



STATE OF ARIZONA  
DEPARTMENT OF REAL ESTATE  
PROFESSIONAL EDUCATION DIVISION

www.azre.gov

2910 N. 44<sup>th</sup> St, Ste 140  
Phoenix, AZ 85018  
Main # (602) 771-7720  
Fax # (602) 957-0658

400 W. Congress St, Ste 523  
Tucson, AZ 85701  
Main # (520) 628-6940  
Fax # (520) 628-6941

**APPLICATION FOR CERTIFICATE OF APPROVAL  
TO OPERATE A REAL ESTATE SCHOOL  
Form No. ED-100**

Use this form to request approval by the Arizona Department of Real Estate ("Department") to operate a real estate school and present approved real estate courses leading to licensure or license renewal. Supporting documentation is described on page 2 of this application. **Do not submit applications requesting course and instructor approval before the Department has issued a Certificate of Approval to Operate a Real Estate School to you.**

\_\_\_ This application is for a Certificate of Approval for a new school. (OR) Current School # \_\_\_\_\_  
\_\_\_ This application is for a renewed Certificate of Approval to Operate a Real Estate School. \_\_\_\_\_

**SCHOOL INFORMATION**

School's Legal Name: \_\_\_\_\_  
DBA Name, if any: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_  
Website (optional): \_\_\_\_\_ Email (Required): \_\_\_\_\_  
**Primary Administrator's Contact Info**  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Facsimile (Required): \_\_\_\_\_

**OWNERSHIP and PURPOSE**

Owner is a: \_\_\_ Sole Proprietorship \_\_\_ Corporation \_\_\_ Limited Liability Company \_\_\_ Partnership  
\_\_\_ Non-profit Corporation \_\_\_ Membership only (non-profit trade association)

Legal Name of School Owner(s): List the name, address, telephone number and percentage 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.**

NAME	ADDRESS (include City, State, ZIP)	TELEPHONE	% OWNERSHIP
_____	_____	_____	_____
_____	_____	_____	_____

The primary purpose of this business is: \_\_\_ Real estate education; \_\_\_ Other (specify): \_\_\_\_\_

**ADMINISTRATORS and AUTHORIZED PERSONS**

List the name of each individual who you authorize to sign Applications for Course Approval (Form ED-102) and Instructor's Statement of Qualifications (ED-101) on behalf of the School. **NOTE: A person with this authority is deemed to exercise control over the school and requires Department approval as an "Administrator."**

Primary Administrator: \_\_\_\_\_

Additional Administrator(s): \_\_\_\_\_

List the name of each individual (in addition to yourself, approved Administrator(s) and the approved Course Instructor) who you authorize to sign continuing education and/or pre-licensure education course certificates.

**REQUIRED DOCUMENTS**

1. Submit to the Department a School Owner or Administrator Statement of Qualifications (Form ED-106) each Owner listed above and each current and prospective Administrator. Each Owner and Administrator must also submit a completed Questionnaire (Form LI-214) and, if not already on file with the Department, a completed fingerprint card and fingerprint processing fee. You must report a change in any Owner's or Administrator's qualifications to the Department in writing within ten (10) days. A.A.C. R4-28-301 and R4-28-404.

1.1. If you are an Owner or Administrator whose prior approval by the Department has not expired **and** your prior Statement of Qualifications is still on file with the Department, you may submit an Owner/Administrator/Instructor Update form, No. ED-108, in lieu of the Owner/Administrator Statement of Qualifications (Form ED-106).

- 2. If the Owner is a corporation (CO) or limited liability company (LLC), submit all of the following:
  - 2.1. A filed and stamped copy of the Articles of Incorporation (CO) or Articles of Organization (LLC), as amended;
  - 2.2. A current Certificate of Good Standing from the Arizona Corporation Commission;
  - 2.3. A copy of the corporate resolution (if a CO) or company resolution (if a LLC) naming the individual(s) authorized to execute this form and all other forms in behalf of the School; and
  - 2.4. A copy of the latest annual report on file with the Arizona Corporation Commission (or its equivalent if the CO or LLC is domiciled outside the state of Arizona ("Foreign" CO or LLC);
  - 2.5. If a Foreign CO or LLC, a filed and stamped copy of the Application for Registration, showing authority to do business in Arizona.

3. If the Owner is a partnership, submit a copy of the partnership agreement naming the individual(s) authorized to act for the School.

**ASSESSING PERFORMANCE**

Describe the procedures established at the School to measure course quality and student achievement of objectives. Attach additional pages as needed.

\_\_\_\_\_  
\_\_\_\_\_

**SCHOOL FACILITY AND RECORDS**

Do you have a facility, either owned or leased, at which you will regularly present classes? Yes \_\_\_ No. If so, provide the information requested below.

*Note:* Classes must be held in facilities that meet federal, state & local laws and rules.

Do you have more than one facility? Yes \_\_\_ No. If so, please attach a separate sheet and provide the information requested below *for each location*.

1. Physical Address: \_\_\_\_\_

2. Number of classrooms: \_\_\_\_\_ 3. Total Size (Sq. Ft): \_\_\_\_\_

4. Does the facility meet federal, state and local laws and rules for:  
Fire/Safety? \_\_\_ Yes \_\_\_ No Zoning? \_\_\_ Yes \_\_\_ No Handicapped access? \_\_\_ Yes \_\_\_ No Occupancy Permits? \_\_\_ Yes \_\_\_ No

5. Student registration and attendance/completion records will be kept: \_\_\_ At the School's Physical Address (Question 1 in this block) OR \_\_\_ Other (Specify): \_\_\_\_\_

**REFUND POLICY**

Please state your refund policy. It must also be included in each enrollment application. AAC R4-28-404

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**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 exemplars and fee for each.
- In the event of a change in Owner(s) or person(s) exercising control over the School, I will provide timely written notice to the Department as required under AAC R4-28-404 and/or R4-28-301.
- I will notify the Department in writing of any change in my qualifications as required under AAC R4-28-404 and/or R4-28-301.
- I have stated the location of registration and attendance/certification records and will notify the Department within ten (10) days if the location is changed.
- I will ensure that approved courses are presented only at facilities that meet federal, state and local laws and rules including, but not limited to, the Americans with Disabilities Act, fire and building safety codes.
- 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 the Department before presenting an approved course and will obtain course approval from the Department before this School presents any course for real estate credit. I will submit to the Department 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 approved to teach the course.
- I acknowledge that the Commissioner may investigate the actions of the School and any school owner, administrator, director and instructor acting in 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 the Department’s representative to audit or monitor any approved real estate course or course for which approval is pending.
- 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.
- I authorize the Department 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: \_\_\_\_\_

