



ARIZONA DEPARTMENT OF FINANCIAL INSTITUTIONS

Robert D. Charlton
Superintendent

Douglas A. Ducey
Governor

In accordance with Title II of the "Americans with Disabilities Act" this information is available in alternative format

APPLICATION FOR COURSE APPROVAL

If you do not answer every question, and include all required attachments, your application will be considered incomplete and will delay the course approval.

1. APPLICATION TYPE

\$200.00 Initial Application \$200.00 Renewal Application *See page #2 for accepted payment types.*

2. COURSE PROVIDER

Name of Course Provider _____

Contact Person _____

Mailing Address _____

City _____ County _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Website _____

NOTE: Course provider Information listed above will be posted on the Department's website.

3. COURSE INFORMATION

Course Title _____

Qualifying or Continuing Education Course approval code (for renewal only) # _____

Course Hours (not including exam hours) _____ Exam Hours (exam hours only) _____ Total Hours _____

Location of Offering _____

Method of Presentation: Traditional Classroom Correspondence Internet
 Video tape Remote TV Computer

Ownership of Course Materials: Yes No (If no, list owner and contact information)

Owner: _____

Check if course is approved through: (attach proof)

- The AQB Course Approval Program (CAP). Effective Date_____ Expiration Date: _____
- The International Distance Education Certification Center (IDECC). Effective Date_____ Expiration Date: _____
- An accredited college, community college, or university that offers distance education programs in other disciplines and is approved or accredited by the Commission on Colleges, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education, that awards academic credit for distance education courses.
- A qualifying college for content approval with a distance education delivery program that approves the course design and delivery that incorporates interactivity.

Check all items submitted with this course application:

- Course design (if checked above) Delivery mechanism (if checked above)
- Detailed timed outline Summary outline (identify major topics) Text or other written materials
- Learning Objectives Topic matrix (required for qualifying education that has not been AQB CAP approved).

I declare that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation.

Print Name _____ Signature _____
 Title _____ Date _____

4. COURSE SUPPLIER INFORMATION/ VERIFICATION

Professional Licenses or Certifications:

Type_____ State_____ Date issued_____

Type_____ State_____ Date issued_____

Type_____ State_____ Date issued_____

Have you ever had a diploma, credential, certificate or license denied, revoked or suspended? No Yes (attach a detailed explanation)

Teaching or Job related experience:

Institution_____ Location_____ Subject_____ Dates_____

Institution_____ Location_____ Subject_____ Dates_____

Institution_____ Location_____ Subject_____ Dates_____

I have reviewed the qualifications of the proposed Owner, Administrator or Director and also the statements contained in this application. To the best of my knowledge and belief this person is qualified for the indicated position.

Print Name_____ Signature _____ Date_____

NEW IMPORTANT: Submit application and attachments electronically (email or CD) or send a hard copy to the Department of Financial Institutions.

ACCEPTED PAYMENT TYPES:

- a. Cashier's check, certified check or money order payable to the Department of Financial Institutions. Personal or business checks will not be accepted.
- b. Payment by VISA credit card or Master Card. (Accepting only Visa and Master Card)
 - 1) Submit your application to the Appraisal Division (via email, mail or in person).
 - 2) If your application is submitted via email or mail, you will receive a confirmation email with instructions on how to make a payment by phone.