



STATE OF ARIZONA  
DEPARTMENT OF REAL ESTATE  
PROFESSIONAL EDUCATION DIVISION

www.azre.gov

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**REQUEST FOR ADDITIONAL CERTIFICATE OF COURSE APPROVAL**  
**Form No. ED-105**  
**Approved School Offering Approved Course Taught by Approved Instructor**

An Arizona approved real-estate school may use this form to request a Certificate of Course Approval for the School to teach continuing education (CE) courses that have already been approved by the Arizona Department of Real Estate for presentation by another school. You may obtain current course information (excluding course number) on the Department's public database at [www.azre.gov](http://www.azre.gov). **Do not use this form if any changes are being made to the credit category or hours, or if making substantive changes to course content, format, teaching methods, or materials.**

**SCHOOL SEEKING APPROVAL**

School's Legal DBA Name \_\_\_\_\_ School #: \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Email \_\_\_\_\_

ADRE Course #: \_\_\_\_\_ Approval Expiration Date: \_\_\_\_\_

Approved Course Title: \_\_\_\_\_

Course Developer: \_\_\_\_\_

**Current Number and Category of Credit Hours, as Approved by the Department**

# \_\_\_\_\_ Agency Law      # \_\_\_\_\_ Commissioner's Standards      # \_\_\_\_\_ Contract Law

# \_\_\_\_\_ Disclosures      # \_\_\_\_\_ Fair Housing      # \_\_\_\_\_ R E Legal Issues      # \_\_\_\_\_ General

**LIST INSTRUCTOR(S): (Name, ADRE No, Exp. Date)**

\_\_\_\_\_  
\_\_\_\_\_

- Upon receipt of approval, the School agrees to retain in its files through the course expiration date a copy of the Certificate of Course Approval and the course outline.
- I have reviewed the course materials and the qualifications and credentials of the proposed instructor(s) and hereby request the Department's approval of the course specified in this application, to be presented in accordance with the provisions of A.R.S. § 32-2135 and A.A.C. R4-28-401 et seq.
- If I am not the course developer, I have written permission from the developer to present this course at the School.

Authorized Owner/Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATE OF COURSE APPROVAL (To be completed by Department of Real Estate staff only)**

\_\_\_ Additional School Added, Approval is consistent as noted above (credit hours, category, title, instructors).

\_\_\_ Does not qualify (state reason)

By: \_\_\_\_\_ Date \_\_\_\_\_