

**Arizona Department of Real Estate**  
**Education Advisory Committee**  
**2910 N. 44<sup>th</sup> Street, Suite 110**  
**Commissioner Conference Room**

**Agenda**

**September 14, 2010**  
**10 am to Noon**

- I. June 8, 2010 - Meeting Minutes - Review/Approval
- II. Update on New Pre-licensure Testing Vendor – Commissioner Lowe/Carla Randolph
  - a. Examination Performance
  - b. Examination Locations
  - c. New Instructor Outlines – extension of new test questions publication from 9/1/2010 – 1/1/2011
- III. New Course Application – ED-102 – Commissioner Lowe/Carla Randolph
- IV. Fingerprint Clearance Card Requirement [A.R.S § 32-2108.01, A.A.C. R4-28-301 (A)(1)-(A)(5), R4-28-303, and R4-28-404 (H1)] - Mary Utley
  - a. New School Owners/Administrators
  - b. New Instructors with Criminal Disclosures
  - c. 10 Day Criminal Disclosures from School Owners /Administrators /Instructors
  - d. New Licensees and 10 Day Criminal Disclosures from Current Licensees
- V. Education Auditor - Volunteer Monitor Program – Commissioner Lowe
- VI. Review Education Division Monthly Report (Handout) – Carla Randolph
- VII. Distance Learning Sub Committees Recommendations – Update
- VIII. School Administrator’s Handbook (Draft) – Karen Bohler
- IX. Upcoming – Commissioner Lowe
  - a. New Distance Learning Course Application
  - b. New School Qualification Application (Owner/Administrator)
  - c. New Instructor Qualification Application
    - Substantive Policy Statement No. 2005.12 - Continuing Education and the Residential Resale Purchase Contract
  - d. Online Course Application Under Construction by ADRE Information Technology Division
- X. Feedback from EAC Members- Industry/Education Hot Topics
  - a. 14 Day Online Course Notice
  - b. Regulations for Establishing a School
- XI. Discussion on EAC Meeting Schedule
- XII. Next EAC Meeting: December 14, 2010
- XIII. Adjournment

TEAM

“Together Everyone Achieves More”