



STATE OF ARIZONA
DEPARTMENT OF REAL ESTATE

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March 17, 2020

School Administrators,

Thanks to the many of you that have reached out to ADRE over the past few days with questions related to the situation around COVID-19. First and foremost, information is available on the Arizona Department of Health's website regarding COVID-19, and what individuals should do to stay well, [click here](#).

The state has a great team working 24/7 to monitor developments and implement solutions and safety protocols as needs arise.

Nearly 90 percent of the Department of Real Estate's services, such as renewing your license, applying for an original license, transferring your license, and filing a complaint can be completed online through the Online License System, [click here](#), or the Online ADRE Message Center, [click here](#).

Renewal Licensees

The Department is directing individual licensees that are due to expire at the end of the month to search the ADRE Public Database for available online Continuing Education Courses, [click here](#) to view. The Department is not waiving continuing education hours for license renewals, nor extending expiration dates.

Nearly 99 percent of license renewals are submitted online.

Original Licensee Candidates

Students that have registered for a Live Pre Licensing Course that are not able to attend should work with the School to reschedule. Please note: Original license exams are delayed with the temporary closure of Pearson Vue testing centers until April 16th.

Pearson Vue Temporary Closure of Testing Centers

Effective March 16, 2020, Pearson Vue has temporarily closed testing centers in the United States and Canada for at least 30 days until April 16th, or whenever they have deemed conditions are safe to re-open. [Click here](#) to visit the Pearson Vue website.

Candidates that have scheduled a test, or are attempting to schedule exams should contact Pearson Vue and follow their procedures for rescheduling or requesting refunds.

Pre License Schools may wish to review the ED-102 to submit for Host/Remote Classroom Approval

Several Pre Licensing Education Schools have inquired if video conferencing technology (example: Zoom) can be used for Live Pre Licensing Courses.

Answer: Yes. If you have students currently enrolled in Pre Licensing live courses, you must complete, and submit your currently approved Pre Licensing course on the ED-102 through the Message Center before beginning the Remote Course. ADRE staff will review your application for approval as promptly as possible. [Click here](#) to view Form ED-102. [Click here](#) to submit the application through the Online Message Center.

Students that have registered for Live Continuing Education Courses

Students that have registered for a Live Continuing Education Course that are not able to attend should work with the School to reschedule.

The Department is directing renewal students to search the ADRE Public Database for available online Continuing Education Courses, [click here](#) to view.

Please Remember: Schools must submit a new 14 Day Notice through the ADRE Online System, [click here](#), to ensure courses are listed correctly on the ADRE Public Database. **This includes course cancellations.**

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

Should you have questions, please contact me at ldetorre@azre.gov.

Thank you for all you do.

Louis Dettorre
Deputy Commissioner
Arizona Department of Real Estate