

**Short Title: Attendance Requirements for Credit & Enforcement**

This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under ARS 41-1033 for a review of the statement.

**Description of Practice/Procedure:** A.R.S. § 32-2124(B) and (C) and § 32-2130(A) require licensees to attend a prescribed amount of time in pre-licensure and continuing education classes. Tardiness may preclude a student from receiving credit for the course. Commissioner's Rule R4-28-101(3) defines "credit hour" as a fifty minute period of instruction, which allows students a 10-minute break for each sixty minutes and still receive an "hour" of credit for each 50 minutes spent under instruction.

When a course sponsor schedules a class, the customary practice is to schedule just enough time to cover breaks and meet the "fifty-minutes-of-instruction" definition (standard) to award each approved credit hour. The course instructor and the real estate school providing the course are responsible for enforcing the above standard.

**Authority:** The authority to approve or disapprove courses and course sponsors exists in A.R.S. § 32-2135 and Title 4, Chapter 28, Article 4 of the Arizona Administrative Code. Attendance is required in order for Department-approved credit is issued pursuant to A.R.S. §§ 32-2124 (B) and (C), 32-2130 and A.A.C. R4-28-101.

**Policy Program:** Education

**Effective Date:** June 18, 1999; Revised & Renumbered 5/28/04; Renumbered 4/01/05.