

## SCHOOL OWNER/ADMINISTRATOR STATEMENT OF QUALIFICATIONS AND UPDATE FORM

Submit this form in conjunction with a Certificate of School Approval Application if applying for a new School Approval or Renewal. Use this form as a stand alone for an Information Change or if applying to be added as a new Owner or Administrator for a currently approved school.

This completed application must be accompanied by:

- 1) Disciplinary Actions Disclosure Form if you are renewing or changing contact information.
- 2) Fingerprint Clearance Card issued by the Arizona Department of Public Safety.
- 3) Proof of Legal Presence as required by [A.R.S. § 41-1080](#).
- 4) Work History:
  - a) If your experience is other than as a school operator or instructor, include a detailed work history for the preceding 10 years. [A.A.C. R4-28-404\(A\)](#)
- 5) Education:
  - a) 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.

Once complete, this application and additional documents should be submitted by the school administrator requesting the approval through our [Message Center](#) or through the [School Login](#).

PURPOSE		
<input type="checkbox"/> Original Application	<input type="checkbox"/> Renewal	<input type="checkbox"/> Information Change

OWNER/ADMINISTRATOR INFORMATION		
Applicant's Legal Name:		
SSN:	Date of Birth:	
Email:	Telephone:	
Residence Address:		
City:	State:	ZIP:
<input type="checkbox"/> Check if the mailing address is the same as the residence address.		
Mailing Address:		
City:	State:	ZIP:
School Name:		
<input type="checkbox"/> I am an Owner	<input type="checkbox"/> I am a named Administrator	

### UPDATED CONTACT INFORMATION

**Complete this section only if you are changing your contact information.**

Email:	Telephone:	
Residence Address:		
City:	State:	ZIP:
<input type="checkbox"/> Check if the mailing address is the same as the residence address.		
Mailing Address:		
City:	State:	ZIP:

### APPLICANT ATTESTATION

I understand that it is my obligation to comply with the statutes, rules, and regulations set forth by Arizona Law, and that such laws may be referenced at [azleg.gov](http://azleg.gov).

Applicant Signature:	Date:
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### **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

### **Notice to Applicant Pursuant to A.R.S. § 41-1093**

An agency shall limit all occupational regulations to regulations that are demonstrated to be necessary to specifically fulfill a public health, safety or welfare concern. Pursuant to sections 41-1093.02 and 41-1093.03. Arizona Revised statutes, you have the right to petition this agency to repeal or modify the occupational regulation or bring an action in a court of general jurisdiction to challenge the occupational regulation and to ensure compliance with section 41-1093.01, Arizona Revised Statutes.

### **Notice to Applicant Pursuant to A.R.S. § 41-1093.08**

Pursuant to Arizona Revised Statutes, Title 41, Chapter 6, Article 11, an applicant, licensee, registrant or certificate holder may petition the Office of Administrative Hearings to request a review of a denial, suspension or revocation of a license, registration or certificate for a prior criminal offense.