

ARIZONA REAL ESTATE



Salesperson Renewal Requirements

What you need to renew:

- ✓ 24 Hours of ADRE-Approved CE
- ✓ Valid Fingerprint Clearance Card (FCC)
- ✓ Completed License Renewal Application
(includes Disciplinary Action Disclosure Form)
- ✓ Copy of DL or other Government ID
- ✓ Submit renewal through ADRE



Agency Law -----	3 credit hours
Contract Law -----	3 credit hours
Requirements for Licensees <i>(Formerly Commissioner's Standards)</i> --	3 credit hours
Real Estate Legal Issues -----	3 credit hours
Fair Housing -----	3 credit hours
Disclosure -----	3 credit hours
General/Elective*-----	6 credit hours
24 credit hours	

*AZ Requirements include AZ Water (1), Deed Fraud (1), and Firewise (1)

Important Notes

- CE must be completed **before license expiration**
- Fingerprint Clearance Card must be **current** *(valid for 6 years)*
- Submit renewal **on or before your expiration date**
- You are eligible to apply for renewal **90 days** prior to your expiration date
- **Save your CE certificates** both electronically and physically

Always refer to ADRE for the most current requirements

SALESPERSON LICENSE RENEWAL CE TRACKER



Use this paper tracker to keep a personal record of all CE classes completed for license renewal.
Keep this for your records and upload the information to your ADRE profile.
Remember to save your certificates both electronically and physically for 5 years.

Name: _____

Fingerprint Clearance Card (FCC): _____

License Number: _____

T.A.R. Number: _____

FCC Issue Date: _____

Renewal Date: _____

FCC Expiration Date: _____

CE COURSE LOG

Categories	Required Credit Hours	Credit Hours Earned	Course Title	Date Taken	Course Number
Agency Law	3				
Contract Law	3				
Requirements for Licensees (Formerly Commissioner's Standards)	3				
Real Estate Legal Issues	3				
Fair Housing	3				
Disclosure	3				
General/Elective (Includes 1 AZ Water, 1 Deed Fraud, and 1 Firewise)	3				
	1		(AZ Water)		
	1		(Deed Fraud)		
	1		(Firewise)		