



**FORM ED-100 for  
CERTIFICATE OF SCHOOL APPROVAL APPLICATION**

Form ED-100 is used to request ADRE approval to operate a real estate school that offers ADRE approved real estate pre-licensing courses or continuing education (CE) courses. Supporting documentation is described on page 2 of this application. **Do not submit applications requesting course and Instructor approval before ADRE has issued a Certificate of Approval to Operate a Real Estate School.** ([A.A.C. R4-28-404](#))

This application is for a (check all that apply):

- ☐ Certificate of Approval for a New School    ☐ Address Change    ☐ Name Change  
☐ Renewed Certificate of Approval    ☐ Telephone/Fax/Email Change    ☐ Campus Change

**SCHOOL INFORMATION**

School's Legal Name:	School License Number:
DBA Name, if any:	
Mailing Address:	City, State, ZIP:
Website (optional):	Email: Phone:

**PRIMARY ADMINISTRATOR'S CONTACT INFORMATION**

Provide direct contact information for Primary Administrator, not general School or customer service contact information.

Name:	Phone:
Email:	Fax:

**OWNERSHIP AND PURPOSE**

Entity is a:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust
	<input type="checkbox"/> Limited Liability Company - Member Managed	<input type="checkbox"/> Limited Liability Company - Manager Managed	<input type="checkbox"/> Corporation

**LEGAL NAME OF SCHOOL OWNERS**

List the name, address, telephone number and percentage of ownership of each person, entity or beneficiary owning 10% or more financial or beneficial interest in the School ("Owner"). Use a separate sheet if necessary. ([A.A.C. R4-28-404\(A\)\(4\)](#))

NAME	ADDRESS (Include City, State, ZIP)	PHONE	% OWNERSHIP

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

## ADMINISTRATORS AND AUTHORIZED PERSONS

List the name of each individual who is authorized to act on behalf of the school, including the ability to sign applications for [Instructor Application \(ED-101\)](#), [Course Approval \(Form ED-102\)](#), and [Expedited Instructor Application \(Form ED-103\)](#). [A.A.C. R4-28-404\(A\)\(5\)](#).

**NOTE:** A person with this authority is deemed to exercise control over the school and requires ADRE approval as an "Administrator," on the ADRE-approved form and a valid Fingerprint Clearance Card issued by the Arizona Department of Public Safety. This is required for all new, original applications issued after July 29, 2010. **Use a separate sheet if necessary.** [A.R.S § 32-2108.01](#)

Primary Administrator:

Additional Administrator(s):

Additional Administrator(s):

Additional Administrator(s):

## ALL CURRENT ADMINISTRATORS, DIRECTORS, AND INSTRUCTORS

List the name, business address, and personal telephone number of all current Administrators, Directors, and Instructors. **Use a separate sheet if necessary.** [A.A.C. R4-28-404\(A\)\(6\)](#).

NAME	BUSINESS ADDRESS (Include City, State, ZIP)	PHONE

## ADMINISTRATORS, DIRECTORS, AND INSTRUCTORS BEING ADDED OR REMOVED

List the name, business address, and personal telephone number of all Administrators, Directors, and Instructors being added or removed. **Use a separate sheet if necessary.** [A.A.C. R4-28-404\(A\)\(6\)](#).

Add	Remove	NAME	BUSINESS ADDRESS (Include City, State, ZIP)	PHONE
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

## REQUIRED DOCUMENTS

### ☐ School Owner, Administrator, or Director:

- ☐ Submit to ADRE a [School Owner or Administrator Statement of Qualifications \(Form ED-106\)](#) for each School Owner, Administrator, and Director. At the time of original application and renewal, each Owner and Administrator must also submit a completed [Disciplinary Actions Disclosure \(Form LI-214/244\)](#), if disclosing a disciplinary order or criminal conviction and not already on file with ADRE, a copy of the front and back of the applicant's valid Arizona Department of Public Safety issued fingerprint clearance card must also be submitted. A change in any Owner's or Administrator's qualifications must be submitted to ADRE in writing within ten (10) days. [A.A.C. R4-28-301\(A\)](#) and [A.A.C. R4-28-404\(A\)\(7\)](#)
- ☐ An Owner or Administrator whose prior approval by ADRE has not expired and prior Statement of Qualifications is still on file with ADRE, may submit an [Owner/Administrator Update \(Form ED-108\)](#), in lieu of the [Owner/Administrator Statement of Qualifications \(Form ED-106\)](#).

### ☐ Instructors:

- ☐ A real estate Instructor applying for original approval or renewal with ADRE must submit a completed [Instructor Approval \(Form ED-101\)](#). The authorized Administrator or Owner of the primary sponsoring real estate school for the applicant MUST sign the completed ED-101 on original and renewal applications.
- ☐ An ADRE-approved real estate Instructor applying to remove a primary sponsor school, add or remove a secondary non-sponsor school, or add or remove a course must submit a completed [Expedited Instructor Approval \(Form ED-103\)](#).

### ☐ Additional Requirements:

- ☐ If the Owner is a partnership, submit a copy of the partnership agreement naming the individual(s) authorized to act for the School. [A.A.C. R4-28-404\(A\)\(8\)](#)
- ☐ If the Owner is a corporation (CO) or limited liability company (LLC), the entity must be in Good Standing with the Arizona Corporation Commission (ACC) and submit both of the following. [A.A.C. R4-28-404\(A\)\(8\)](#).
  - ☐ A copy of the Articles of Incorporation (CO) or Articles of Organization (LLC), as amended.
  - ☐ A corporate or company resolution or operating agreement naming the officer, member, or manager authorized to execute the Certificate of Approval form

## SCHOOL FACILITY AND RECORDS

*Student records for each course must be retained by the school for five (5) years pursuant to [A.A.C. R4-28-404](#).*

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the school have policies, procedures and systems to track students in person and online?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will student records be stored in a physical location? Specify below.

Student registration and attendance/completion records will be maintained:

- ☐ At the School's Physical Address

If so, physical location is: \_\_\_\_\_

- ☐ Other (Specify): \_\_\_\_\_

## ATTESTATION

By my signature below, I hereby affirm that:

- I have reviewed the statutory and rule requirements for a Real Estate School set forth in [A.R.S. Title 32, Chapter 20](#), and [Arizona Administrative Code Title 4, Chapter 20](#) (including, without limitation, [A.R.S. § 32-2135](#), [§ 32-2153](#), [A.A.C. R4-28-301](#) and [R4-28-401](#) through [R4-28-405](#), and [R4-28-502 D](#)).
- I have identified all persons (including entities) who own 10% or more financial or beneficial interest in the School or who will exercise control over the School and have submitted the applicable forms, Fingerprint Clearance Card(s) issued by the Arizona Department of Public Safety for the School Administrator(s) named.
- In the event of a change in Owner(s) or person(s) exercising control over the School, I will provide written notice within 10 days to ADRE as required under [A.A.C. R4-28-404](#) and [R4-28-301](#). If these changes require a Fingerprint Clearance Card, I will provide one. [A.R.S. § 32-2108.01](#).
- I will notify ADRE in writing of any change in my qualifications as required under [A.A.C. R4-28-404\(H\)\(1\)](#) and [R4-28-301](#).
- I acknowledge that issuance of any false certification for real estate course completion will be cause for suspension or withdrawal (revocation) of school certification and may affect other licenses issued to me or to companies I own or control.
- I will ensure that proper notice is given to ADRE before presenting an approved course and will obtain course approval from ADRE before this School presents any course for real estate credit. I will submit to ADRE an Application for Course Approval no less than 30 days before the scheduled date of course for which I do not have a current Certificate of Course Approval and for a course that has been substantially revised after approval was issued. I will provide no less than 14 days advance notice before presenting a course for which I have a current Certificate of Course Approval and which has not substantially changed. I will ensure that Instructors who teach courses at this School are qualified and are ADRE approved to teach the course. [A.R.S. § 32-2135\(F\)-\(H\)](#)
- If the School intends to provide a course outside the State of Arizona, in addition to providing the required 14 day notice [A.R.S. § 32-2135\(H\)](#), the school must also provide the out-of-state location where it is to be held. Both notices may be given through the ADRE Online Real Estate School System. If holding a course out of state, the School understands it must create a video recording of the course as ADRE may request and review it.
- I acknowledge that the Commissioner may investigate the actions of the School and any School Owner, Administrator, Director and Instructor acting on behalf of the School, and may at any reasonable time examine the books and records of the School used in connection with offering courses for real estate credit. I will allow for and accommodate ADRE to audit or monitor any ADRE approved real estate course or course for which approval is pending. [A.A.C. R4-28-404\(G\)](#)
- I hereby affirm, individually and for and on behalf of the above referenced entity, if applicable, that all of the information given in this application is true and correct to the best of my knowledge and belief. I understand that in the event there has been any misrepresentation or willful omission in this application or in any attachments hereto, any approval that may have been granted is subject to suspension or withdrawal (revocation) at any time. [A.R.S. § 32-2135\(C\)](#)
- I authorize ADRE to contact any and all persons who it deems necessary to confirm any information contained in this application and do further authorize any person contacted to release such information.

Printed Name:

Signature

Position/Title:

Date:

### **Notice to Applicant Pursuant to [A.A.C. R4-28-404\(E\)](#)**

In an agreement or application provided to the prospective student by the school representative, the school must include the following in bold type and capital letters:

- The course or course segment title within a curriculum
- The total credit hours applicable for licensure or renewal
- The cost of each course
- A statement of the refund policy
- A statement of any job placement service

### **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. § 41-1093.01](#)**

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.