



**Arizona Department of Real Estate (ADRE)**

Education Division

[www.azre.gov](http://www.azre.gov)

2910 N. 44<sup>th</sup> Street  
Phoenix, AZ 85018

DOUGLAS A. DUCEY  
Governor

JUDY LOWE  
Commissioner

**SCHOOL OWNER/ADMINISTRATOR  
STATEMENT OF QUALIFICATIONS (ED-106)**

Submit this form in conjunction with an application for (or under current) Real Estate School Certification Approval (ED-100). This completed and signed form (ED-106) and substantiating documentation (described below) is required for each natural person **or**, if the applicant is an entity, each officer, director, member, manager, partner, owner, trust beneficiary holding 10% **or** more beneficial interest, stockholder owning 10% **or** more stock ("Owner"), and person exercising control of the entity ("Administrator").

The following documentation is required for each Owner (as described above) and Administrator in addition to this form before the School application can be considered complete:

- Disciplinary Actions Disclosure form (LI-214/244);
- A valid Fingerprint Clearance Card from the Arizona Department of Public Safety;
- Proof of Legal Presence; and
- Substantiating documentation as described in the Experience Qualifications (Parts I and II) below.

Applicant Name (print): \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Driver's Lic. State/#: \_\_\_\_\_

I am an  owner of [or]  **named** administrator for (School Name) \_\_\_\_\_

**EXPERIENCE QUALIFICATIONS INSTRUCTIONS: Attach a separate page with the following headings:** Experience, Work History, Education and Licenses/Designations. After each heading, print legibly or type the information requested. ***If none, write "none" under the heading.*** Before filing this application with the Department, **attach a copy of any license, diploma, certificate or transcript cited in this application.**

**EXPERIENCE QUALIFICATIONS – Part I**

(1) Do you have experience operating a school?  Yes  No  
If **yes**, include the name and address of each school, name and telephone number of a school representative, your title, a description of your authority and responsibilities, and starting and ending dates.

(2) Did a school you operated close leaving students with tuition paid but classes cancelled?  Yes  No  
If **yes**, attach a statement of facts including disposition of unearned tuition, steps taken to accommodate students, and the name and telephone number of an individual the Department may contact concerning the situation.

(3) Do you have experience teaching?  Yes  No  
List your experience and provide the name and location of each school and the major content areas of the course(s) you taught, starting and ending dates, general duration of course(s) and frequency taught.

(4) Were you approved by the real estate regulatory agency in another state?  Yes  No  
If **yes**, provide a detailed statement of the type of approval issued, the name of the agency that issued the approval, and starting and ending dates of the approval.

SCHOOL NAME: \_\_\_\_\_ APPLICANT NAME: \_\_\_\_\_

**EXPERIENCE QUALIFICATIONS – Part II**

**Work History**

If your experience is ***other than*** as school operator or instructor, include a detailed work history for the preceding 10 years.

AND

**Education**

List your formal education. Include the name, city and state of the school or organization awarding the degree. If not real estate related, you may wish to include a transcript.

AND

**Licenses / Designations**

List real estate related licenses, certifications, or designations you currently hold. Attach a copy of certification(s) and designation(s) and, if issued by other than the Department, a copy of your license. If not stated on the copy, attach a sheet stating the type of license, certificate or designation, name of the issuing agency, date of issuance or award and expiration date.

**COMPLETE AND ATTACH A LICENSE DISCIPLINARY ACTIONS DISCLOSURE form (LI-214/244)**

**ATTESTATION**

By my signature below, I, as owner or operator/administrator of the School, acknowledge and agree:

- I have reviewed and will comply with all applicable provisions of statutes and rules including, without limitation, A.R.S. §§ 32-2108, 32-2135, A.A.C. Title 4, Chapter 28, Article 4, and R4-28-101, Table 1, R4-28-301, and R4-28-502 (D), and understand that approval may be withdrawn or denied if I do not comply. I have the right to appeal such withdrawal or denial.
- I will file an application for course approval at least 30 days prior to presenting any new or substantially revised course. I cannot advertise that a course is approved or issue credit to students until, and unless the Department has approved it. I cannot issue credit after approval of the course has expired.
- I will obtain instructor approval before I allow an instructor to teach a course for real estate credit on behalf of the School. I understand that instructor approval is per individual course and instructors are not given "blanket approval."
- I will maintain specified student records for five years. A.A.C. R4-28-404 (D)
- I will present, in bold face type, to each prospective student before enrolling or admitting the student, the information required under R4-28-404 (E).
- I will allow the Commissioner to investigate the credentials or actions of the School or any of its owners, administrators, directors, or instructors; to observe at any time a class submitted to the Department for approval or approved by the Department; and to examine the School's books and records used in connection with offering approved courses.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Owner (if Applicant is Administrator/Owner): \_\_\_\_\_ Date: \_\_\_\_\_

### **Notice to Applicant Pursuant to A.R.S. § 41-1030**

An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

This section may be enforced in a private civil action and relief may be awarded against the State. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

A State employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the Agency's adopted personnel policy.

This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02