



Licensing Candidate Guide

2023

"Arizona's Premiere Real Estate Education Academy"

Ready for a new career?

Desire to know more about
real estate?

Want to learn something
new?



THIS REAL ESTATE LICENSING COURSE IS FOR YOU!!



education@tucsonrealtors.org | 520.327.4218

Welcome Letter from the CEO,



Judy Lowe

Dear Future Real Estate Professional....

Welcome to Arizona's Premier Real Estate Education Academy at the Tucson Association of Realtors® (TAR). We are excited to help you pass the Arizona State licensing exam and gain the real estate knowledge needed to "protect our Arizona constituents in their real estate transactions".

The TAR exceptional staff of 20 is led by the former Arizona Real Estate Commissioner, Judy Lowe. Nationally recognized Educator, Marti Barnewolt heads the Professional Development and Education Division, also acting as the Administrator of the Academy.

Choosing real estate as your profession, allows you to become a part of the REALTOR family, which is united by pride, passion and professionalism.

We realize choosing the right school to launch your new career is a huge decision. Allow me to highlight our Academy's important features:

We care about your success, not just while in class, but throughout your career... we are here for you.

We provide you with the most current materials and tools designed to deliver accurate and relevant information that's needed to pass the exams (usually with the first try), to obtain the Arizona real estate license, and then to launch your career.

We have the most qualified certified instructors in Arizona, with Marti even having assisted in writing the current licensing curriculum guidelines for the Arizona Department of Real Estate. All instructors are actively licensed Arizona Real Estate Brokers, with the most current knowledge of the latest laws and regulations for the real estate industry. They are dedicated to the teaching of new professionals, presenting with the most current study materials, including specifics about our Arizona market and a futuristic look at the real estate industry, always focused on the highest professional standards.

Our amazing State of the Art facility, with high tech "learning based" classrooms, allows for class interaction, as well as, a comfortable guest area, including a business center.

I encourage you to take advantage of obtaining your licensing education, whether for an Arizona Salesperson license, or an Arizona Broker license, here at the Tucson Association of REALTORS® Education Academy.

Experience the REALTOR® difference.

SIGN UP TODAY- tucsonrealtors.org

See you soon.

Judy Lowe, CEO Tucson Association of Realtors®

judy@tucsonrealtors.org | 520-382-8814

Our curriculum has a 97% pass rate at the State Exam level.
Get to know your school and instructors.

Connect with Your Instructor

Marti Barnewolt marti@tuconrealtors.org



PROFESSIONAL CAREER CHOICES



- ◆ Residential Resale
- ◆ Residential Property Management
- ◆ New Home Sales
- ◆ Luxury Home Market
- ◆ Land, Farm, Ranch Sales
- ◆ Commercial Resale & Leasing
- ◆ Commercial Property Management
- ◆ Urban Land Management & Development
- ◆ Corporate Planning & Expansion
- ◆ Real Estate Investment Trusts
- ◆ Real Estate Training
- ◆ Real Estate Certified Education Provider
- ◆ Owning and Managing Your own Brokerage
- ◆ Designated Broker
- ◆ Managing Broker
- ◆ Real Estate Assistant
- ◆ and Many more career opportunities

1

COMPLETE THE REQUIRED 90 HOUR SALESPERSON'S COURSE

This course consists of 18 modules. The Arizona Department of Real Estate (ADRE) limits the number of class time hours a student may attend per day to 10 hours for pre-licensing. Two courses per day are presented. Once you have completed the 90 hours of required education, you can take the school exam. You must pass with a 75.0% rate before being eligible for the State Exam.

2

REVIEW THE "Disciplinary Actions Form" and QUALIFICATIONS AND ELIGIBILITY REQUIREMENTS OF THE ARIZONA DEPARTMENT OF REAL ESTATE FOR OBTAINING A REAL ESTATE LICENSE

This information can be found at www.azre.gov, hover over the "Licensees" tab and select "Original Licensing Information" from the drop down menu, OR contact a staff member using the 'message center'.

3

ADDITIONAL REQUIREMENTS FOR LICENSING:

COMPLETE A 6-HOUR CONTRACT WRITING COURSE (Boot Camp) which is included in your tuition.

APPLY AND OBTAIN YOUR FINGERPRINT CLEARANCE CARD FROM THE DEPARTMENT OF PUBLIC SAFETY (DPS)

The school recommends Arizona Livescan Fingerprinting. Go to and select a location near you; choose a convenient appointment time and plan for about 20 minutes. Their charge covers the DPS \$67 fee and provides electronic fingerprinting for faster processing. [Arizona Livescan Fingerprinting](http://ArizonaLivescanFingerprinting) or www.arizonalivescan.com/tucson



**FINISH 90 HOURS
IN 9 DAYS**

**Class Days
8 am to 5:30 pm**

2 Study Days

School Test Days

FEBRUARY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28		March 1		

School policies



Our Facility

We hope you enjoy our facility. Students have access to the conference center / training room, guest center; our guest wi-fi; cell phone recharging; common area restrooms; and outdoor smoking area. Our classroom is modern, spacious and has easy access.

Non-Smoking Facility

Please note that State law prohibits smoking within 20 feet of entries and exits. Ashtrays are provided for your convenience located near the entrance and at the west end of the building.

Parking

Uncovered spaces are available to the students at the front of the building.

Disability/Special Needs

All areas of the building are handicap accessible. If you need assistance, please let us know.

Health, Office and Classroom Hygiene: Tucson Real Estate Academy maintains sanitary conditions in the building and takes prudent measures regarding the safety and well-being of its employees and customers to restrict the risk of exposure to seasonal viruses and bacteria.

We have enhanced hygiene requirements. We sanitize the facility daily and hand sanitizer and masks are available. If you experience symptoms, we can accommodate separation, however, if you are ill, we recommend you miss the class to avoid exposing others.

Course Content: This course satisfies the Arizona Department of Real Estate requirement for the 90 hour Salesperson's pre-licensure requirements. The course consists of 18 modules and a 150 question school exam. Classroom materials will be distributed upon attendance at the first class.

Protected Material: All material, print and intellectual, is copyrighted and vigorously protected. Duplication and/or distribution is prohibited and punishable under the laws of copyright.

Transcripts: The first student transcript is available upon completion of the course and upon request. Additional transcripts are available for a \$50.00 fee per transcript.

School policies



Classroom Rules:

Cell phones: Cell phone use in class is prohibited unless the instructor has you research a term or topic. Phones are silenced and not visible until break times.

Laptops/tablets: Laptops or tablets may be used for note taking purposes only and must be verified and allowed by class instructor. If allowed, please be courteous to others and silence the keys. Typically, once approved, use of a laptop/table requires sitting at the front of the room.

Food: Quick energy snacks are allowed. Please avoid food in noisy wrappers and/or unpleasant odors. Containers with lids are allowed for beverages.

Recording: Recording of the course sessions is prohibited. All material received is copyright protected and is for your use only.

Recruiting & Solicitation: Instructors and students are prohibited from soliciting or recruiting in our classroom. If you have questions about placement or connecting with brokerage firms, please contact the school administrator, Marti Barnewolt. Marti@tucsonrealtors.org.

Payment: Full payment for the course is required upon registration. The school requires written acknowledgement and acceptance of this AGREEMENT prior to attending the first class. Accepted forms of payment include cash, credit or debit from MasterCard, Visa or Discover. Payment can be made on the school website www.tucsonrealtors.org under the Professional Development tab. Personal checks are accepted as well, however, checks returned for insufficient funds are subject to bank charges and a \$50.00 processing charge to the school.

Purchase of the pre-licensing course is good for the 3 following months with renewal options available at the full discretion of the school administrator, Marti Barnewolt.

Refund Policy: Cancellation will result in refunds as follows:

1. Prior to materials being dispensed and class attendance, 100% refund minus a 15% cancellation fee.
2. Once classes are being attended and materials have been dispensed there is no refund.

In the event of a missed class, check with the school administrator for make up opportunities that may be available. Your tuition may cover this within 3 months of your first class. Following this period of time, full tuition at the existing price will be charged.

Moving Forward: How do you select a brokerage? Tucson Association of REALTORS® is not a placement agency, however, we will be contacted by firms that are interested in hiring new licensees. If you wish to be contacted by brokers we will provide your contact information ONLY with your written authorization. To facilitate this, please send an email to education@tucsonrealtors.org stating that you want to connect with brokerage firms in the area. You will need to provide your legal name, phone number and email address.



9 DAY FAST TRACK

90-hour Salesperson Pre-Licensing Course

COURSE CONTENT

Module Number	Module Title	Delivery Method
Module I	Introduction to Real Estate Licensing Requirements Federal & State Laws Arizona Constitution	Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Module II	Property Interests, Estates and Tenancies Real Property V. Personal Property Individual Rights v. Government Rights Vocabulary an Math	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Math Homework		
Module III	Real Estate Interests and Ownership Estates, Ownership and Conveying Ownership Trusts, REITS, LLCs and Corporations Encumbrances. Non-Monetary and Monetary Vocabulary and Math	Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Math Homework		
Module IV	Real Estate Interests and Encumbrances Easements and Right of Way Lease v. Owned and Leasehold Interests Types of Leases Vocabulary	Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Module V	LAND Subdivided & Unsubdivided Lands Land Development and Zoning Land Descriptions Article X Arizona State Trust Land Land Calculations and Development	Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Module VI	Water and Environmental Law Arizona Water Laws, Issues and Resources Environmental Laws, Issues and Resources Vocabulary	Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review

Module VII	Fair Housing and AZ Residential Landlord Tenant Act Fair Housing Laws Americans w/Disabilities Act Landlord and Tenant Rights and Responsibilities Short Term Rentals Rental Prorations	Review, Lecture, Powerpoint, White- board, Graphics and Illustrations, Quiz, Math Review
Module VIII	Arizona Agency Representations Types of Agency Legal Duties of an Agent Employment Agreements Vocabulary and Commission Math	Review, Lecture, Powerpoint, White- board, Graphics and Illustrations, Quiz, Math Review
Module IX	Contracts and Contract Law Article XXVI Types and Elements of a Valid Contract Statute of Frauds Vocabulary and Commission Math	Review, Lecture, Powerpoint, White- board, Graphics and Illustrations, Quiz, Math Review
Module X	Property Management Agreements Broker Responsibilities Investment Aspects of Real Estate Vocabulary and Math	Review, Lecture, Powerpoint, White- board, Graphics and Illustrations, Quiz, Math Review
Math Homework		
Module XI	Arizona Statutes Department of Real Estate Licensing, Branch Offices, Management Consent Orders, cease & Desist Orders Real Estate Recovery Fund	Review, Lecture, Powerpoint, White- board, Graphics and Illustrations, Quiz, Math Review
PRACTICE EXAM HOMEWORK		
Module XII	Commissioner's Rules Residential and Commercial Loans Financing Documents and Loan Clauses Financial Math and Open Book Quiz	Review, Lecture, Powerpoint, White- board, Graphics and Illustrations, Quiz, Math Review
Module XIII	Primary and Secondary Markets/Financing Concepts, Loan Types, Clauses and Documents Lien Theory v. Title Theory Lending Financial Math and Vocabulary	Review, Lecture, Powerpoint, White- board, Graphics and Illustrations, Quiz, Math Review

Module XIV	Residential Financing Lenders and Types of Loans Laws impacting lending Loan Fess and Interest Rates Loan Math and Vocabulary	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Math Homework		
Module XV	Foreclosure Types Foreclosure Process, Timelines Rights Deficiency Judgements and Distressed Properties Terms and Timelines	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Module XVI	Escrow and Settlement Process and Settlement Title Insurance Types and Coverages Types of Tenancies Vocabulary and Math	Review, Lecture, Powerpoint, Whiteboard, Graphics and Illustrations, Quiz, Math Review
Module XVII	Appraising Real Property I Appraiser Qualifications Appraisal Basics and Property Types Concepts and Principles Appraisal Approaches and Income Property Valuations Math	
Module XVIII	Broker Duties to Consumers and Agents Duties to Consumers Duties to Licensees Running a Brokerage Cooperative Nature of Real Estate Review	

“That some achieve great success, is proof to all that others can achieve it as well”.
~ *Abraham Lincoln*



CLASSROOM

This course is presented live, in the classroom. Every time we meet, the presentation will include key points in lecture, supported by powerpoint including graphics and illustrations to drive concepts, role playing, end of module quizzes and quiz review; working mathematical calculations and Q&A with a focus on law, rules and professional behaviors. Following completion of the course the school exam is scheduled to be completed. The exam consists of 150 questions. Pass score is 75.0%; candidates are allowed to test as often as necessary to pass. Upon completion, you may schedule the Pearson Vue State Exam.

School Exam
<p>Exam #1 ~ 150 question content Exam #2 ~ 150 question content; administered if exam #1 was failed. Exam #3 ~ 150 question content; administered if exam #1 and #2 was failed</p>

SCHEDULING THE SCHOOL EXAM

The school exam may be taken according to the school's schedule which is provided just prior to completion of the course. The Arizona Department of Real Estate requires that the exam be taken in person and proctored. Because of this requirement.

You will need to bring an active government issued photo id and a basic 4 function calculator. You will not be allowed to have your cell phone with you. The exam is 150 questions and you will be allowed up to 4 hours to complete.

You are required to achieve a 75.0 % correct answer score to receive the Certificate of Completion.

A lower score will require you to schedule for exam #2. Only one test per day may be taken. Review of a failed test can be provided upon scheduling.

Once you pass the school exam, you will be issued Certificate of Completion and the Pearson-Vue Real Estate Candidate Handbook which will provide instructions for scheduling and paying for the State Exam.

SCHEDULING THE STATE EXAM

Once you pass the school exam, you will be issued Certificate of Completion and the Pearson-Vue Real Estate Candidate Handbook which will provide instructions for scheduling and paying for the State Exam.

You will need:

- School Certificate of 90 Hour Course Completion
- Current, active government issued photo id with your legal name
- Basic 4 function calculator

<u># of Questions</u>	<u># of Pretest Questions</u>	<u>Total # of Questions</u>	<u>Time Alloted</u>
180	15	195	300 minutes = 5 hours



**AGREEMENT
(Candidate Copy)**

Tuition

Tuition is payable upon registration and includes all items listed in the selected package. Payment amount is based upon the package selected.

PACKAGE A: \$595.00

- All education hours required by licensing law
- Workbook (\$250 value—no additional textbook charges)
- Practice exams and test taking tips
- The “Real Estate Exam Prep” an online, interactive testing software with over 1300 questions specific to Arizona Laws (\$34 value)
- The “Real Estate Exam Prep Terms” with over 700 e-flashcards (\$34. value)
- The 6 hr. Contract Writing (Bootcamp) course required for licensing (\$90 value)
- School Exam—In Person Only. The exam may be taken as often as necessary to achieve success.
- Fingerprint Clearance Card application assistance
- ADRE license application assistance

PACKAGE B: \$684.00

- All education hours required by licensing law
- Workbook (\$250 value—no additional textbook charges)
- Practice exams and test taking tips
- The “Real Estate Exam Prep” an online, interactive testing software with over 1300 questions specific to Arizona Laws (\$34 value)
- The “Real Estate Exam Prep Terms” with over 700 e-flashcards (\$34. value)
- The 6 hr. Contract Writing (Bootcamp) course required for licensing (\$90 value)
- Online, self-paced review of ADRE required topics for licensing. 650+ narrated slides. (\$89 value)
- School Exam ~ In Person Only. The exam may be taken as often as necessary to achieve success.
- Fingerprint Clearance Card application assistance
- ADRE license application assistance

Please refer to page 6 of this *licensing guide* for the payment and refund policies of the school.

For information about the school, hours of operation, attendance, exams, scheduling, technology or financial issues, please call 520 327-4218 or 520 382-8790.

I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS IN THIS DOCUMENT.



Student Name _____
print

Student Signature _____

Date _____

Marti Barnewolt, Administrator

Marti@tucsonrealtors.org

For your payment convenience, the credit card authorization form is attached.