

### INSTRUCTOR INFORMATION CHANGE FORM

Use this form to change contact information, add a secondary non-sponsor school, remove a secondary non-sponsor school, or change the primary sponsor school for an instructor who is currently approved by the Department. All school additions will require the signature of the school's administrator. Complete only the portion of the form that is applicable to the change you need to make.

Once complete, this application can be submitted for approval through the [Message Center](#).

APPLICANT INFORMATION	
Instructor Name:	Instructor Approval Number:

APPLICATION TYPE			
<input type="checkbox"/> Change Contact Information	<input type="checkbox"/> Add Secondary Non-Sponsor School	<input type="checkbox"/> Change Primary Sponsor School	<input type="checkbox"/> Remove Secondary Non-Sponsor School

INFORMATION BEING CHANGED		
<b>Please complete only the sections that apply to the change that you are requesting.</b>		
New Legal Name:		
Mailing Address:		
City:	State:	ZIP:
Email:	Phone:	

ADD SECONDARY NON-SPONSOR SCHOOL	
I agree to add the above named instructor to the instructor roster for this school.	
School Legal Name:	School Approval No.:
Owner/Administrator Name:	Administrator Approval No.:
Owner/Administrator Signature:	Date:

CHANGE INSTRUCTOR'S PRIMARY SPONSOR SCHOOL	
I agree to add the above named instructor to the instructor roster for this school as their sponsor school.	
School Legal Name:	School Approval No.:
Owner/Administrator Name:	Administrator Approval No.:
Owner/Administrator Signature:	Date:

**REMOVE SECONDARY NON-SPONSOR SCHOOL**

School Legal Name:	School Legal Name:
School Legal Name:	School Legal Name:
School Legal Name:	School Legal Name:

**INSTRUCTOR 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).

Instructor 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.