



**REAL ESTATE INSTRUCTOR APPROVAL/RENEWAL/CHANGE
APPLICATION (ED-101)**

A real estate instructor ("Applicant" or "Instructor"), applying for original approval , renewal or for additional category/subject area approval as an Arizona Department of Real Estate (ADRE) approved instructor must submit a completed ED-101, with any supporting documentation to substantiate qualifications for approval. For original or renewal submit the Disciplinary Actions Disclosure (LI-214/244 form) and Proof of Legal Presence. (Forms available at www.azre.gov) An authorized administrator and/or owner of the sponsoring real estate school for the applicant **MUST** sign the completed ED-101. The School must receive approval from the ADRE before an Instructor may teach a real estate course for pre-licensure or continuing education credit.

A current ADRE instructor may teach for a subsequent school, when ADRE approved for the category (ies) to be taught. Subsequent school must complete and submit Expedited Instructor Approval form (ED-103) for ADRE approval.

- APPLICATION TYPE:** **ORIGINAL APPLICATION** **RENEWAL** **CHANGE TYPE:**
 Add Category/Subject Area
 Remove Category/Subject Area
 Initial Qualifications (SECTION I)

INSTRUCTOR INFORMATION

Legal Name of Applicant:		Date:
Residence Address:		City, State, Zip:
Mailing Address:		City, State Zip:
Telephone:	Facsimile:	Email:
Date of Birth:	Real Estate Lic. No.:	Real Estate Instructor No.:

SPONSORING SCHOOL INFORMATION

School's Legal or DBA Name:	
ADRE Approval Number:	Approval Exp. Date:

SECTION I – REAL ESTATE COURSE INSTRUCTOR QUALIFIER

BASIS for applicant's qualifications as an ADRE approved real estate instructor shall include at least ONE of the qualifications from SECTION IA (A.A.C. R4-28-404 C) AND, unless exempt, the qualification in SECTION IB:

SECTION IA (*Note: SECTION IA is not required for currently approved instructors unless filing a change to qualifications as initially stated pursuant to A.A.C. R4-28-404(H)(1).*)

<input type="checkbox"/> 1.	Bachelor's or advanced degree in an area traditionally associated with real estate, such as business, law, accounting, economics, marketing, or finance, specifically a:						
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Degree in _____</td> <td style="border: none;">From _____</td> <td style="border: none;">In _____</td> </tr> <tr> <td style="border: none;">Type of Degree</td> <td style="border: none;">Name of University</td> <td style="border: none;">Year</td> </tr> </table>		Degree in _____	From _____	In _____	Type of Degree	Name of University	Year
Degree in _____	From _____	In _____					
Type of Degree	Name of University	Year					
OR							
<input type="checkbox"/> 2.	<p>(A) Award of a generally-recognized professional real estate designation AND, (B) have two (2) years of postsecondary education from an accredited institution.</p> <p>(A) <input type="checkbox"/> Designation</p> <p>Check ALL that apply:</p> <p>Certified Commercial Investment Member (CCIM)..... <input type="checkbox"/></p> <p>Graduate of Realtor Institute (GRI)..... <input type="checkbox"/></p> <p>Certified Residential Specialist (CRS)..... <input type="checkbox"/></p> <p>Independent Fee Appraiser <input type="checkbox"/></p> <p>Member of the Appraisal Institute <input type="checkbox"/></p> <p>Other _____ <input type="checkbox"/></p> <p style="font-size: small; margin-left: 40px;">Designation Conferring organization Date In good standing</p> <p>AND</p> <p>(B) <input type="checkbox"/> Two (2) Years Postsecondary Education <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Postsecondary Institution: _____ City: _____ State: _____</p> <p>Dates of attendance: _____ Certificate No.: _____</p> <p style="text-align: right; margin-right: 100px;">(Required)</p>						
OR							
<input type="checkbox"/> 3.	<p>(A) Experience in real estate AND, (B) a bachelor's (or higher) degree in <u>education</u> WITH (C) a valid teaching certificate issued within the preceding 15 years.</p> <p>(A) <input type="checkbox"/> Detailed resume substantiates real estate experience?..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(B) <input type="checkbox"/> Degree earned in education</p> <p style="margin-left: 20px;">Degree in _____ from _____ in _____</p> <p style="margin-left: 40px;">Subject Name of University Year</p> <p>(C) <input type="checkbox"/> Valid Teaching Certificate from: _____ State: _____ Cert. No.: _____</p> <p>Type/Level of Teaching Certificate: _____ Date awarded: _____</p>						
OR							

<input type="checkbox"/> 4.	<p>(A) Current Real Estate Salesperson's license or Real Estate Broker's license AND, (B) Employee or former employee of a regulatory agency.</p> <p>(A) <input type="checkbox"/> Salesperson OR <input type="checkbox"/> Broker State(s) : _____ AND Lic. No(s).: _____</p> <p>AND</p> <p>(B) <input type="checkbox"/> Employee or former employee of a regulatory agency.</p> <p>Name of Regulatory Agency where you are/were employed: _____ City/State: _____</p> <p>Position(s) Held: _____ Starting/Ending Dates: _____</p> <p>OR</p>
<input type="checkbox"/> 5.	<p>(A) Distinguished Real Estate Instructor designation (DREI) by the Real Estate Educators Association AND, (B) credentials in the specific subject category and topic.</p> <p>(A) <input type="checkbox"/> Date DREI awarded: _____ In good standing? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Subject Category and Topic: _____</p> <p>AND</p> <p>(B) <input type="checkbox"/> Detailed resume attached or transcript to demonstrate the credentials in the subject category? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>OR</p>
<input type="checkbox"/> 6.	<p>At least three (3) years real estate experience OR specific subject category and topic experience.</p> <p><input type="checkbox"/> Detailed resume attached supports real estate experience or specific subject category experience per requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>OR</p>
<input type="checkbox"/> 7.	<p>Other education OR experience determined by the Commissioner to qualify as an instructor. Attach specific written justification and supporting documentation for consideration.</p> <p><input type="checkbox"/> Specific written justification and supporting documentation attached for consideration? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>AND</p>

SECTION IB (Note: **SECTION IB** is required for all original and renewal instructor applicants pursuant to A.R.S. § 32-2135 effective January 1, 2012).

<input type="checkbox"/> 8.	<p>Effective January 1, 2012, applicants* other than an attorney or out-of-state instructor, shall hold a certificate of attendance at a minimum three (3) hour professional seminar or workshop, approved by the ADRE, emphasizing instruction methods, techniques and skills within the previous twenty-four (24) months. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*Panelists and guest speakers are not considered instructor applicants pursuant to A.R.S. § 32-2135.</p> <p><input type="checkbox"/> If "Yes" response, ADRE Course No.: _____ Completion Date: _____</p> <p><input type="checkbox"/> If "No" response, please explain: _____</p>
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SECTION II – CATEGORY AND/OR SUBJECT AREA QUALIFIERS

In addition, applicants must have education, training and/or experience, demonstrating competence in the category and/or subject area(s) for which applying, including in-depth knowledge of the specific category and subject area, and shall qualify by meeting at least the following requirements. Indicate the category (ies) in which the qualification criteria has been met, and the subject areas for which a competent experience level can be confirmed, and/or prior teaching experience can be substantiated. Attached resume must substantiate both experience and expertise.

Important: For Instructor renewal in currently approved categories and/or subject areas, only complete Part (B) OR (C) as applicable in **SECTION II** below, as it pertains to the category and/or subject area you wish to renew.

PRE-LICENSE EDUCATION SUBJECT AREA

PRE-LICENSE BROKER COURSE **OR** **PRE-LICENSE SALESPERSON COURSE**

(A) Active Arizona Real Estate Broker License, in good standing. Arizona License No.: _____

OR

(A) Attachment - An ADRE Approved Real Estate Instructor not holding an active Arizona Real Estate Broker License must attach additional documentation and justification sufficient to demonstrate a very strong real estate background, including actual real estate experience, to be considered for approval to teach any Pre-license Education course

AND

(B) Attendance at a minimum of twenty-four hours of in classroom ADRE approved professional Instructor Development Workshops (IDW) within the **48** months prior to application/renewal.

ADRE IDW Course No.	Category/Subject	Completion Date
No.: _____	Agency Law	Date: _____
No.: _____	Contract Law	Date: _____
No.: _____	Commissioner’s Standards	Date: _____
No.: _____	Real Estate Legal Issues	Date: _____
No.: _____	Fair Housing	Date: _____
No.: _____	Disclosure	Date: _____
No.: _____	Broker Management Clinic	Date: _____
No.: _____	Contract Writing	Date: _____

OR

(C) Attendance at a minimum of forty-eight hours of ADRE approved continuing education courses (in classroom or distance learning) pursuant to **A.A.C. R4-28-402(A)(3)** within the **48** months prior to application/renewal.

ADRE Course Nos.	Category/Subject	Completion Dates
Nos.: _____ & _____	Agency Law	Dates: _____ & _____
Nos.: _____ & _____	Contract Law	Dates: _____ & _____
Nos.: _____ & _____	Commissioner’s Standards	Dates: _____ & _____
Nos.: _____ & _____	Real Estate Legal Issues	Dates: _____ & _____
Nos.: _____ & _____	Fair Housing	Dates: _____ & _____
Nos.: _____ & _____	Disclosure	Dates: _____ & _____
Nos.: _____ & _____	General Real Estate	Dates: _____ & _____
Nos.: _____ & _____	Broker Management Clinic	Dates: _____ & _____

CONTINUING EDUCATION CATEGORIES - A.A.C. R4-28-402. (5)(a-h)

AGENCY LAW

(A) Subject area of expertise includes:

(Check all that apply)

Agency Relationships Agency Disclosure **AND**

Additional or advanced training on Agency topics within two years preceding application or have two years of work experience that led to having expanded knowledge regarding Agency **AND**

Explain Advanced Agency Training/Work Experience relating to Agency: _____

Date: _____

AND

(B) Attendance at a minimum of a three hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on AGENCY LAW within the **24** months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) Attendance at two separate three-hour ADRE approved courses (in classroom or distance learning) in AGENCY LAW within the **48** months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____

ADRE Course No.: _____ Completion Date: _____

CONTRACT LAW

(A) Subject area experience/expertise includes the contract formation and implementation, or the results of contract use.

(Check all that apply)

Yes No Various contract forms and clauses, fundamentals, updates, options, offers, counter offers, first right of refusal, and exchanges

Yes No Contract writing

Yes No Required disclosures, problem-solving, and law and rule requirements

Yes No Recent court decisions and case law studies

Yes No Breach of contract issues

Yes No Legal, ethical and agency considerations, procedures, and disclosures

Yes No Accommodating current financing procedures, requirements, and options

AND

(B) Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on CONTRACT LAW within **24** months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) Attendance at two separate three-hour ADRE approved courses (in classroom or distance learning) in CONTRACT LAW within **48** months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____

ADRE Course No.: _____ Completion Date: _____

COMMISSIONER'S STANDARDS

(A) Subject area includes experience/expertise as it relates to license laws.

(Check all that apply)

Yes No Article 26 of the Arizona Constitution

Yes No 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 un-subdivided land, membership campgrounds and time-shares, cemetery regulations, and grounds for disciplinary action and hearings

Yes No A.R.S. Title 44, Chapter 10, Article 3.1, Trade Names and Business Practices

AND

(B) Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on the COMMISSIONER'S STANDARDS within **24** months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) Attendance at two separate three hour ADRE approved courses (in classroom or distance learning) in COMMISSIONER'S STANDARDS within 48 months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____

ADRE Course No.: _____ Completion Date: _____

REAL ESTATE LEGAL ISSUES

(A) Subject area experience/expertise includes existing real estate law.

(Check all that apply)

- Yes No Sources of real estate law (constitutions, statutes, zoning, common), and the legal system
- Yes No Land and its elements (air, mineral rights, real and personal property)
- Yes No Land, title, and interests in land, homestead, encumbrances, and the Landlord and Tenant Act
- Yes No Easements, fixtures, land descriptions, ownership, deeds, and building restrictions
- Yes No Escrow procedures, financing documents, and lending laws and regulations, including Regulation Z
- Yes No Wills and estates, taxes, bankruptcy law, securities laws, title insurance, and appraisal law
- Yes No Case law studies, real estate fraud, disclosure law, interstate and international real estate
- Yes No Commission issues and forms of business ownership
- Yes No Homeowners Association regulations
- Yes No Real Estate Settlement Procedures Act (RESPA)
- Yes No Environmental issues

AND

(B) Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on REAL ESTATE LEGAL ISSUES within **24** months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) Attendance at two separate three-hour ADRE approved courses (in classroom or distance learning) in REAL ESTATE LEGAL ISSUES within **48** months prior to application/renewal.

ADRE Course # _____ Completion Date: _____
ADRE Course # _____ Completion Date: _____

FAIR HOUSING

(A) Subject area includes experience/expertise in equal opportunities in housing

(Check all that apply)

- Yes No Americans with Disabilities Act, ADA architectural designs (construction and development) and pertinent court cases
- Yes No Arizona and federal fair housing laws, including advertising, marketing, information, and enforcement
- Yes No Housing developments
- Yes No Deed restrictions
- Yes No Affordable housing
- Yes No Elder housing
- Yes No Zoning, local ordinances, and disclosures
- Yes No Commercial and residential concerns
- Yes No Administrative procedures and business practices

AND

(B) Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on FAIR HOUSING within **24** months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) Attendance at two separate three-hour ADRE approved courses (in classroom or distance learning) in FAIR HOUSING within **48** months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____
ADRE Course No.: _____ Completion Date: _____

DISCLOSURE

(A) Subject area includes experience/expertise in disclosure.

(Check all that apply)

- Yes No Licensee's disclosure obligations to client and others
- Yes No Seller's and buyer's disclosure obligations to each other
- Yes No Common material facts warranting disclosure, and liability for failure to disclose
- Yes No Avoiding inadvertent non-disclosures
- Yes No Transaction documents that should be reviewed
- Yes No Common "red flags" in a real estate transaction
- Yes No Homeowner associations and buyers' obligations to homeowner associations; and
- Yes No Advising buyers and sellers of common "red flags."

AND

(B) Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on DISCLOSURE within **24** months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) Attendance at two separate three-hour ADRE approved courses (in classroom or distance learning) in DISCLOSURE within **48** months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____

ADRE Course No.: _____ Completion Date: _____

GENERAL REAL ESTATE

(A) Subject area experience/expertise includes real estate

(Check all that apply)

- Yes No Appraisal methodology
- Yes No General finance, use of financial calculators, mathematics, and managing cash flow
- Yes No History of development in metropolitan areas; and
- Yes No Introduction to property management

AND

(B) Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on GENERAL REAL ESTATE or any other approved continuing education category within **24** months prior to application/renewal.

ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) Attendance at two separate three-hour ADRE approved courses (in classroom or distance learning) in GENERAL REAL ESTATE or any other approved continuing education category within **48** months prior to application/renewal.

ADRE Course No.: _____ Completion Date: _____

ADRE Course No.: _____ Completion Date: _____

SECTION III - SPECIAL COURSE CATEGORY QUALIFIER

Following qualification must be met, in addition to qualifying as an ADRE approved instructor per requirements in SECTIONS (I) and (II).

Important: For Instructor renewal in currently approved categories and/or subject areas, only complete Part (B) OR (C) as applicable in **SECTION III** below as it pertains to the category and/or subject area you wish to renew.

CONTRACT WRITING – A.R.S. § 32-2124 (L)

(A) Subject area experience/expertise must include:

(Check all that apply)

- Yes No Participation in drafting contracts to purchase real property
- Yes No Listing agreements
- Yes No Lease agreements

AND

(B) Attendance at a minimum of a three-hour in classroom ADRE approved professional Instructor Development Workshop (IDW) on **CONTRACT WRITING** within **24** months prior to application/renewal
ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) Attendance at two separate six-hour in classroom ADRE approved courses in **CONTRACT WRITING** within **48** months prior to application/renewal.
ADRE Course No.: _____ Completion Date: _____
ADRE Course No.: _____ Completion Date: _____

BROKER MANAGEMENT CLINIC (BMC) – A.R.S. § 32-2136 (A)

(A) Subject area experience/expertise primarily addresses: Sales Activities Property Management Both

(Check all that apply)

- Yes No Trust fund accounts
- Yes No Advertising and promotions
- Yes No Employment agreements
- Yes No Contracts
- Yes No Fiduciary duties
- Yes No Material disclosures
- Yes No Department investigations
- Yes No Risk management
- Yes No Employee supervision
- Yes No Broker responsibilities
- Yes No Related topics such as _____

AND

(A) Current Arizona licensed Real Estate Broker 3 of the past 5 years. Arizona License No.: _____

AND

(B) Attendance at a minimum of a three-hour in classroom ADRE approved BMC Instructor Development Workshop (IDW) on **BMC** within **24** months prior to application/renewal.
ADRE IDW Course No.: _____ Completion Date: _____

OR

(C) Attendance at a minimum of two three-hour **in classroom** ADRE approved courses in **BMC** within the past **48** months prior to application/renewal.
ADRE Course No.: _____ Completion Date: _____
ADRE Course No.: _____ Completion Date: _____

INSTRUCTOR DEVELOPMENT WORKSHOP (IDW)

Applicant's instructor subject matter experience and expertise must support a strong background in one or more of the categories and/or subject areas as further described above under the continuing education categories in **SECTIONS II and III.**

QUALIFICATION REQUIREMENTS:

(1) Subject Matter Expert, particular to specific course category or subject area with 7 years of experience, and/or licensed professional with responsibilities involving the category and /or subject matter;

OR

(2) Two hundred hours of teaching the selected IDW category and/or subject area under an ADRE approved real estate school within the immediate previous **48** months;

OR

(3) At least 7 years expertise and experience in real estate education dealing with adult learning and real estate course development in the specific course category and/or subject area;

AND (1) OR (2) OR (3) require (4) AND (5) below:

(4) Attendance at a 6 hour IDW course, specific to presentation skills and teaching methods, within the immediate previous **48** months (different from category specific);

AND

(5) No ADRE or other licensed real estate profession disciplinary action within five (5) years prior to application.

Applicant's qualifications as a subject matter expert instructor meet all of the above requirements described in numbers **(1) OR (2) OR (3)** in addition to **(4) AND (5)** under this special course category qualifier, and are specific to the following categories and/or subject areas:

(Check all that apply)

AGENCY LAW

CONTRACT LAW

COMMISSIONER'S STANDARDS

REAL ESTATE LEGAL ISSUES

FAIR HOUSING

DISCLOSURE

CONTRACT WRITING

BROKER MANAGEMENT CLINIC

INSTRUCTOR TRAINING

Attachment - submit supporting written explanation and documentation, as applicable, to demonstrate qualification as it applies.

SECTION IV - ADDITIONAL REQUIRED DOCUMENTS

Attach additional required documents.

<input type="checkbox"/> PROFESSIONAL EXPERTISE/EXPERIENCE (Note: Not required for renewal applications, unless applying for an additional category of subject area) <input type="checkbox"/> Attachment – Resume attached must support qualifying experience and expertise for categories and subject areas.
<input type="checkbox"/> DISCIPLINARY ACTION DISCLOSURE (214/244) (Note: Required for all original and renewal applications) <input type="checkbox"/> Attachment - Disciplinary Actions Disclosure (LI-214/244 form) must be completed, signed and attached hereto. When answering “yes” on LI-214/244 form, supporting documents listed in the Disclosure Document Checklist (LI-400 form) must be provided. Forms available at www.azre.gov .

INSTRUCTOR/APPLICANT ATTESTATION

By my signature below, I hereby affirm under penalty of perjury under the laws of the State of Arizona that:	
<ol style="list-style-type: none"> 1. I have reviewed the statutory and rule requirements for a Real Estate Instructor. A.R.S. Title 32, Chapter 20, and Title 4, Chapter 28, Arizona Administrative Code. 2. I will provide written notice to the Department within 10 days of any change in my application information or qualifications as required under A.A.C. R4-28-404 and R4-28-301. 3. I will abide by the provisions of the Real Estate Law and certify that at the time of the issuance of license I will be 18 years of age or older. 4. I will administer/distribute on behalf of school/administrator (as authorized), real estate credit only to students who have attended and/or completed real estate courses for which approval has been issued to the presenting school by the Department, and only for the credit hours and category of credit approved. Improper certification is grounds for suspension or withdrawal (revocation) of school certification and/or instructor approval and may affect other licenses issued to me or issued to companies that I own, or over which I exercise control. A.R.S. 32-2135 and 32-2153. 5. I am aware that the Commissioner may investigate the actions of the School and any school owner, administrator, director and instructor acting in behalf of the School, and may at any reasonable time examine the books and records of the School used in connection with offering courses for real estate credit. I will allow for and accommodate the Department’s representative, or employee, to audit or monitor any real estate course that has been approved or for which approval is pending. 6. The information and statements I have provided in this application and attachments are true and correct to the best of my knowledge and belief. I understand that any misrepresentation, or willful omission, in this application or in any attachments hereto may result in suspension or withdrawal (revocation) of my approval at any time. 7. I authorize the Department to contact all persons as it deems necessary to confirm any information contained in this application and do further authorize any person contacted to release such information. 	
Instructor Applicant's Signature:	Date:

SPONSORING SCHOOL OWNER/ADMINISTRATOR ATTESTATION

<ol style="list-style-type: none"> 1. As the School Owner/Administrator I have reviewed the instructor applicant’s credential, resume, experience and subject matter expertise qualifications, and to the best of my knowledge and belief, the instructor applicant is qualified to teach the categories and subject areas applied for. 2. I have reviewed the statutory and rule requirements for a Real Estate Instructor. A.R.S. Title 32, Chapter 20, and Title 4, Chapter 28, Arizona Administrative Code. 	
Owner/Administrator Name (Print / Signature):	Date:
School Approval Number:	Approval Exp. Date:

This document is available in an alternative format. Contact the ADRE at 602-771-7760