



Arizona Department of Real Estate (ADRE)

Education Division

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JANICE K. BREWER
Governor

JUDY LOWE
Commissioner

SCHOOL OWNER/ADMINISTRATOR
STATEMENT OF QUALIFICATIONS (ED-106)

Submit this form in conjunction with an application for (or under current) Real Estate School Certification Approval (ED-100). This completed and signed form (ED-106) and substantiating documentation (described below) is required for each natural person or, if the applicant is an entity, each officer, director, member, manager, partner, owner, trust beneficiary holding 10% or more beneficial interest, stockholder owning 10% or more stock ("Owner"), and person exercising control of the entity ("Administrator").

The following documentation is required for each Owner (as described above) and Administrator in addition to this form before the School application can be considered complete:

- Disciplinary Actions Disclosure form (LI-214/244);
A valid Fingerprint Clearance Card from the Arizona Department of Public Safety;
Proof of Legal Presence; and
Substantiating documentation as described in the Experience Qualifications (Parts I and I) below.

Applicant Name (print): Telephone:
Residence Address:
Mailing Address:
Fax #: Email:
Social Security #: Date of Birth: Driver's Lic. State/#:
I am an owner of [or] named administrator for(School Name)

EXPERIENCE QUALIFICATIONS INSTRUCTIONS: Attach a separate page with the following headings: Experience, Work History, Education and Licenses/Designations. After each heading, print legibly or type the information requested. If none, write "none" under the heading. Before filing this application with the Department, attach a copy of any license, diploma, certificate or transcript cited in this application.

EXPERIENCE QUALIFICATIONS - Part I
(1) Do you have experience operating a school?
(2) Did a school you operated close leaving students with tuition paid but classes cancelled?
(3) Do you have experience teaching?
(4) Were you approved by the real estate regulatory agency in another state?

SCHOOL NAME:

APPLICANT NAME:

EXPERIENCE QUALIFICATIONS – Part II

Work History

If your experience is *other than* as school operator or instructor, include a detailed work history for the preceding 10 years.

AND

Education

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.

AND

Licenses / Designations

List real estate related licenses, certifications, or designations you currently hold. Attach a copy of certification(s) and designation(s) and, if issued by other than the Department, a copy of your license. If not stated on the copy, attach a sheet stating the type of license, certificate or designation, name of the issuing agency, date of issuance or award and expiration date.

COMPLETE AND ATTACH A LICENSE DISCIPLINARY ACTIONS DISCLOSURE form (LI-214/244)

ATTESTATION

By my signature below, I, as owner or operator/administrator of the School, acknowledge and agree:

- I have reviewed and will comply with all applicable provisions of statutes and rules including, without limitation, A.R.S. §§ 32-2108, 32-2135, A.A.C. Title 4, Chapter 28, Article 4, and R4-28-101, Table 1, R4-28-301, and R4-28-502 (D), and understand that approval may be withdrawn or denied if I do not comply. I have the right to appeal such withdrawal or denial.
- I will file an application for course approval at least 30 days prior to presenting any new or substantially revised course. I cannot advertise that a course is approved or issue credit to students until, and unless the Department has approved it. I cannot issue credit after approval of the course has expired.
- I will obtain instructor approval before I allow an instructor to teach a course for real estate credit on behalf of the School. I understand that instructor approval is per individual course and instructors are not given "blanket approval."
- I will maintain specified student records for five years. A.A.C. R4-28-404 (D)
- I will present, in bold face type, to each prospective student before enrolling or admitting the student, the information required under R4-28-404 (E).
- I will allow the Commissioner to investigate the credentials or actions of the School or any of its owners, administrators, directors, or instructors; to observe at any time a class submitted to the Department for approval or approved by the Department; and to examine the School's books and records used in connection with offering approved courses.

Applicant Signature: _____ Date: _____

Signature of School Owner (if Applicant is Administrator/Owner): _____ Date: _____