

ARIZONA STATE BOARD FOR PRIVATE POSTSECONDARY EDUCATION
1400 WEST WASHINGTON, ROOM 260
PHOENIX, ARIZONA 85007
602/542-5709

**ORIGINAL APPLICATION FOR A LICENSE TO OPERATE
AN OUT OF STATE EDUCATIONAL INSTITUTION
IN THE STATE OF ARIZONA**

**EDUCATIONAL PROGRAMS ARE NOT
DELIVERED OUT OF THE STATE OF ARIZONA**

APPLICATION CONTENT REQUIREMENTS LIST

PLEASE BE ADVISED, PURSUANT TO:

A.R.S. 41-1030(B): "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."

A.R.S. 41-1030(D): "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.R.S. 41-1030(E): "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."

Revised June 2015

As applicable, the following information, materials and forms are a part of the ORIGINAL LICENSE APPLICATION. The application packet must be identified and submitted in the order given below.

GENERAL INFORMATION: THE OVERALL REVIEW AND SUBSEQUENT REVISIONS/PROCESSING OF THE APPLICATION IS USUALLY 4 TO 5 MONTHS. PLEASE DO NOT EXPECT THE INITIAL SUBMISSION TO BE AUTOMATICALLY SCHEDULED FOR THE NEXT BOARD MEETING.

**** NON-REFUNDABLE FILING FEE OF \$800.00**

1. Executive Summary of the application – operations, programs, etc.
2. The State Board **ORIGINAL APPLICATION FOR A LICENSE TO OPERATE AN OUT-OF-STATE EDUCATIONAL INSTITUTION IN THE STATE OF ARIZONA**, completed, signed and notarized.
3. A **Surety Bond, Letter of Credit or Cash Deposit** pursuant to A.R.S. § 32-3023 **MAY BE REQUIRED**. The minimum amount is \$15,000.00.

The Board may require an amount greater than \$15,000.00 prior to granting the license. Refer to the attached **July 1, 2002 Substantive Policy Statement – Surety Bond Calculation**.

4. **State of Residence Licensure:** Provide evidence of current state Licensure, Registration, or Approval by the applicable regulatory agency in the institution's state of residence. Evidence must include copies of all current correspondence and license certificates. If applicable, ANY ACTION regarding additional reporting requirements, show/cause, or probation MUST BE DISCLOSED.
**** The institution is required to also provide the contact name, address and phone number of applicable regulatory agency.**
5. **Accreditation:** Provide evidence of current status of Accreditation: To include approval letter and related documents. If applicable, ANY ACTIONS regarding additional reporting requirements, show/cause or probation MUST BE DISCLOSED.
6. **United States Department of Education:** Provide a copy of the current PPA. If applicable, ANY ACTIONS of additional reporting requirements, i.e. LOC, cash monitoring, etc. MUST BE DISCLOSED. Provide copies.
7. **Copies of incorporating documents.**
Please note: Non-Arizona corporations are required to register with the Arizona Corporation Commission as a foreign corporation doing business in Arizona. Copies of filing and publication are required.
8. **Proof of Liability Insurance/Certificate of Insurance to comply with R4-39-108:**
 - a. A minimum single occurrence malpractice or professional liability coverage of \$1,000,000;
 - b. A minimum single occurrence general liability coverage of \$1,000,000 for the operation of the institution;
 - c. The State Board must be identified as a Certificate Holder.
 - d. Ensure the location of the institution is identified as insured.

FINANCIAL REPORTING REQUIREMENTS TO COMPLY WITH R4-39-108:

9. **Financial Information based on the form of business organization and legal status of the educational entity as follows:**
 - A. A.R.S. § 32-3021(B)(3) states that an educational entity must be financially responsible. In order for the State Board to assess the financial condition of the educational entity, the State Board requires an applicant for a private postsecondary education license to submit financial information that accurately reflects the financial position of the educational entity and its ownership. The burden of proving financial responsibility lies with the applicant.
 - B. Submit with the Fiscal Year Financial Statements the Title IV Student Financial Assistance Compliance Audit.
 - C. For further clarification regarding the reporting requirements, refer to the State Board's Information Sheet "Financial Statement Requirements".

PROGRAMS:

10. **Programs:** Provide a listing of the current programs approved in the Institutions State of Residence:

** Vocational Program Information

** Degree Program Information

Ensure to include clock/credit hours and total tuition and fees.

Listed ALPHABETICALLY BY PROGRAM. For example: 1) Accounting, Associate of Science, 2) Accounting, Bachelor of Science 3) Criminal Justice, Bachelor of Science 4) Criminal Justice, Master of Science, etc.

STUDENT MATERIALS:

11. Student Grievance Procedure to comply with State of Residency and Accrediting Agency requirements.
12. Refund Policy: Submit one copy of the Refund Policy to comply with State of Residency and Accrediting Agency requirements.
13. The Student Enrollment Contract and/or Enrollment Agreement to comply with State of Residency and Accrediting Agency requirements.
14. The Catalog and if applicable Student Handbook to comply with State of Residency and Accrediting Agency requirements.
15. Student Loans and Financial Aid Disbursement Policy to comply with R4-39-405: Submit one copy of the institutional disbursement policy pertaining to student financial aid arrangements.
16. Copies of all brochures, media/advertising copy, handbooks, sales presentation materials, and other materials directed towards, and distributed to, potential students and current students.

ADMINISTRATION/FACULTY:

17. Organizational Chart to include position titles and employee names.
18. Resumes for each Owner (any person with 20% or greater ownership, including stockholders or others with 20% or greater beneficial interest in the institution), each member of the Board of Directors, each Executive Officer and each Administrative Director. The State Board and the Owner/Board of Director/Administrator Resume form and the **Social Security Supplement** is required. Ensure personal identification information is redacted.

FACILITIES:

19. A completed State Board **FACILITY INFORMATION FORM** the applicant will operate or conduct business in the State of Arizona. Include all administrative, educational, training and sales facilities.
20. Blueprints or one-line drawings of all administrative, educational, training, and recruiting activities.
20. Copy of facility fire inspection report for all locations.

THE APPLICATION MUST BE SUBMITTED IN THE FOLLOWING MANNER:

1. **SUMBITTED IN A 3-RING BINDER**

2. **INDEXED, TABBED AND SUBMITTED IN THE EXACT ORDER GIVEN ON THIS CONTENT REQUIREMENTS LIST.**
3. **AFTER STAFF'S APPROVAL AND THE APPLICATION HAS BEEN SCHEDULED FOR THE BOARD'S REVIEW, TWO (2) HARD COPIES and 2 CDs (one .pdf bookmarked) OF THE FINAL APPLICATION ARE REQUIRED.**

THE APPLICATION WILL NOT BE SCHEDULED FOR THE BOARD'S REVIEW UNTIL COMPLETE AND MEETING ALL REQUIREMENTS.