

Step 1:

Download and read the Candidate Handbook



Arizona Real Estate Candidate Handbook

This handbook will answer most questions you have about the education process, testing process, fingerprinting process, and licensing process. [Click here.](#)



Step 2:

Get Your Fingerprint Card

To schedule your fingerprinting:

1. Log into <https://fieldprintarizona.com/>
2. Click "Schedule Appointment".
3. Create an account.
4. When you get to the "Reason for Fingerprints" page, under the "Apply for Clearance Card" section, select: **Clearance Card-Regular Application Paid Employee.**
5. When you get to the "Sponsors" page, check the box for: **AZ Department of Real Estate.**
6. Follow the prompts on the website to complete the scheduling process.



Step 3:

Complete the 90-Hour Licensing Course

If you are already licensed in another state and have moved to Arizona and established residency, Step 3 is not required.



Step 4:

Take the Six-Hour Contract Writing Course

There is no charge for this course if you are currently enrolled in a 90-Hour Prelicensing course. If you are not enrolled, the cost is \$35; and the course is offered on the third Thursday of each month.

Please email realestateed.com@gmail.com to get on the roster for the next course.



Step 5:

**Pass the In-Person School Final Exam with
75% or better.**

**The exam is taken at the providing
school. Please contact your providing
school to schedule the final exam.**

**There is no charge for the final exam. It is included
with your registration fee.**



Step 6:

**Pass the State-Administered Licensing Exam
with a 75% or better.**

**After you pass the school final exam,
Create an account at and register for the
State-administered licensing exam at:**

<https://home.pearsonvue.com/az/realestate>



Step 7:

Apply for your license

When you pass the state-administered exam, three things will happen:

First, you will be issued a passing score report and an application for licensure. Both documents are issued in paper form.

Second, the testing vendor will send your information to the ADRE, who will then issue you a candidate number, which will become your license number as soon as you are licensed.

Third, the ADRE, after receiving your information from the testing vendor, will send you an email with your candidate number and instructions to sign in to the ADRE website and use their website to upload all of the necessary documents for licensure. You must apply for a license **within one year** of passing the state-administered license examination.

Step 8:

Await your license approval and hire your broker.

After the ADRE receives and reviews your uploaded documents, and your application packaged is deemed complete, they will email you to let you know. In that same email message, they will provide instructions for you to pay the licensing fee.

After the payment is confirmed, the license application is automatically approved on an inactive status. At that point, you will sign in to the ADRE website and follow the instructions on your personal ADRE home page to hire your employing brokerage. Finally, the designated broker of the firm you hire will need to sign into the ADRE website and accept you into the brokerage. When the designated broker accepts you, you are ready to go to work!