



Arizona Department of Real Estate (ADRE)  
Education Division  
(602) 771 - 7700  
[www.azre.gov](http://www.azre.gov)

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GOVERNOR

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COMMISSIONER

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## COURSE SCHEDULING EXEMPTION REQUEST FORM

Use this application to submit a request for exemption from the 14-day course scheduling requirement pursuant to [ARS § 32-2135\(H\)](#). This application is to be completed and submitted by the School Administrator.

Once complete, this application should be submitted through our Message Center [here](#).

### SCHOOL INFORMATION

School Name:	Administrator Name:
Course Number:	Requested Course Date:

### WRITTEN STATEMENT

Please explain the need for an exemption from the 14-day course scheduling requirement using the space provided below.

### SCHOOL ADMINISTRATOR 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).

Administrator Signature:	Date:
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*Questions regarding this communication can be sent to Jim Knupp, ADRE Deputy Commissioner, at 602-771-7769 or online through the ADRE Message Center*

**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.

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