



Arizona Department of Real Estate (ADRE)  
Education Division  
[www.azre.gov](http://www.azre.gov)  
100 N 15<sup>TH</sup> AVE, SUITE 201  
PHOENIX, AZ 85007

DOUGLAS A. DUCEY  
GOVERNOR

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COMMISSIONER

**ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)**  
**EDUCATOR UPDATE**

**December, 2019**

Happy Holidays from ADRE! 2019 has truly been an incredible year for real estate education in Arizona and, as we look forward to 2020, we are inspired by the devotion, professionalism, and innovation that continues to drive our real estate educators and institutions. Thank you for all that you do to “raise the bar” for real estate education in Arizona!

***Real Estate Education Landscape Heading into 2020***

In Fiscal Year 2020 (FY20), through the month of November:

- The number of active schools (including branches) has risen by a modest 13%
- The number of active courses increased significantly by over 62%
- The number of instructors stayed relatively flat

	<b>19-Jul</b>	<b>19-Aug</b>	<b>19-Sep</b>	<b>19-Oct</b>
Number of Schools- Active Status (Includes Branches)	233	233	236	265
Number of Active-Status Courses	1678	2699	2720	2716
Number of Instructors	851	860	864	862

A Year-over-Year comparison of FY20 for the reported months indicates:

- The number of active schools (including branches) has risen by a modest 10%
- The number of active courses decreased by 5%
- The number of instructors stayed relatively flat ( < 1% )

Number of Schools- Active Status (Includes Branches)	22	10%
Number of Active-Status Courses	-130	-5%
Number of Instructors	-5	-1%



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### *ADRE Message Center*

As a friendly reminder, in order to better assist our customers in the real estate education community, we ask that all application submissions and correspondence be sent through the ADRE Message Center. The Department has made it a priority to review and reply to message center messages as efficiently as possible. Accordingly, communications through the message center offer our customers the most successful path toward a timely and productive interaction with the Department. Also, in order to better organize and coordinate information regarding application submissions, please submit a **separate** message for **each** application submission. Lastly, for each submission, please **combine** all applicable documents into a **single merged pdf file**. Following these guidelines will assist ADRE in providing excellent customer service, moving forward.

### *Real Estate Examination Update*

We are incredibly proud of the work that has been accomplished in 2019 with regard to real estate examinations in Arizona. Through the tireless efforts our education stakeholders, our partners at Pearson VUE, and the dedicated staff of ADRE, we will be finishing the year with both a new salesperson and a new broker's exam. Developed to be specific to practice of real estate in Arizona, we are confident that the quality of these new exams will serve to truly raise the bar for real estate education in this state. We look forward to continuing to partner with the education community to ensure that our pre-licensing instruction sets up our real estate students for success. As a reminder, ADRE provides monthly examinations score reports on our website which can be found by accessing the following link: <https://www.azre.gov/stats/stats.aspx>

### *Pre-licensing IDW Additional Offerings*

In support of our efforts to partner with pre-license educators to ensure the success of their students on the new exam ADRE has provided a number of sponsored Instructor Development Workshops (IDW) relating to both the new salesperson and the new broker curricula. To date, ADRE has hosted over ten of these workshops and we intend to host more, as necessary. All instructors intending to teach Broker and/or Salesperson Pre-Licensing **must** attend and provide the certificate issued from an ADRE approved Instructor Development Workshops (IDW). If an instructor intends to teach the new Salespersons course content then that instructor must complete the Salesperson IDW. Similarly, if an instructor intends to teach the new Broker course content then that instructor must complete the Broker IDW. If an instructor intends to teach both the new Salesperson and the new Broker content then that instructor must complete both IDWs. These six hour IDWs are scheduled with ADRE on an ongoing basis. Also, please remember that all Instructors teaching Arizona Pre-Licensing courses must hold an active Arizona Broker's license. Please contact Lancing Adams at [ladams@azre.gov](mailto:ladams@azre.gov) to inquire about future IDW offerings.



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### ***Continuing Education (CE) Requirements: Reminder***

All applications for CE course must meet the requirements outlined in R4-28-402. Specifically, all applications for CE courses involving “General Real Estate” must conform to the guidelines established in R4-28-402 (5)(h). These guidelines provide that, with regard to a General Real Estate course, the majority of class material must concern real estate. In order to qualify as an acceptable course under this CE requirement, course content must address current State Statutes, Rules and Substantive Policy Statements.

Courses deemed as unacceptable topics for approval for continuing education credit include, but are not limited to, Staging; Prospecting for Leads/Listings/Buyers; Social Media; Computer and/or Internet; Negotiation Techniques; Body Language Interpretation; Managing Personal Budget; Home Decoration; Landscaping; Identity Theft Protection; Stress Management; Personal Marketing; Interpersonal Communication; Positive Thinking; and Time Management. Past approval of a topic does not ensure future approval, if it is determined that a course does not meet these guidelines.

### ***Update to Proctor Requirements/Forms***

ADRE has updated the proctor certification language on **Form ED-200**. The current language now reads:

*I certify that:*

- 1. I am a disinterested third party in the administration of this examination. I am not related by blood, marriage, or any relationship to the above-named student.*
- 2. I have no financial interest or business affiliation with any real estate brokerage, school, institution, or any party involved in the proctoring of this examination hereto.*
- 3. The student showed me positive photo identification prior to completing the examination.*
- 4. The examination was administered in my presence and under my supervision on [Date]*
- 5. The student received no assistance and had no access to books, notes, electronic media or reference material and accessed and completed the examination on a computer with a locked down browser.*
- 6. I have not permitted the examination to be compromised, copied, or recorded in any way or by any method.*



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***Reminder for ADRE Pre-Licensing Instruction***

ADRE Pre-Licensing Schools must apply for and obtain new ADRE Pre-Licensing Course numbers prior to scheduling any Pre-Licensing courses on the new Salesperson and Broker Pre-Licensing Course application. Applications can be found at [www.azre.gov](http://www.azre.gov)

ADRE Pre-Licensing Schools compliance must include: (1) The School Orientation information; (2) The implementation of the ADRE required student sign in sheet, (with the attestation across the top), or for online courses, the required Student Identification Verification platform; (3) The ADRE required Course Evaluation; (4) The ADRE required School Course Completion Certificate; (5) As well as, all other requirements of the Application according to Arizona Statutes and Rules.

**\*\*Please distribute this Educator Update to all Instructors affiliated with the School, as ADRE distributes this only to the School Administrator.\*\***