

## DOCUMENTS REQUIRED BY ADRE TO APPLY FOR LICENSURE:

### REAL ESTATE SALESPERSON OR BROKER

- ◇ License Application & Fee
- ◇ Arizona State Exam Score Report
- ◇ Disciplinary Actions Disclosure \* (LI-214/244)
- ◇ Pre-licensure Education Certificate
- ◇ Broker Management Clinic Certificates (9 hrs) - For Broker only
- ◇ Contract Writing Course Certificate (6 hrs) - For Salesperson only
- ◇ Proof of Legal Presence \*
- ◇ DPS issued AZ Fingerprint Clearance Card (front & back copy)
- ◇ Sever/Hire as a Salesperson or Associate Broker online
- ◇ Disclosure Documentation \* (if applicable)

### ADDITIONAL REAL ESTATE BROKER DOCUMENTS

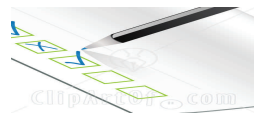
- ◇ Broker Candidate Experience Verification form(s) (LI-226)
- ◇ Original Certified License History (Verify Out of State only)
- ◇ Hire as Arizona Designated Broker (Entity/Broker Status Change Form LI-216)

### MEMBERSHIP CAMPING or CEMETERY

- ◇ Membership Camping & Cemetery Application (Salesperson or Broker) & Fee
- ◇ Arizona State Specific Exam Score Report
- ◇ Disciplinary Actions Disclosure \* (LI-214/244)
- ◇ Proof of Legal Presence \*
- ◇ DPS issued AZ Fingerprint Clearance Card (front & back copy)
- ◇ See above for hire / sever requirements as it pertains to a salesperson or broker
- ◇ Broker Verification Form(2) (LI-226) - for Brokers only
- ◇ Original Certified License History - for Out of State licensees only

**Apply Online... Use the Online Application**

**System. Other submissions may be scanned in one document using the Message Center at [www.azre.gov](http://www.azre.gov) unless certified copies are required.**



Fee Schedule and forms available online at [www.azre.gov](http://www.azre.gov)  
\* see reverse side for details



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Visit our website at  
[www.azre.gov](http://www.azre.gov)

TEAM  
"Together Everyone Achieves More"



## OBTAINING AN ARIZONA REAL ESTATE LICENSE

REAL ESTATE  
MEMBERSHIP CAMPING  
CEMETERY

Arizona Department of Real Estate  
[www.azre.gov](http://www.azre.gov)  
Licensing Division

## TO QUALIFY FOR A SALESPERSON'S LICENSE

- ◇ Be at least **18 years of age** when applying.
- ◇ Obtain and review the Candidate Handbook & Disciplinary Actions Disclosure Form (LI 214/244)
  - [www.azre.gov](http://www.azre.gov)
  - [www.pearsonvue.com](http://www.pearsonvue.com)
  - ADRE approved School attended
- ◇ Obtain a DPS Arizona Fingerprint Clearance Card.
  - Visit [www.fieldprint.com](http://www.fieldprint.com) to schedule an appointment
  - DPS (602) 223-2279
- ◇ Complete 90 hours of “in classroom” real estate salesperson pre-licensing education through an ADRE approved school, and pass the school final Salesperson examination.
- ◇ Register for and pass the Salesperson State Exam.
  - To schedule, visit [www.pearsonvue.com](http://www.pearsonvue.com) or call 1-888-405-5776.
- ◇ Apply for a license within **1 year** from the date of passing the State Exam – see “Documents Required by ADRE to Apply for Licensure” on reverse side.

**Apply Online... Use the Online Application System. Other submissions may be scanned in one document using the Message Center at [www.azre.gov](http://www.azre.gov) unless certified copies are required.**



## TO QUALIFY FOR A BROKER'S LICENSE

- ◇ Be at least **18 years of age** when applying.
- ◇ Proof of **3 years** actual full time experience as a salesperson or broker during the immediate **5 years preceding** application. A Broker Candidate Experience Verification Form (LI-226) completed and attested to by the applicant's Designated Brokers during the applicable time period. An original certified license history is required for out of state broker applicants proof of experience.
- ◇ Obtain and review the Candidate Handbook & Disciplinary Actions Disclosure Form (LI 214/244)
  - [www.azre.gov](http://www.azre.gov)
  - [www.pearsonvue.com](http://www.pearsonvue.com)
  - ADRE approved School attended
- ◇ Obtain a DPS Arizona Fingerprint Clearance Card.
  - Visit [www.fieldprint.com](http://www.fieldprint.com) to schedule an appointment
  - DPS (602) 223-2279
- ◇ Complete 90 hours of “in classroom” pre-licensing education through an ADRE approved school, and pass the school final Broker examination.
- ◇ Register for and pass the Broker State Exam.
  - To schedule, visit [www.pearsonvue.com](http://www.pearsonvue.com) or call 1-888-405-5776.
- ◇ Apply for license within **1 year** from the date of passing the State Exam and while the Broker Experience Verification(s) is still valid – see “Documents Required by ADRE to Apply for Licensure” on reverse side.

## \*DISCIPLINARY ACTIONS DISCLOSURE (LI214-244) AND LEGAL PRESENCE

ADRE requires proof of lawful presence in the United States such as a U.S. Passport, U.S. Birth Certificate, and U.S. Driver's License. Please check with ADRE to see if your state issued driver's license can be accepted.

If answering “YES” to any question on the Disciplinary Actions Disclosure Form (LI-214/244), please provide:

- ◇ A detailed statement with an original signature describing the facts and circumstances, including date time and location for each incident.
- ◇ Documents identified on the Disclosure Document Checklist Form (LI-400), regarding the type of incident/event, offense, crime, judgment, sentencing or conviction date, or any other action taken.

**DISCLOSURE SUBMITTALS ARE ACCEPTED MONDAY–FRIDAY BETWEEN THE HOURS OF 8AM to 4PM**

### EXAMPLES OF DISCLOSURES INCLUDE:

- ◇ Felony Conviction(s)
- ◇ Misdemeanor Conviction(s)
- ◇ Any Professional License Disciplinary Action
- ◇ Any Judgment(s) and/or adverse decision(s) entered against applicant/licensee.

For more information, refer to:

- [www.azre.gov](http://www.azre.gov)
- Arizona Real Estate Law Book  
ARS §32-2123 (B) (4) & (5)  
AAC R4-28-301

**LAW BOOKS ARE AVAILABLE AT [www.azre.gov](http://www.azre.gov) OR MAY BE PURCHASED AT THE ADRE**