

**ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)
INSTRUCTIONS FOR CERTIFICATE OF COURSE APPROVAL
CONTINUING EDUCATION/DISTANCE LEARNING/PRELICENSE COURSE (ED-102-CE/DL/PE)**

Course content approved by the ADRE must be directly related to professional real estate practice and adhere to the specific guidelines as stated in the current A.R.S §32-2135 and A.A.C. R4-28-402, as well as serve to protect the public interest by providing relevant education to real estate licensees professional practice of real estate.

A.A.C. R4-28-101 "**Distance learning course**" means a course of instruction outside a traditional classroom situation consisting of computer-based interactive instructional material, requiring completion in the credit hours specified. A course that requires a student to read text, listen to audio tapes, or view video material without student participation, feedback, and remedial instruction is not a distance learning course.

The following are examples of courses deemed as unacceptable topics for approval for continuing education credit: 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; Time Management; Safety. Other topics not listed may also be deemed unacceptable.

Overview of Course Application Requirements

- Review A.A.C. R4-28-402 for course content categories. Approvals will not be granted for any course material that does not adhere to these guidelines.
- 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. Distance learning course applications must be received by ADRE no less than 90 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, except for guest speakers.**
- 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"). Prelicensure course outlines must adhere to the "Outline of Prescribed Curriculum" as found at www.azre.gov.
- 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)
- **Exemptions from Instructor Qualifications Criteria** - "Guest Speaker" (including panelists) is defined as an individual who teaches a real estate education course on a one-time only or very limited basis, who possesses a unique depth of knowledge and experience in the subject matter proposing to teach. A Guest Speaker does not apply to Prelicensure or Instructor Development Workshop (IDW) courses. The Guest Speaker exemption does not apply to a licensed instructor who wishes to teach in other categories or specific course subjects that are not approved for that instructor to teach.
- **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.
- A.R.S §32-2135 License Time-frames, allow ADRE **90** days to process distance learning 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.
- Salesperson Prelicensure, Broker Prelicensure, contract writing pursuant to A.R.S. § 32-2124(L), and 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....".

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

- 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. The course outline applies to distance learning courses pursuant to A.A.C. R4-28-402 (B) and (D). Refer to the course outline example included in instructions below.
- Minimum of 3 hours in each category to qualify for continuing education. A.A.C. R4-28-402.
- Maximum of 9 hours per day for continuing education. A.A.C. R4-28-401(E). Maximum of 10 hours per day for prelicensing education. A.A.C. R4-28-402 (C).
- Webinar courses do not qualify for approval since the current statutes and rules around course approvals does not provide authority for the ADRE to consider webinar courses.

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-104 and ED-105	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

For distance learning courses, include time allotments for each module of instruction or in 50-minute intervals with stated learning objectives for each module.

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



Arizona Department of Real Estate (ADRE)

Education Division

www.azre.gov

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JANICE K. BREWER
Governor

JUDY LOWE
Commissioner

APPLICATION FOR CERTIFICATE OF COURSE APPROVAL
Continuing Education/Distance Learning/Prelcense Education (ED-102 – CE/DL/PE)
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. Credit 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. Arizona Practices. Does the entire course content clearly and exclusively identify Arizona Practices when it covers areas of practice, law, administrative code, custom or the standard of care? <input type="checkbox"/> Yes <input type="checkbox"/> No			
10. Approved Instructor (s) who will teach or continue to teach this course:			
Instructor Name (Live Classroom)	Instructor/Developer Name (Distance Learning)	Sponsor School	Approved For This Course Category and/or Subject Area?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Guest Speakers and Panelists (Attach Bio), if applicable If more names, list on separate sheet and checkbox here <input type="checkbox"/>			
Name	Name	Name	
a.	b.	c.	
12. Is student required to pass a comprehensive test to receive credit? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, attach copy with answer key)			

SECTION II - SPECIFIC COURSE SUBJECTS

13. **6 Hour Contract Writing A.R.S. § 32-2124(L) must be titled Contract Writing or Introduction to Contract Writing**

Note: Does not qualify as a Distance Learning Course

Course Category Qualifier: 3 hours Contract Law and 3 hours Real Estate Legal Issues

The Contract Writing course shall include:

Yes No Participation in drafting contracts to purchase real property

Yes No Listing agreements

Yes No Lease agreements

14. **3 Hour Broker Management Clinic (BMC) A.R.S. §32-2136. The title must include the words “Broker Management Clinic.”** The ADRE BMC course content outline is available online at www.azre.gov. Special instructor requirements apply for approval to teach a BMC.

Course Category Qualifier: 3 hours Commissioner’s Standards

This BMC primarily addresses: Sales Activities Property Management Both

Yes No This proposed BMC minimally includes instruction on department audits and on the obligations and responsibilities of designated brokers.

Yes No This proposed BMC additionally addresses the following:

Yes No Trust fund accounts

Yes No Advertising and promotions

Yes No Employment agreements

Yes No Contracts

Yes No Fiduciary duties

Yes No Material disclosures

Yes No Department investigations

Yes No Risk management

Yes No Employee supervision

Yes No Broker responsibilities

Yes No Related topics such as _____

15. **90 Hour Broker Pre-licensure**

90 Hour Salesperson Pre-licensure

Note: Does not qualify as a Distance Learning Course

(When applying for The 90 hour pre-licensure course utilize the Outline of Prescribed Curriculum as provided at www.azre.gov for mandatory course content and apply time allotments).

16. **Instructor Development Workshop(s)**

Note: Does not qualify as a Distance Learning Course

To obtain an original or renewal instructor approval for a specific content category, a content Instructor Development Workshop (IDW) may be taken within the immediate prior 24 months by an instructor instead of taking the two category specific courses. The IDW course category, or specific course subject, must be submitted in conjunction with any continuing education Course Category Qualifier (**SECTION III**) or Specific Course Subject (**SECTION II**) sections of this application. For IDW instructor requirements, see Instructor Approval/Renewal/Change Application, form ED-101.

Course content IDW 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.
- At least three (3) of the following instructor development specific topics in the selected category or specific course subject area below within each minimum 3 hour continuing education course category or specific course subject area pursuant to A.A.C. R4-28-402 (A)(2)and(3).

Choose from the following **Categories OR Specific Course Subjects** that are applicable to this IDW course application. Refer to the Specific Course Subject (**SECTION II**) or Course Category Qualifier (**SECTION III**) of this application for a detailed description of each.

Agency Law Category

Instructor Development Topics: (Check at least 3 or more topics)

Category or Subject Area Updates

Legislative/ADRE Publications

Legal Application, including Issues/Examples

Recent ADRE Orders or Letters of Concern

Risk Pitfalls/Management

Recent Court Decisions (Case Law)

Contract Law Category

Instructor Development Topics: (Check at least 3 or more topics)

Category or Subject Area Updates

Legislative/ADRE Publications

Legal Application, including Issues/Examples

Recent ADRE Orders or Letters of Concern

Risk Pitfalls/Management

Recent Court Decisions (Case Law)

Continued

Instructor Development Workshop(s) *continued*

Commissioner's Standards Category

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

Disclosure Category

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

Fair Housing Category

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

Real Estate Legal Issues Category

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

6 Hour Contract Writing Specific Course Subject

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

Note: Course Category Qualifier: 3 hours Contract Law and 3 hours Real Estate Legal Issues

3 Hour Broker Management Clinic (BMC) Specific Course Subject

Instructor Development Topics: (Check at least 3 or more topics)

- | | | |
|---|--|---|
| <input type="checkbox"/> Category or Subject Area Updates | <input type="checkbox"/> Legislative/ADRE Publications | <input type="checkbox"/> Legal Application, including Issues/Examples |
| <input type="checkbox"/> Recent ADRE Orders or Letters of Concern | <input type="checkbox"/> Risk Pitfalls/Management | <input type="checkbox"/> Recent Court Decisions (Case Law) |

Note: Course Category Qualifier: 3 hours Commissioner's Standards

SECTION III - COURSE CATEGORY QUALIFIER

17. Course Category Qualifier

A.A.C R4-28-402

(Course content must meet the requested category type, check all that apply)

Agency Law

The majority of class material must concern both:

- Agency relationships
 Agency disclosure

Contract Law

The majority of class material must concern the contract formation and implementation, or the results of contract use, including:

- Yes No Various contract forms and clauses, fundamentals, updates, options, offers, counter offers, first right of refusal, and exchanges
 Yes No Contract writing
 Yes No Required disclosures, problem-solving, and law and rule requirements
 Yes No Recent court decisions and case law studies
 Yes No Breach of contract issues
 Yes No Legal, ethical and agency considerations, procedures, and disclosures
 Yes No Accommodating current financing procedures, requirements, and options

Commissioner's Standards
The majority of class material must relate to license laws, including:
Yes No Article 26 of the Arizona Constitution
Yes No A.R.S. Title 32, Chapter 20, and A.A.C. Title 4, Chapter 28, which includes trust accounts, recordkeeping, license requirements, exemptions to licensure, commission payments, recovery fund provisions, development requirements, processes for public reports for and sale of subdivided and un-subdivided land, membership campgrounds and time-shares, cemetery regulations, and grounds for disciplinary action and hearings
Yes No A.R.S. Title 44, Chapter 10, Article 3.1 Trade Name and Business Practices

Disclosure
The majority of class material must concern the following:
Yes No Licensee's disclosure obligations to client and others
Yes No Seller's and buyer's disclosure obligations to each other
Yes No Common material facts warranting disclosure, and liability for failure to disclose
Yes No Avoiding inadvertent non-disclosures
Yes No Transaction documents that should be reviewed
Yes No Common "red flags" in a real estate transaction
Yes No Homeowner associations and buyers' obligations to homeowner associations; and
Yes No Advising buyers and sellers of common "red flags."

Fair Housing
The majority of class material must concern equal opportunities in housing, including:
Yes No Americans with Disabilities Act, ADA architectural designs (construction and development) and pertinent court cases
Yes No Arizona and federal fair housing laws, including advertising, marketing, information, and enforcement
Yes No Housing developments
Yes No Deed restrictions
Yes No Affordable housing
Yes No Elder housing
Yes No Zoning, local ordinances, and disclosures
Yes No Commercial and residential concerns
Yes No Administrative procedures and business practices

Real Estate Legal Issues
The majority of class material must concern existing real estate law, including:
Yes No Sources of real estate law (constitutions, statutes, zoning, common), and the legal system
Yes No Land and its elements (air, mineral rights, real and personal property)
Yes No Land, title, and interests in land, homestead, encumbrances, and the Landlord and Tenant Act
Yes No Easements, fixtures, land descriptions, ownership, deeds, and building restrictions
Yes No Escrow procedures, financing documents, and lending laws and regulations, including Regulation Z
Yes No Wills and estates, taxes, bankruptcy law, securities laws, title insurance, and appraisal law
Yes No Case law studies, real estate fraud, disclosure law, interstate and international real estate
Yes No Commission issues and forms of business ownership
Yes No Homeowners Association regulations
Yes No Real Estate Settlement Procedures Act (RESPA)
Yes No Environmental issues

General Real Estate
The majority of class material must concern real estate, and does not fall within any other credit category, including:
Yes No Appraisal methodology
Yes No General finance, use of financial calculators, mathematics, and managing cash flow
Yes No History of development in metropolitan areas; and
Yes No Introduction to property management

Addendum A - Live Classroom

APPLICATION FOR CERTIFICATE OF COURSE APPROVAL 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)] contact ADRE to submit written request.
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.A.C. R4-28-402.• 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 real estate education, reflects current real estate practices or 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 category or categories, and is or will be an ADRE-approved 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 real estate practice, 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: _____

Addendum B - Distance Learning Course

APPLICATION FOR CERTIFICATE OF COURSE APPROVAL
Review the Checklist and Instructions Prior to Submitting this Form
(Note: Pre-license courses cannot be presented as a distance learning course)

1. Instruction/Delivery Methods (Check all that apply) <input type="checkbox"/> Computer <input type="checkbox"/> Internet <input type="checkbox"/> Other (Describe in outline)	
a. Computer Lab: Are two copies of the program on a CD or ZIP cartridge in executable format if a computer lab course is included with this application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
b. Internet Access Permissions: Are two passwords/Internet access permissions, or one password valid for access twice? <i>The access and program disks shall not expire for at least four years.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Passwords/Permissions: Login(s) 1a. _____ 2a. _____ Password(s) 1b. _____ 2b. _____	
2. Instructional Methods (Check all that apply) <input type="checkbox"/> Text <input type="checkbox"/> Graphics <input type="checkbox"/> Audio <input type="checkbox"/> Photos <input type="checkbox"/> Video <input type="checkbox"/> Interactivity <input type="checkbox"/> End-of-Module Diagnostic Assessments (Quizzes) <input type="checkbox"/> Final Examination	
3. Security Measures/Protocols. Are security measures/protocols in place to ensure that the person taking the course is the registered student, that includes a required field for the ADRE license number (or other option for unlicensed student) and an attestation from each student verifying same? <input type="checkbox"/> Yes <input type="checkbox"/> No Security Measures/Protocols Description: _____ _____ _____	
4. Hardware and/or Software Failure. A plan is in place for dealing with a hardware and/or software failure? <input type="checkbox"/> Yes <input type="checkbox"/> No Contact Information: Name _____ Phone # _____ Email _____	
5. Instructor and/or School Administrator Contact Information. Does each page of the course clearly indicate the contact information if student needs assistance from an ADRE approved instructor? <input type="checkbox"/> Yes <input type="checkbox"/> No Contact Information: Name _____ Phone # _____ Email _____	
6. Computer Support Contact Information. Does each screen of the course clearly indicate <u>contact information</u> if student needs assistance from instructor or for hardware and/or software problems? <input type="checkbox"/> Yes <input type="checkbox"/> No	
COURSE TIME VERIFICATION	
7. Module Minimum. Does the course contain a minimum of 5 modules per 3 credit hours? <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. 50-Minute Rule (Intervals). Does course comply with 50-minute per credit hour rule (A.A.C. R4-28-101)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Verifiable Course Timers. Does the course program have verifiable course timers in each module? <input type="checkbox"/> Yes <input type="checkbox"/> No	

INTERACTIVITY/QUIZZES/FINAL DIAGNOSTIC ASSESSMENT/REMEDIATION

10. Interactivity. Are there a minimum of 5 instances of interactivity within at least 5 modules? <input type="checkbox"/> Yes <input type="checkbox"/> No			
11. Quiz Question. Does the course contain a minimum of 5 end-of- module quiz questions for each of the 5 modules and a minimum of 25 quiz questions for each 3 hour course? <input type="checkbox"/> Yes <input type="checkbox"/> No			
12. Quiz Question Pass Score. Do quizzes include an 80% minimum pass score? <input type="checkbox"/> Yes <input type="checkbox"/> No			
13. Final Diagnostic Assessment. Does the course contain a minimum of 25 questions on the final diagnostic assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
14. Final Diagnostic Assessment Pass Score. Does the final diagnostic assessment include an 80% minimum passing score? <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. Quiz and Final Diagnostic Assessments. Do quizzes and final diagnostic assessment include randomized questions and/or answers? <input type="checkbox"/> Yes <input type="checkbox"/> No			
16. Remediation. Does the course program include: 1) repetition of each module if a student is deficient in a diagnostic assessment; and 2) continuous repetition of the module until the student understands the content material? <input type="checkbox"/> Yes <input type="checkbox"/> No			
17. AVAILABILITY OF INSTRUCTOR(S) (Required) One or more ADRE approved instructor(s) or school administrator(s) as approved for this course will (MUST) be available on the school’s premises/course location or by telephone during the school’s regular business hours (at a minimum) or, if an internet course, by telephone or email within 24 hours or the next business day if 24 hours falls on other than a regular business day for the school? <input type="checkbox"/> Yes <input type="checkbox"/> No			
18. Other Course Certification(s): Is the course certified by another entity? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Course No. _____ and Certifying Authority: _____ If more certifications, list on separate sheet, attach to application, and checkbox here <input type="checkbox"/>			
19. Other State Approval: Is the course approved for real estate credit in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, list states:			
a.	b.	c.	d.
20. School Attestation 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 and/or author’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: <ul style="list-style-type: none"> • The course content adheres to A.A.C. R4-28-402. • I have reviewed A.A.C. R4-28-402(D) • I certify that the distance learning course will be administered according to statutes, rules and substantive policy statement(s). • I hereby affirm that all of the information given in this application is true and correct to the best of my knowledge and belief. • 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 real estate education, reflects current real estate practices or methods, is consistent with the proposed instructional materials and is taught in the allotted time as stated in the application. • Each proposed instructor and/or author for this course is knowledgeable in the requested course category or categories, and will be an ADRE-approved instructor at time of presentation or authoring, whichever is sooner. • 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 real estate practice, 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). • One or more ADRE approved instructor(s) or school administrator(s) as approved for this course will be available on the school’s premises/course location or by telephone during the school’s regular business hours (at a minimum) or, if an Internet course, by telephone or email within 24 hours or the next business day if 24 hours falls on other than a regular business day for the school. • 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 (print): _____ Title: _____			
Administrators Signature: _____ Date: _____			

1 through 17 and 20 Required
18 and 19 Optional