicted of any **FELONY** in Arizona or any other state?  Yes  No
- 
12. In the **PAST 10 YEARS**, have you been convicted of **ANY** misdemeanor in Arizona or **ANY** other state?  
**Note: You do not need to report minor traffic citations, which do not constitute a misdemeanor or felony offense. Conviction of D.U.I is not a minor traffic citation and must be reported.**  Yes  No
- 
13. Are you **CURRENTLY** in a deferred period or a diversion program, having been convicted of a Class 6 undesignated offense, which has not yet been designated as a FELONY or MISDEMEANOR to date of this application.  Yes  No
- 
14. Are you **CURRENTLY** incarcerated, paroled, or on probation because of any conviction?  Yes  No
- 
- A. Have you (**as a natural person**, a professional corporation (PC), or professional limited liability company (PLLC), owner of ten percent or more greater interest, or person exercising control in any business(es), corporation(s), partnership(s), or limited liability company(ies) **EVER** held or applied for a license of any kind issued by AZRE? Please check one below.  Yes  No

SALESPERSON

BROKER LICENSE

- B. In the **PAST 5 YEARS**, have you been licensed as a salesperson or broker in any state other than Arizona?  Yes  No  
**If "Yes", submit on a separate page OR list below the state(s) in which you are licensed or in which you have been licensed at any time during the past 5 years.**

LIST STATES BELOW			

## CERTIFICATION OF ANSWERS

I Certify under penalty of perjury, under the laws of the State of Arizona, that the foregoing answers and statements given in this application are true and correct. I certify that at the time of the issuance of license I will be 18 years of age or older. I certify that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a license.

	<b>X</b>	
Print Name	Original Signature of Applicant	Date

Review your application and make sure you have an ORIGINAL SIGNATURE where required. Attach supporting documentation and the required fee **before** submitting your request to the AZRE. If AZRE receives an incomplete application, we will return the application to you **UNPROCESSED**.

"AZRE IS AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY"



## ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

### Informational Alert

Effective **7/29/2010**, all new applicants seeking an **original license** (including but not limited to new real estate / cemetery / campground salesperson and/or broker, school, public report etc.) from the ADRE must provide an Arizona Fingerprint Clearance Card at the time of License application.

(A.R.S. §§ 32-2101.28 , 32.2108.01)

A Fingerprint Clearance Card does not preclude the requirement to disclose any misdemeanor, conviction, felony conviction, judgment, restriction, disciplinary action, civil judgment or recovery fund payment to the ADRE.

#### How to obtain a Fingerprint Clearance Card

- Obtain a Regular Fingerprint Card and be fingerprinted at the real estate school, or an outside fingerprinting facility authorized to do fingerprinting. Ensure the fingerprint card is not bent, folded or damaged in any way, or it may be rejected.
- Obtain a Fingerprint Clearance Card application from the real estate school or the Arizona Department of Public Safety (DPS), by calling (602) 223-2279 or faxing your request to (602) 223-2947. Office Hours: Weekdays 8am–5pm.
- Complete the application packet thoroughly and accurately. Your application packet must include the following:
  - Completed Fingerprint Card
  - DPS Application for Fingerprint Clearance Card Form
  - DPS Supplement to the Fingerprint Clearance Card Application Form indicating real estate
  - Fingerprint Clearance Card Fee of \$69.00 (7/29/2010)  
DPS accepts Cashier's Checks, Money Orders or a check drawn on a business account made payable to the AZ Department of Public Safety.
- Place the application packet in a large envelope with sufficient postage and return address (in the top left corner of the envelope).
- DO NOT FOLD, BEND OR DAMAGE THE FINGERPRINT CARD.
- Mail the completed application packet to:

Arizona Department of Public Safety  
PO BOX 18390  
Phoenix, AZ 85005-8390

#### Other Relevant Information

- Processing time averages five to eight weeks, depending on whether or not there is a criminal record. Fingerprints will be used to obtain both state and federal criminal records check.
- Fingerprint Clearance Cards are valid for six years.
- Fingerprint Clearance precluding offenses may be found by visiting the state website: [www.azleg.gov](http://www.azleg.gov) and view A.R.S. §41-1758.03.
- Fingerprint Clearance Card denials may be appealed through the Fingerprint Clearance Appeal Board.
- Remember the disclosure requirement: R4-28-303.D (1) for all licensees. A disclosure is required within 10 (ten) days of final outcome of the criminal conviction, adverse judgment, denial or restriction of or disciplinary action against a professional or occupational license, or recovery fund payment. A Fingerprint Clearance Card will be required.

## DOCUMENTS REQUIRED BY ADRE TO APPLY FOR LICENSURE:

### REAL ESTATE SALESPERSON

- ◇ Original Salesperson Application & Fee
- ◇ Original Arizona State Exam Score Report(s)
- ◇ Proof of Legal Residency
- ◇ Pre-licensure Education Certificate
- ◇ Original Licensure Questionnaire\* (LI-214)
- ◇ DPS issued AZ Fingerprint Clearance Card
- ◇ Hire as a Salesperson & Fee (Complete form LI-202) or hire online for a reduced fee
- ◇ Contract Writing Course Certificate
- ◇ Disclosure Documentation\* (if applicable)

### REAL ESTATE BROKER

- ◇ Original Broker Application & Fee
- ◇ Original Arizona State Exam Score Report(s)
- ◇ Proof of Legal Residency
- ◇ Original Broker Verification Form (LI-226)
- ◇ Pre-licensure Education Certificate
- ◇ Original Licensure Questionnaire\* (LI-214)
- ◇ DPS issued Fingerprint Clearance Card
- ◇ Sever as a Salesperson & Fee (Complete form LI-202) or Sever online for free
- ◇ Hire as a Designated Broker & Fee (Complete form LI-201)
- ◇ Hire as an Associate Broker & Fee (Complete form LI- 202) or hire online for a reduced fee
- ◇ Broker Management Clinic Certificate
- ◇ Disclosure Documentation\* (if applicable)

### MEMBERSHIP CAMPING or CEMETERY

- ◇ Original Membership Camping & Cemetery Application (Salesperson or Broker) & Fee
- ◇ Original Arizona State Specific Exam Score Report
- ◇ Proof of Legal Residency
- ◇ Original Licensure Questionnaire\* (LI-214)
- ◇ DPS issued Fingerprint Clearance Card
- ◇ See above for hire / sever requirements as it pertains to a salesperson or broker
- ◇ Original Broker Verification Form (LI-226) - for Brokers only
- ◇ Disclosure Documentation\* (if applicable)

Fee Schedule and forms available online at [www.azre.gov](http://www.azre.gov)  
\* see reverse side for details



Janice K. Brewer  
Governor

Judy Lowe  
Commissioner

Arizona Department of Real Estate  
2910 N 44<sup>th</sup> Street  
Phoenix, AZ 85018  
(602) 771-7700

Tucson Office  
400 W. Congress, Ste 523  
(Open – Monday, Wednesday & Friday)  
(520) 628-6940

Visit our website at  
[www.azre.gov](http://www.azre.gov)

Licensing Division  
[www.licensing@azre.gov](mailto:www.licensing@azre.gov)

TEAM  
“Together Everyone Achieves More”



## OBTAINING AN ARIZONA REAL ESTATE LICENSE

REAL ESTATE  
MEMBERSHIP CAMPING  
CEMETERY

Arizona Department of Real Estate  
[www.azre.gov](http://www.azre.gov)  
Licensing Division

## TO QUALIFY FOR A SALESPERSON'S LICENSE

- ◇ Be at least **18 years of age** when applying.
- ◇ Obtain and review the Candidate Handbook & Certification Questionnaire from:
  - [www.azre.gov](http://www.azre.gov)
  - [www.pearsonvue.com](http://www.pearsonvue.com)
  - ADRE approved School attended
- ◇ Obtain an Arizona Fingerprint Clearance Card
  - Complete a Dept. of Public Safety (DPS) application packet , available M-F; 8-5
  - Call (602)-223-2279
  - Fax request to (602)223-2947
  - Mail completed application to:  
DPS  
PO BOX 18290  
Phoenix, AZ 85005
- ◇ Complete 90 hours of “in classroom” pre-licensing education through an ADRE approved school, and pass the school final examination (for Real Estate salesperson only).
- ◇ Register for and pass the State Exam.
  - To schedule go to [www.pearsonvue.com](http://www.pearsonvue.com) or call 1-888-405-5776.
- ◇ Apply for a license within **1 year** from the date of passing the State Exam — see “Documents Required by ADRE to Apply for Licensure” on reverse side.

## TO QUALIFY FOR A BROKER'S LICENSE

- ◇ Be at least **18 years of age** when applying.
- ◇ Proof of **3 years** actual full time experience as a salesperson or broker during the immediate **5 years preceding** application. A Broker Candidate Experience Verification Form (LI-226) completed by applicant's most current or last (if inactive) Designated Broker.
- ◇ Obtain and review the Candidate Handbook & Certification Questionnaire from:
  - [www.azre.gov](http://www.azre.gov)
  - [www.pearsonvue.com](http://www.pearsonvue.com)
  - ADRE approved School attended
- ◇ Obtain an Arizona Fingerprint Clearance Card
  - Complete a Dept. of Public Safety (DPS) application packet , available M-F; 8-5
  - Call (602)-223-2279
  - Fax request to (602)223-2947
  - Mail completed application to:  
DPS  
PO BOX 18290  
Phoenix, AZ 85005
- ◇ Complete 90 hours of “in classroom” pre-licensing education through an ADRE approved school, and pass the school final examination (for Real Estate broker only).
- ◇ Register for and pass the State Exam.
  - To schedule go to [www.pearsonvue.com](http://www.pearsonvue.com) or call 1-888-405-5776.
- ◇ Apply for license within **1 year** from the date of passing the State Exam and before Broker Verification valid through date expires — see “Documents Required by ADRE to Apply for Licensure” on reverse side.

## \*QUESTIONNAIRE & DISCLOSURE DOCUMENTATION

If answering “YES” to any question on the questionnaire, you must provide:

- ◇ A **detailed statement** with your original signature describing the facts and circumstances, including date, time and location for each incident/event.
- ◇ Documents identified on the Disclosure Document Checklist (LI-400), regarding the type of incident/event, offense, crime, judgment, sentencing or conviction date, or any other action taken against you.
- ◇ Any additional statements, certificates, or letters of recommendation to support your application.

**DISCLOSURE SUBMITTALS ARE ACCEPTED  
MONDAY—FRIDAY BETWEEN THE HOURS OF  
8AM to 4PM**

### EXAMPLES OF DISCLOSURES ARE, BUT NOT LIMITED TO:

- ◇ Any Felony Conviction(s)
- ◇ Any misdemeanor DUI Conviction(s) - no more than 10 years old.
- ◇ Any Professional License Disciplinary Action
- ◇ Any Judgment(s) and/or adverse decision(s) entered against you.

For more information refer to:

- [www.azre.gov](http://www.azre.gov)
- Arizona Real Estate Law Book  
ARS §32-2123 (4) (5) pg. 15  
AAC R4-28-301 pg. 97

**LAW BOOKS ARE AVAILABLE AT [www.azre.gov](http://www.azre.gov)  
OR MAY PURCHASED AT THE ADRE**

**If any required documents are missing, your application will not be processed**

# SPECIAL ACCOMMODATIONS REQUEST FORM



Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act (ADA) may request special examination arrangements.

Candidates who wish to request special accommodations for ADA should fax this form to Pearson VUE at (610) 617-9397. Certain documentation must be faxed along with this form, as detailed on page 7.

**All requests must first be approved by Pearson VUE. Candidates must wait for confirmation of the approval before scheduling an examination.**

## PLEASE PRINT CLEARLY

Date:			
Last Name:			
First Name:		M.I.:	
Address:			
City:		State:	ZIP:
Daytime Telephone:		Email address:	
Description of Disability:			
<input type="checkbox"/> Large-print written exam <input type="checkbox"/> Marker <input type="checkbox"/> Additional time <input type="checkbox"/> Reader <input type="checkbox"/> Separate testing room <input type="checkbox"/> Sign language interpreter			
<input type="checkbox"/> Other equipment or accommodation (please explain):			
Accommodations previously provided to you ( <i>list accommodation and purpose, such as "sign language interpreter for SAT examination"</i> ):			
<b>Candidates should contact Pearson VUE with questions about special accommodations.</b> Pearson VUE Special Accommodations • 3 Bala Plaza West, Suite 300 • Bala Cynwyd, PA 19004 Phone (800) 274-3707 • TDD (866) 274-4777 • Fax (610) 617-9397			

*Note: Only candidates who require special examination accommodations should use this form.*



# FAX RESERVATION FORM

Today's Date:		Time of Day:	
First Name:			
Last Name:			
Date of Birth:		SSN:	
Address:			
City:		State:	ZIP:
Telephone (Daytime):		Telephone (Evening):	
Your Fax Number:		Licensure State:	
Email Address:			
Candidate Signature <i>(verifies completion of prelicense education if applicable):</i>			
Test Center Code:	Exam Session: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	Exam Date:	
Exam:	2 <sup>nd</sup> Choice: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	2 <sup>nd</sup> Date:	
May we register you for the next exam date if your two choices are taken? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Credit Card Payments:	Electronic Check Payments:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AmExpress <input type="checkbox"/> Discover	Bank Name:
Card #:	Next Available Check #:
Expiration Date:	Account #:
Signature:	Routing #:
	Name/Address on Account <i>(if different from above):</i>

## FOR PEARSON VUE USE ONLY

Pearson VUE ID# Assigned:		
Reservation Date:	Time:	TC #:

**Fax to Pearson VUE at (888) 204-6291**



# DUPLICATE SCORE REQUEST FORM

**DIRECTIONS:** You may use this form to request that Pearson VUE send a duplicate copy of your real estate examination score report to you. Please print all information on this form.

Please enclose certified check or money order made payable to "Pearson VUE." Write your confirmation number on your payment. **DO NOT SEND CASH.**

**FEE:** For scores less than one year old, there is a \$10 charge.  
For scores more than one year old, there is a \$25 charge.

**SEND TO: Arizona Real Estate Program**  
Duplicate Score Request  
Pearson VUE  
PO Box 8588  
Philadelphia, PA 19101-8588

**Amount Enclosed:** \$ \_\_\_\_\_

I hereby authorize Pearson VUE to send to me at the address below a duplicate of my score report from the real estate examination.

Signature	Date
-----------	------

Please complete the following with your current name and address.

Name:		
Address:		
City:	State:	ZIP:
Telephone:		

If the above information was different at the time you tested, please indicate original information.

Name:		
Address:		
City:	State:	ZIP:
Telephone:		

Exam Taken:	
State in which examination was taken:	Date Taken:
Date of Birth:	

# VOUCHER REQUEST FORM



**PLEASE PRINT CLEARLY**

Date:			
Last Name:			
First Name:		M.I.:	
Address:			
City:		State:	ZIP:
Daytime Telephone:		Evening Phone:	
Email Address <i>(if you would like Pearson VUE to email the voucher#):</i>			
Payment Type: <input type="checkbox"/> Money Order <input type="checkbox"/> Company Check <input type="checkbox"/> Cashier's Check			
Name of Examination:			
<p><b>Make all checks payable to Pearson VUE and mail this form to the following address:</b> Pearson VUE, c/o AP Voucher Program, PO Box 41508, Philadelphia, PA 19101-1508.</p> <p><b>Overnight Address:</b> Pearson VUE, c/o AP Voucher Program, 3 Bala Plaza West, Suite 300, Bala Cynwyd, PA 19004.</p> <p><b>Please allow Pearson VUE seven (7) business days to process your request. You will receive your voucher number by standard mail, or by email if you provided an email address above.</b></p>			

# GENERAL INFORMATION

**CANDIDATES MAY CALL (888) 405-5776 TO MAKE AN EXAM RESERVATION.**

TEST CENTERS	
LOCATION*	SCHEDULE*
Phoenix (2 Locations)	Tuesday through Saturday
Tucson	Every Saturday and 1 evening per week
Flagstaff	Two Saturdays per month and 1 weeknight every other week
Yuma	Two Saturdays per month and 1 weeknight every other week

*\*Locations and schedules are subject to change.*

EXAMINATION INFORMATION		
EXAMINATION	TIME ALLOTTED	FEE
Real Estate Salesperson	5 hours	\$125
Real Estate Broker	5.25 hours	\$225
Cemetery Salesperson	75 minutes	\$125
Cemetery Broker	90 minutes	\$225
Membership Camping Salesperson	75 minutes	\$125
Membership Camping Broker	90 minutes	\$225

## PEARSON VUE HOLIDAY SCHEDULE

No exams on the following holidays:

New Year's Day      Memorial Day      Labor Day      Christmas Day  
Martin Luther King, Jr. Day      Independence Day      Thanksgiving

