



STATE OF ARIZONA

DEPARTMENT OF REAL ESTATE

DOUGLAS A. DUCEY
GOVERNOR

JUDY LOWE
COMMISSIONER

100 NORTH 15TH AVE., SUITE 201, PHOENIX, ARIZONA 85007
PHONE: 602. 771-7760 FAX: 602. 771-7023

Arizona Department of Real Estate Update - March 20, 2020

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](#).

Pre License Schools may apply for Host/Remote Classroom Approval

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

Answer: Yes. On a temporarily approved basis. If you have students currently enrolled and attending Pre Licensing live courses, you must complete the new Addendum to the ED-110-PE (Salesperson) or ED-112-PE (Broker) before beginning the Host/Remote Course below, and submit your currently approved Pre Licensing course.

- [Click here](#) to view the new one-page fillable form Addendum. [Click here](#) to submit the application through the Online Message Center.
- Please be sure to submit the already approved ED-110-PE or ED-112-PE with the Addendum.
- ADRE staff will review your Addendum for approval as promptly as possible.

Live Classroom Continuing Education (CE) may apply for Host/Remote Classroom Approval

Several Schools that deliver Live Continuing Education have inquired if video conferencing technology (example: Google, Zoom, etc.) can be for Live Continuing Education (CE) Courses.

Answer: Yes. On a temporarily approved basis. For Continuing Education (CE) Live Classroom courses already approved, and already scheduled on the ADRE 14 day notice online system. You must complete the new Addendum to the ED-102 before beginning the Host/Remote Course, and submit your currently approved Pre Licensing course.

- [Click here](#) to view the new one-page fillable form Addendum. [Click here](#) to submit the application through the Online Message Center.
- Please be sure to submit the already approved ED-102 with the Addendum.
- ADRE staff will review your Addendum for approval as promptly as possible.

Students that have registered for Live Continuing Education Courses

Students that are registered for a Live Continuing Education Course that are not able to attend should contact the School and ask if the CE course is available through Host/Remote. Students that are not currently registered for a Live Classroom CE course can register for online CE.

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.**

Update: Pearson Vue Temporary Closure of Testing Centers

Effective March 16, 2020, Pearson Vue has temporarily closed most 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.

Pearson Vue has updated ADRE that there may be third-party testing sites open. Please be prepared for a delay in scheduling the examination due to a high call volume, and that the open examination sites may be subject to change.

Arizona Western College (Closed until mid-April)	Yuma, AZ
Pearson Professional Centers-Phoenix (Chandler) AZ	Chandler, AZ
Pearson Professional Centers-Phoenix AZ	Phoenix, AZ
Pearson Professional Centers-Tucson AZ	Tucson, AZ
Northern Arizona University (Closed until mid-April)	Tucson, AZ
B&B Evaluation Services	Phoenix, AZ
Tucson Association of REALTORS (Closed until mid-April)	Tucson, AZ
Pearson Professional Centers-Tempe AZ	Tempe, AZ

Candidates that have scheduled an examination at a testing center that has been temporarily closed, or are attempting to schedule exams should contact Pearson Vue, and follow their procedures for rescheduling or requesting refunds.

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 will not waive continuing education hours for any license renewals, nor extend anyone's 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: New Arizona Pre License exams may be delayed with the temporary closure of most Pearson Vue testing centers until April 16th.

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

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](#).

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

Thank you for all you do.

Louis Dettorre
Deputy Commissioner
Arizona Department of Real Estate