

**ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)
BROKER CANDIDATE EXPERIENCE VERIFICATION GUIDELINES (LI-226)**

3 YEARS (36 MONTHS) OF ACTIVE LICENSED EXPERIENCE IS REQUIRED

BROKER CANDIDATES – Candidates requesting an Arizona real estate, cemetery, or membership camping broker's license must have a minimum of three years (or 36 months) of **ACTUAL FULL-TIME EXPERIENCE** as a real estate salesperson within the five year period immediately preceding the candidate's license application. Only real estate salesperson experience performing the duties for which a salesperson or broker's license is required is accepted. **The mere holding of a license (i.e. inactive) will not meet this requirement. Note: Even though a Broker Candidate Experience Verification Form must be completed by the broker candidate prior to testing, it may not be acceptable by the Arizona Department of Real Estate (ADRE) at the time of license application based on qualifications or deficiencies.**

ARIZONA EXPERIENCE – The current or most recent Designated or Principal Broker(s), as applicable for confirming valid experience, shall complete the broker portion of the Broker Candidate Experience Verification (LI-226) form and attest to the fact that the applicant was engaged in actual real estate activities in the real estate, cemetery, or membership camping real estate business. ADRE can confirm license applicant's prior Broker affiliations. The Arizona Broker(s) will attest that the actual real estate activities constitute the equivalent of three years (36 months) of full time (160 hours/month) experience in the last five year period.

OUT OF STATE OR PARTIAL OUT OF STATE EXPERIENCE – Requires a certified license history from the out of state's real estate regulatory agency, and the completed form(s) by each of the designated or principal broker(s) in order to demonstrate that the candidate meets the actual full time real estate experience requirement. Separate and complete Broker Candidate Experience Verification Request form(s) (LI-226) are required from each verifying Broker for out of state experience. Each Broker is to complete and sign the form and return it to the license applicant.

PART TIME AGENTS - If the candidate worked part-time, (less than 160 hours/month) or started and stopped for various brokers with time gaps not constituting three years, then more experience as a salesperson/broker will be required before ADRE will deem the candidate has met the requirements for Broker licensing of A.R.S. § 32-2124.

HOW TO QUALIFY – ADRE **will not** consider experience that is more than five years old. If a candidate has real estate licensed experience that has been part-time (less than 160 hours/month), or for the last three or four years (or more) **has not** been engaged in real estate, the candidate **will not** qualify to apply for an Arizona Broker's license. Instead, the candidate must attain the actual experience as a real estate, cemetery, or membership camping salesperson/broker (as applicable), before being eligible to seek an Arizona Broker's license.

INSTRUCTIONS

- The entire Broker Candidate Experience Verification (LI-226) form(s) must be completed prior to requesting an examination test date with Pearson-VUE. **For confirmation of ADRE approval of forms prior to testing, the candidate MAY submit the verification form to ADRE. Allow 10 days for turn-around.**
- At the time of scheduling an examination date with Pearson-VUE, the student must confirm that the Broker Candidate Experience Verification form and supporting documentation is complete.
- At the time of examination, the completed Broker Candidate Experience Verification form in its entirety must be presented to the test center administrator. **Pearson VUE is not responsible for validating the accuracy or acceptability by ADRE of the Broker Candidate Experience Verification Form. ADRE will not issue an Arizona Broker License if qualifications are not met or forms are deficient. Confirmation of ADRE approval of the Broker Candidate Experience Verification MAY be obtained prior to exam scheduling.**
- Submit completed Broker Candidate Experience Verification (LI226) to the ADRE at the time of Broker License Application.



ARIZONA DEPARTMENT OF REAL ESTATE (ADRE)

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REQUEST FOR BROKER CANDIDATE EXPERIENCE VERIFICATION (LI-226)

Please review Guidelines BEFORE submitting this form. Providing false or misleading information to the Commissioner is grounds for denial, suspension or revocation of licensure under A.R.S. § 32-2153(B) (1).

Licensed Experience is required. The candidate named below seeks to qualify for a broker's license in Arizona and must demonstrate "actual real estate experience." If the candidate performed services on behalf of your brokerage that require a real estate, cemetery, or membership camping license (as applicable), please complete the broker portion of this form below and return it to the candidate. If you wish to provide additional information, check the box below and attach it to this form.

CANDIDATE INFORMATION

Form with fields: Print Licensee Name as it appears on Real Estate License, License Number, Licensed State, Expiration Date, Current Mailing Address, City, State, Zip Code, Email Address, Phone Number, Alternate Phone Number, Job Title with current employer, Total monthly hours worked, Start Date, End Date. Includes signature and name fields.

I, affirm by my signature below that I am the Designated (Principal) Broker named below for the brokerage named below and that I/the brokerage employed the Candidate named above within the past five years. To the best of my knowledge and belief, the Candidate engaged in activities for the above stated hours monthly, for which an active (check one) Real Estate Cemetery Membership Camping license was required. Additional statement is attached.

BROKER INFORMATION - To be completed by the current, most recent and/or out of state Designated Broker(s).

Form with fields: Print Designated Broker Name (As it appear on Real Estate License), License Number, Licensed State, Expiration Date, Entity (Brokerage) Legal Name & DBA, Entity License Number, Expiration Date, Entity (Brokerage) Current Mailing Address, City, State, Zip Code, Designated Broker's Email Address, Phone Number, Alternate Phone Number, Print Designated Brokers' Name, Original Ink Signature Required, Date. Includes ADRE VERIFICATION- RED INK ONLY section with EXPERIENCE VERIFIED, AUTHORIZED ADRE SIGNATURE, 999 APPROVAL STAMP, DATE STAMP, and EXPERIENCE VALID THRU PROCESS DATE.