

SUMMARY of INSTRUCTIONS

Everything is done online: course selection, registration, payment, taking courses and receiving the Certificate of Completion are all done online. The steps involved in taking any of the individual online courses or a 24-Hour Package include:

1. Read AND PRINT these instructions.
2. Read and accept the school policy.
3. Select the course(s) or package you desire.
4. Remit payment (done online).
5. Register as a student.
6. Complete your individual course(s) or your 24-hour renewal package, but Do NOT take more than 9 hours in one day.
7. Submit your online Student Affidavit (certifying that you took and completed each course; this is one online).

You will receive your Certificate of Completion within 24 Hours (1 business day). We are aware of the "sudden rush" at the end of the month and will make every effort to get your Certificate of Completion to you ASAP, which many times is within hours, but a Certificate of Completion for classes completed after 8:00 a.m. on the last day of the month may not be available until the next business day.

DETAILED INSTRUCTIONS

READ AND PRINT. These instructions will be useful and you will probably want to refer back to these instructions: (1) if you quit in the middle of a course and login again and (2) when you complete a course.

ACCEPT SCHOOL POLICY. The first thing you must do to take any of our courses is to review and accept the "School Policy." Our school policy is simple and very straightforward. You will be given the opportunity to review the "School Policy." If you accept, you will be taken to the screen where you will select your course(s)/renewal package and to remit payment. If you do not accept the "School Policy," we thank you for taking the time to visit our site and to consider our school; you will then be taken back to the home page.

SELECT COURSE(S) or PACKAGE. Decide what individual course(s) you need or which 24 Hour Renewal Package you want. This template may help (opens in a new window).



REMIT PAYMENT. To sign up for courses, you will need a credit card (Visa, MasterCard, Discover and American Express) and your real estate license number. If you do not know your license number, go to the Arizona Department of Real Estate web site (link below), enter your name and pull up your license number. **REGISTER FOR CLASSES UNDER THE NAME THAT APPEARS ON YOUR LICENSE!** This is how your Certificate of Completion will appear and it should match exactly with the name on your license. Click below to be taken to the ADRE web site, licensee information page.



REGISTER AS A STUDENT. During the student registration process, you will be asked for your address, phone numbers and e-mail address. Be sure that this information (especially the e-mail address) is accurate. We will be sending your Certificate of Completion to the e-mail address you provide. The other contact information is used if we need to communicate with you by mail or phone. Please ensure that your address is complete (i.e., apartment numbers, zip code, etc.). Take the time to verify the accuracy of your address. This information is not sold, rented or otherwise provided to third parties.

TAKE YOUR COURSE(S). Finish all "modules" of each course. A "module" is one segment of a course that must be completed before you may move on to the next "module." Examples of "modules" include: "Introduction" and "Overview," which are included in almost all of the courses. Again, each "module" must be completed. The date and time that you start and finish each module is recorded by the school database. We are precluded by law from issuing a Certificate of Completion to any student who has not completed all "modules."

Do not complete more than nine (9) credit hours of courses in one calendar day. The ADRE rules prohibit a student from taking, and will not grant the student, more than nine (9) credit hours of instruction in one calendar day. This means that you must spend at least three calendar days taking a 24-Hour Renewal Package; if you take a 24-Hour Renewal Package in less than three days, we will not issue and ADRE will not recognize more than 9 hours of CE credit for each calendar day. **IMPORTANT:** Most courses are worth three (3) hours of continuing education credit, but some courses (including courses in the Renewal Packages) are worth 5, 6 or 7 hours of credit. Each of the follow courses are worth **MORE THAN 3 CE Credit Hours:** Basic Real Estate Finance, Business Management in a Real Estate Office, Commercial Finance and Investment Analysis, Commercial Leases, Commercial Sales and Exchanges, Methods of Real Estate Financing, Pricing Property to Sell, Structuring Ownership in Commercial Real Estate, and Tax Advantages of Home Ownership. It is your responsibility to ensure that you do not complete more than nine credit hours in one day; the program will not prevent you from exceeding the nine hour limitation.

TECH SUPPORT. If needed, the phone number for Technical Support is 1-800-743-8703. Technical support is also available by e-mail and online.



STUDENT AFFIDAVIT. When you have finished your course(s), complete the online Student Affidavit. The Student Affidavit certifies that you took and completed each course.

CERTIFICATE OF COMPLETION. Within one business day after you successfully complete your course, we will send you via e-mail a copy of the Certificate of Completion in .PDF format. If you have signed up for more than one course (i.e., two courses or a 24-hour renewal package), we will wait until you have completed **ALL** the courses before we issue **ONE** Certificate of Completion, which will list all of your completed courses. If you do not receive your Certificate of Completion within one business day after completing all of your courses, send us an e-mail and request your Certificate of Completion.

If you want to receive the Certificate of Completion via fax, send us an e-mail and let us know: (1) when you have completed all your classes (i.e., if you have signed up for a renewal package or more than one course) and (2) the fax number where you wish us to send the Certificate of Completion.

We are especially mindful of courses that are completed at the end of the month and are very vigilant about getting the Certificate of Completion sent out as soon as possible. This school will store the original Certificate of Completion for you (no extra charge).

CANNOT FINISH ON TIME. If you cannot (or think that you cannot) finish your courses before your license expires, go to the ADRE's web site and read about the procedure to request a Conditional Waiver of Continuing Education. Look for "FAQ's" on ADRE's web site; go to that page now (opens in a new window).



Look under "Education FAQs," then under "Student FAQs," then under the "Continuing Education" section, look for the question: "Can I get an extension on my license renewal?" ADRE may grant you an extension of time. The alternative is to let your license become inactive, stop all real estate activities and go through much more paperwork to get your license reinstated. If you have questions, call the ADRE: 602-771-7799.

RENEW YOUR LICENSE. Renew your license online, mail in or hand-deliver a COPY of the Certificate of Completion to the Arizona Department of Real Estate, along with any other certificates from other schools, your ADRE renewal forms and payment of your fees before your license expires. Renewing online is the best and fastest way to renew; go to ADRE's online renewal page.



SUCCESS!! That's it. You are done. Now admit it, wasn't this the fastest, most convenient and/or most cost-effective way to renew your license? Please come back again. Please tell your colleagues.

Course Selection Template

CATEGORY	CE HOURS	COURSE NAME	I Need These Courses (X)
Fair Housing	3	ADA and Fair Housing	
Commissioner' s Standards	3	Arizona Commissioner' s Standards	
Disclosure	3	Disclosure of Environmental Hazards	
Agency Law	3	Consensual Dual Agency	
Contract Law	6	Commercial Leases	
Contract Law	3	Commercial Sales & Exchanges	
Real Estate Legal Issues	4	Commercial Sales & Exchanges	
Real Estate Legal Issues	3	Federal Law and Commercial Real Estate	
Real Estate Legal Issues	7	Structuring Ownership in Commercial Real Estate	
Real Estate Legal Issues	3	Tax Free Exchanges	
Real Estate Legal Issues	3	Business Management in a Real Estate Office	
General	2	Business Management in a Real Estate Office	
General	3	Basic Real Estate Finance	
General	3	Commercial Finance and Investment Analysis	
General	3	Maximize Your Buyer' s Borrowing Power	
General	6	Methods of Residential Financing	
General	6	Pricing Property to Sell	
General	3	Principles of Commercial Real Estate	
General	3	Real Estate Math	
General	6	Tax Advantages of Home Ownership	
General (Ethics)	3	Introduction to Real Estate Ethics	
General (Ethics)	3	Ethics in Real Estate	

You need at least one 3-hour course from each " Category." There is only 1 course in each of the first 4 " Categories," so there isn' t much to decide – either you need that category/course or you don' t. In the other 2 required " Categories," select the course of interest to you. Once you have at least 18 CE hours, with 3 hours in each of the 6 required " Categories," then the remaining 6 hours (for a total of 24 hours) may be in the " General" category OR in any of the " Required Categories," just as long as you have at least 3 hours in each of the 6 " Required Categories. Note: " Business Management in a Real Estate Office" is a 5 hour course, with 3 hours in " Real Estate Legal Issues" and 2 hours in " General"; and " Commercial Sales & Exchanges" is a 7 hour course, with 4 hours in " Contract Law" and 3 hours in " Real Estate Legal Issues."