

Arizona Commissioner's Standards

Student Enrollment Agreement and Course Orientation for Self-Directed Study

1. COURSE TITLE

Arizona Commissioner's Standards

This course will explain the legal and administrative rules of Arizona real estate licensing. In this course we'll review the requirements for renewing a license, keeping a license, and advertising. We will also cover the rules related to losing a license or being sanctioned for violating Arizona real estate laws. This course is designed to provide students with accurate information on the commissioner's standards.

2. ADRE APPROVED COURSE NUMBER

CD16693

3. TOTAL CREDIT HOURS

3 credit hours of continuing education

4. Cost of Course

This course, whether purchased individually or as part of a package, consists of the following:

- \$24.00 tuition

5. Refund Policy

No refunds are available for this course. Cancellation requires no notification and students may discontinue the course at any time.

OnlineEd may honor post-sale rebate requests for differences in product pricing due to promotions or coupons only if the request is made within 3 business days of purchase. OnlineEd will not honor rebate requests for any products after 3 business days of purchase and will not price-match any competitor's products after a purchase is completed

6. COURSE MATERIAL

All course materials are presented online and are included in the cost of enrollment. Students are responsible for hardware and/or device costs and internet service charges.

This course is presented entirely online. Students need a device with an internet connection, a functional modern web browser, and a PDF reader. This course works on all modern browsers and operating systems including Microsoft Edge, Google Chrome, Mozilla Firefox, Apple Safari, Opera, iPhone/iOS, and Android-based mobile devices, smartphones, and tablets.

Technical support questions should be directed to OnlineEd, LLC. and not your instructor. Students are not required to use this service. OnlineEd reserves the right refuse instructor support to students that abuse this service.

Access to this course is allowed for 365 days, and up to 180 days after completion, whichever is greater. The course will be available 24 hours a day, 7 days a week, unless there is scheduled system maintenance.

The course includes a time-out function. If students are not engaged in the course for more than 15 minutes, the course will log students out. Students can log back into the course to start back where they last left off.

7. COURSE COMPLETION REQUIREMENTS

The course will take approximately 3 clock hours to complete. A “clock hour” is defined as 50 minutes. ADRE regulations prohibit students from completing more than 10 credit hours of study per day (AAC R4-28-401).

Each chapter has an end-of-chapter diagnostic assessment to help enforce learning objectives. Each diagnostic assessment must be passed with a score of 100%, with each assessment question presented to the student until the question is mastered.

Each chapter also includes instances of instructional content in the form of quick-study questions to help students remember the topics covered in the chapter. All diagnostic assessments (i.e., end-of-chapter quizzes) and instances of instructional content (i.e., mid-chapter quick-study questions) are presented online and graded immediately upon submission.

This courses require an end-of-course comprehensive exam containing 25 questions. The questions included on the final exam cover material from the entire 6-hour course presented in multiple-choice format, with at least four options for each question. The final exam has a minimum passing score of 80%. Students may take multiple attempts to pass the course final exam, with each attempt presenting a new group of 25 questions.

After successfully passing the course final exam, students will receive a link to download a course completion certificate in PDF form. This certificate can then be uploaded to the Arizona Department of Real Estate's online system under "Manage my Continuing Education."

After completing the online study materials, students must submit an online course-completion survey as outlined by the ADRE. This short survey helps us improve the course material and student experience. Your thoughtful input is appreciated!

Credit will not be issued for incomplete or partially completed courses.

8. Policies Regarding Attendance and Behavior

Students must participate and complete each module of the course to receive credit.

Misrepresentation of personal identity is strictly forbidden for all OnlineEd courses. Falsifying personal information, forgery, and misrepresentation may result in immediate suspension. Additional actions by state and federal agencies may include loss or suspension of a license, failure to grant a license, fees, or criminal prosecution.

Cheating on courses that supply completion certificates, designations, or official credit is not tolerated. OnlineEd is not obligated to continue to furnish credit or continued support for students caught cheating on any part of the coursework or testing.

9. TOPICAL OUTLINE

The content of this course covers Article 26 of the Arizona Constitution; Arizona Revised Statutes (ARS) Title 32, Chapter 20; Arizona Administrative Code (AAC) Title 4, Chapter 28; and ARS Title 44, Chapter 10, Article 3.1.

The modules in this course are:

1. Getting Your License
2. Keeping Your License
3. Losing a License, Investigations, and Sanctions
4. Trade Names
5. Advertising by Licensees

10. COURSE AND LEARNING OBJECTIVES

At the end of this course, students will be able to

- Identify the activities that require a real estate license.
- Locate definitions to vague or complex legal terminology.
- Explain the purpose and function of the Real Estate Recovery Fund.

- Identify the fiduciary duties of a real estate professional and the additional duties of an employing broker.
- State the requirements for license renewal.
- Recognize the various ways to reinstate a license.
- Explain the commissioner's investigation process.
- Understand the ways that the commissioner can restrict, cancel, or suspend a license.
- Recognize the various activities that a real estate licensee can be sanctioned for.
- Explain what a trade name is.
- Understand the registration period and renewal period for a trade name.
- Identify the ways that a trade name can be cancelled.
- State the meaning of *real estate advertising*.
- Describe the department's rules for all advertisements, as well as what is prohibited in advertising.

A full list of each module's learning objective can be found within the course.

JOB PLACEMENT SERVICES

OnlineEd assumes no responsibility for job placement or future employment prospects for students. A list of real estate brokerage firms may be available online for students to contact directly to inquire about potential job placement. This list is informational and available as a courtesy to students to use at their discretion. OnlineEd does not receive commission from an employer for adding their real estate brokerage office's name and contact information to this list. OnlineEd does not send student contact information to real estate brokerage firms, employers, or recruiters.

STUDENT ACKNOWLEDGMENT

I have read, understand, and agree to the terms of this Agreement and have been advised that if I have questions I may contact OnlineEd by email sent to school_director@onlineed.com or by telephone to (503) 670-9278. I have read a copy of the course description or syllabus posted at the OnlineEd website at <https://www.onlineed.com>

I agree that my online acknowledgment and click-through of this agreement is legally binding. If enrollment was completed in person, this agreement must be signed by the student taking the course.