

**ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)
INSTRUCTOR TRAINING COURSE APPROVAL APPLICATION
(ED-107-IDW)**

Course content approved by the ADRE must be directly related to professional instructor training standards and adhere to the specific guidelines as stated in the current A.R.S §32-2135, as well as serve to protect the public interest by providing relevant education to real estate instructor applicants and licensees.

Overview of Course Application Requirements

- A school, licensed or exempt from licensure under A.A.C. R4-28-404, must present all classes leading to licensure or renewal of licensure for approval by ADRE.
- Original live course applications must be received by ADRE no less than 30 days prior to the first course presentation.
 - **Only ADRE approved schools may submit a request for Course and/or instructor approvals.**
 - **All instructors listed on application must have a current Instructor number.**
- Only a completed application, with a detailed course outline, with time allocations, including a Desired Instructional Outcome, and the Attestation signed by an authorized School Administrator, will be accepted for processing (refer to www.azre.gov Education FAQ on “Who Can Sign a Course Application”).
- The application **must** describe any teaching materials and/or aids used, including any student handouts and textbook titles. **Please do not submit hard copies of instructional material to ADRE.**
- A “credit hour” is 50 minutes of instruction, which shall include student participation/interaction, and at least one other method of instruction. (A.A.C. R4-28-101)
- **Sale or promotion of products or services are not permitted during instructional time, but is permitted prior to or after class, or during breaks. Lender programs presented in class must be generic programs offered through other lenders, and not proprietary to the presenting lender.**
- The school may advertise a course, before its approval, only as “pending approval.”
- A.R.S §32-2135 License Time-frames, allow ADRE 30 days to process live education applications.
- See A.A.C. **R4-28-103 and Table 1** for course application processing time-frames. If deficiencies continue to exist after the overall time-frame period, the course approval will be denied.
- Instructor Development Workshop courses shall be held in a “live classroom setting,” as an individual course, by an individual instructor, in an individual classroom.
- A.R.S. §32-2135(E) states, in pertinent part: “The commissioner may determine minimal content requirements for approving educational courses....”.
- A.R.S. §32-2135(F) states, in pertinent part: “For a live classroom course, the applications shall include a course outline with sufficient detail to clearly identify the scope and content of the course. The outline shall state a desired instructional outcome for the course.” A detailed course outline of the proposed course material must be submitted as part of the application. For each three-hour course or course segment, the submitted course outline, at a minimum, must be in 12 point type, that clearly identifies the nature of the subject matter and topics, including time allocated, with enough detail that the course content may be evaluated for appropriateness and approval category. The desired instructional outcome shall state an objective unique for the proposed course and relevant to the course content as set forth in the outline. Refer to the course outline example included in instructions below.
- Distance Learning and Webinar courses do not qualify for instructor training approval.

Instructions not part of the Application; do not file with ADRE

Course Outline and Objectives

EXAMPLE

Time	Topic	Objective (as applicable)	Teaching Method
5	Introductions		
15	Department Overview - Org chart of who's who in the Education Department	Explain the course approval process	Lecture
30	Review Course Applications	Differentiate between forms ED102-, ED-103 and ED-107	Lecture
10	Break		
15	Review what steps to take when developing a course outline	List at least 3 items that should be included in a Course Outline	Lecture
15	Introduce the SMART process of writing course objectives	Describe what make a good objective	Lecture
10	Review Sample Course Outlines	Distinguish between a well developed course outline and a poorly written course outline	Group Exercise
20	Break out Session – Assign groups course topics and have them develop Objectives.	Demonstrate writing course objectives	Group Exercise
10	Break		
30	Discuss Copyrighted Issues	Identify	Lecture
10	Review		Instructor lead Question Session
15	Question & Answer Session		Group Questions
10	Evaluations	Evaluate Course	Student Activity

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



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Education Division

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JANICE K. BREWER
Governor

JUDY LOWE
Commissioner

INSTRUCTOR TRAINING COURSE APPROVAL APPLICATION
Instructor Development Workshop (IDW) (ED-107 – IDW)
Review the Checklist and Instructions Prior to Submitting this Form

SECTION I - COURSE INFORMATION

1. Course Title:		Date Submitted:		
2. Approval Requested for: <input type="checkbox"/> New Course—Recurring <input type="checkbox"/> Renew Approval (filed before expiration) <input type="checkbox"/> New Course—One-Time Only <input type="checkbox"/> Revised Course		Total No. Hours Requested:		
3. If applicable, ADRE course number _____ Previously approved for this same submitting School? <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Desired Instructional Outcome (a descriptive summary of the course, its objective, and its application to protection of the public interest):				
5. School's Legal Name: Address:		Phone No.:		Email Address:
6. School License No.:		School Exp. Mo/Year:		
7. Regular Business Hours: _____ a.m. or p.m. through _____ a.m. or p.m.				
8. Days of Week with Regular Business Hours (Check all that apply): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday				
9. Approved Instructor Development Workshop Instructor(s) (IDW) who will teach or continue to teach this course:				
Instructor Name	Sponsor School	Approved For This Course Subject Area?	ADRE Instructor Number	Exp. Date.
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Yes <input type="checkbox"/> No <input type="checkbox"/>		
10. Is student required to pass a comprehensive test to receive certificate? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, attach copy with answer key)				

SECTION II - SPECIFIC COURSE SUBJECT

11. Seminar or Instructor Development Workshop(s) (IDW)

Note: Does not qualify as a Distance Learning Course

A.R.S. § 32-2135 (K) provides that “beginning January 1, 2012, in the twenty-four months before application, each instructor original or renewal applicant, other than a panelist, guest speaker, an attorney or out-of-state instructor, shall attend at least a three hour professional seminar or workshop, approved by the department, emphasizing instruction methods, techniques and skills. At the discretion of the commissioner this requirement may be waived based on individual request review.” For IDW instructor requirements, see Instructor Application, form ED-101.

To obtain approval for a 3 hour seminar or IDW, course content must include ALL of the following requirements:

- The words “Instructor Development Workshop” or the acronym “IDW” in the proposed title of the course.
- **150 minutes on instructor development topics** in the IDW course content outline.
- **Two (2) or more Subtopics** for each of the following **Topics (A-C)**:

A. Instructional Methods (Topic)

Instructor Development Subtopics: (Check at least 2 or more subtopics)

- | | | |
|---|---|---|
| <input type="checkbox"/> Adult Learning (Theories) | <input type="checkbox"/> New Concepts/Ideas | <input type="checkbox"/> ADRE Compliance (A.R.S. § 32-2135) |
| <input type="checkbox"/> Learning Styles | <input type="checkbox"/> Use and Misuse of Technology | <input type="checkbox"/> Teaching Tools |
| <input type="checkbox"/> Interaction between Instructor and Student | <input type="checkbox"/> Learning Environment | <input type="checkbox"/> Training Methods |
| <input type="checkbox"/> Other* | | |

B. Instructional Techniques (Topic)

Instructor Development Subtopics: (Check at least 2 or more subtopics)

- | | | |
|---|--|--|
| <input type="checkbox"/> Lecture/Demonstration (role-play/panels, etc.) | <input type="checkbox"/> Test Administration | <input type="checkbox"/> Q&A/Forms of Discussions |
| <input type="checkbox"/> Team Activities | <input type="checkbox"/> Handouts/Resource Material | <input type="checkbox"/> Teaching Technical Material |
| <input type="checkbox"/> Tools for implementing technology | <input type="checkbox"/> Teaching Sensitive Material | <input type="checkbox"/> Other* |

C. Instructional Skills (Topic)

Instructor Development Subtopics: (Check at least 2 or more subtopics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Effective Speaking Styles | <input type="checkbox"/> Body Language | <input type="checkbox"/> Managing A Class (Maintaining control) |
| <input type="checkbox"/> Class Preparation (Layouts/Backup plans, etc.) | <input type="checkbox"/> Instructor Etiquette | <input type="checkbox"/> Staying on Schedule (Time Management) |
| <input type="checkbox"/> Teaching Techniques for Class Size | <input type="checkbox"/> Dealing with Classroom Problems | <input type="checkbox"/> Adapting to the Students Needs |
| <input type="checkbox"/> Difference Between Teaching and Instructing | <input type="checkbox"/> Other* | |

*Relevant to Topic and subject to ADRE approval.

12. Complete course outline, formatted as follows (See example in instructions.)

Time (minutes)	Topic	(Include this Column only if Applicable) Page & Item No. of Corresponding Item on Prescribed Outline	Objective (The student will be able to....)	Teaching Method

INSTRUCTOR TRAINING COURSE APPROVAL APPLICATION
Review the Checklist and Instructions Prior to Submitting this Form

1. Instruction Methods (Check all that apply) <input type="checkbox"/> Lecture <input type="checkbox"/> Round-table <input type="checkbox"/> Discussion <input type="checkbox"/> Role Playing <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Panel Q & A <input type="checkbox"/> Quiz <input type="checkbox"/> Case Studies <input type="checkbox"/> Class Exercise <input type="checkbox"/> Other (Describe in outline)
2. Teaching Aids (Check all that apply) <input type="checkbox"/> Text(s) <input type="checkbox"/> PowerPoint <input type="checkbox"/> Flip Chart/Whiteboard <input type="checkbox"/> Quiz <input type="checkbox"/> Internet/Software <input type="checkbox"/> Handout(s) <input type="checkbox"/> DVD/Video Total Class% _____ <input type="checkbox"/> Other (Describe): _____
3. Class Location: _____ Date: _____ Time: _____
This application does not serve as the required 14 day notice [A.R.S. § 32-2135-(G) (1)] visit www.azre.gov to submit notice. This application does not serve as notice for a course to be held outside of Arizona [A.R.S. § 32-2135-(I) (1) and (2)].
4. School Attestation <ul style="list-style-type: none">• By my signature below I attest that I have reviewed and hereby approve of the submitted course application, outline and any other course materials. I have further reviewed and approve each proposed instructor's qualifications and credentials. I will be responsible for ensuring that the course is presented by the School in the manner stated in this application. I understand the potential penalties pursuant to A.R.S. §§32-2135(C) and 32-2153(A) (26). I attest that:• The course content adheres to A.R.S. §32-2135 (K).• The course content serves to protect the public interest.• The course content is intended to benefit and promote professional real estate practice.• The course content is appropriate for professional instructor training education, reflects current instructional methods, is consistent with the proposed instructional materials and can be taught in the allotted time as stated in the application.• Each named proposed instructor for this course is knowledgeable in the requested course subject area, and is or will be an ADRE-approved IDW instructor at the time of presentation.• The course content is, and will remain, accurate and in accordance with all applicable statutes and rules;• All instructional materials used by students reflect current content and contain no significant errors, in content, typography or grammar.• I further understand that "The course may not be taught if the content ceases to be current or is substantially changed." A.R.S. §32-2135(F).• I understand that in the event there has been any misrepresentation or willful omission in this application or any attachments, any approval, which may be granted, is subject to suspension or revocation at any time.
Administrators Name (printed): _____ Title: _____
Administrators Signature: _____ Date: _____