



# 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/ VERTIFICATION**

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.