

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S.) § 41101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Activity Affidavit for "Late" Renewal of Licensure
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different form the issuance date:**
January 1996
3. **Summary of the contents of the substantive policy statement:**
This policy describes the additional steps and identifies the additional information required of an applicant who applies for license renewal after expiration of the applicant's license.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Administrative Severance of Licensees
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different form the issuance date:**
June 1995
3. **Summary of the contents of the substantive policy statement:**
This policy describes the process by which a licensee may initiate termination from employment of the licensee's employing broker.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135

Arizona Administrative Register
Notices of Substantive Policy Statements

6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Attendance Requirements for Credit; Enforcement
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
September 1995
3. **Summary of the contents of the substantive policy statement:**
This statement sets forth the reasons for requiring a licensee to attend virtually all of an approved course before awarding credit.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Branch Manager Authority
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
August 1993
3. **Summary of the contents of the substantive policy statement:**
This statement delineates the authority which may be delegated to a salesperson or associate broker appointed as branch manager.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

Arizona Administrative Register
Notices of Substantive Policy Statements

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Continuing Education Waiver
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
June 1993
3. **Summary of the contents of the substantive policy statement:**
This policy describes the circumstances and grounds under which a waiver or conditional waiver of attendance at classes required for license renewal may be granted.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Corporate Standing of Entity's Designated Broker
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
October 1995
3. **Summary of the contents of the substantive policy statement:**
This statement describes the circumstances under which "substantial compliance" with licensure exemption is achieved by an employee acting as designated broker for a nonprofit, charitable corporation which is managing its own property.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
This is a new statement.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Criteria for Referral to Mediation
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
January 1995
3. **Summary of the contents of the substantive policy statement:**
This policy statement lists criteria of investigatative cases which appear appropriate for formal referral to the Attorney General's Mediation Program.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
This is a new statement.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Department Personnel as Instructors/Speakers of Approved Courses
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
January 1996
3. **Summary of the contents of the substantive policy statement:**
This policy statement prescribes the conditions under which a Department employee may instruct all or a portion of an approved real estate course.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

Notices of Substantive Policy Statements

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Disciplinary Actions Published in *Real Estate Bulletin*
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
January 1996
3. **Summary of the contents of the substantive policy statement:**
This statement sets forth the criteria for publicizing certain administrative/disciplinary actions.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
This is a new statement.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Evaluating Out-of-state Education for Original Arizona Licensure
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
January 1996
3. **Summary of the contents of the substantive policy statement:**
This policy statement describes the information and documentation needed for the Department to review an applicant's prior education and/or experience toward statutory precicensure requirements.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of a substantive policy statement is available from the Department for 50¢ per page copying charge. A pamphlet, *How to Obtain a Real Estate License*, is available at no charge from the Department and describes acceptable documentation.

Notices of Substantive Policy Statements

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Fees for Lists, Copies, and Certified Copies of Department Documents
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
January 1996
- Summary of the contents of the substantive policy statement:**
This policy statement lists the fees for noncommercial requests for copies or lists of Department information/records.
- A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
- The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
- Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Informal Discovery at Department Hearings
- Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
January 1996
- Summary of the contents of the substantive policy statement:**
This statement discusses the sharing of evidence and witness lists in relation to administrative hearings.
- A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
- The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
- Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

- Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Investigation of Cases Being Pursued Civilly

Notices of Substantive Policy Statements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 1996
3. Summary of the contents of the substantive policy statement:
This statement sets forth the Department's policy of investigating matters which are also being pursued civilly.
4. A statement as to whether the substantive policy statement is a New statement or a revision:
Revision.
5. The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Licensure of Professional Limited Liability Company (PLLC)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issued date: January 1996
Effective date: March 1996
3. Summary of the contents of the substantive policy statement:
This statement describes the criteria for licensure as a real estate professional limited liability company.
4. A statement as to whether the substantive policy statement is a New statement or a revision:
This is a new statement.
5. The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Licensure of Professional Corporation (PC)
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
Issue date: January 1996
Effective date: March 1996

Arizona Administrative Register
Notices of Substantive Policy Statements

3. **Summary of the contents of the substantive policy statement:**
This statement describes the criteria for licensure as a real estate professional corporation.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
This is a new statement.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Maximum of 9 Classroom Hours Accredited Per Day
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
January 1996
3. **Summary of the contents of the substantive policy statement:**
This policy statement explains the basis for allowing no more than 9 hours of education credit in 1 day to count toward prelicensure or continuing education requirements.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Noncommercial Requests to Inspect or for Copies of Department Records.
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
October 1995
3. **Summary of the contents of the substantive policy statement:**
This policy statement categorizes the accessibility of various types of Department information and outlines the availability and timeframe for providing public information based upon the type of information sought and method of request.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
This is a new statement.

Notices of Substantive Policy Statements

5. The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:

Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Nonresident Licensee's Affidavit re: Acceptance of Service

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

November 1994

3. Summary of the contents of the substantive policy statement:

This policy statement spells out the basis for the Real Estate Commissioner being appointed to accept service of process by nonresident licensees.

4. A statement as to whether the substantive policy statement is a New statement or a revision:

Revision.

5. The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:

Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Nonresident Broker Checklist of Requirements

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

January 1996

3. Summary of the contents of the substantive policy statement:

This policy statement explains obligations of nonresident brokers to maintain records within the state.

4. A statement as to whether the substantive policy statement is a New statement or a revision:

Revision.

5. The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:

Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018

Notices of Substantive Policy Statements

Telephone Number: (602) 468-1414, ext. 135

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Payment of Commission after License Expiration or Transfer

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

January 1994

3. Summary of the contents of the substantive policy statement:

This policy clarifies that persons legally able to earn a commission may accept it.

4. A statement as to whether the substantive policy statement is a New statement or a revision:

This is a new statement.

5. The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:

Name: Cindy Wilkinson

Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018

Telephone Number: (602) 468-1414, ext. 135

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Preparation and Issuance of Subpoenas for Department Hearings

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

January 1996

3. Summary of the contents of the substantive policy statement:

This policy statement spells out the process of subpoenaing a witness for administrative hearing.

4. A statement as to whether the substantive policy statement is a New statement or a revision:

This is a new statement.

5. The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:

Name: Cindy Wilkinson

Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018

Telephone Number: (602) 468-1414, ext. 135

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

Notices of Substantive Policy Statements

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Recognition of Industry Liaison Councils
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
August 1992
3. **Summary of the contents of the substantive policy statement:**
This policy statement identifies the context in which Industry Liaison Councils are created, recognized, and their recommendations considered.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Refund of Fees Paid
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
July 1994
3. **Summary of the contents of the substantive policy statement:**
This policy statement describes the procedure for processing a request for refund of fees.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

Arizona Administrative Register
Notices of Substantive Policy Statements

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Required Classes for New Licensees
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 1996
3. Summary of the contents of the substantive policy statement:
This policy statement describes the process which will be followed to ensure all new real estate licensees and current real estate brokers licensees attend certain classes as required.
4. A statement as to whether the substantive policy statement is a New statement or a revision:
Revision.
5. The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:
Reserving "trade" or fictitious "dba" names
2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:
January 1996
3. Summary of the contents of the substantive policy statement:
This policy statement describes the process by which a trade name may be reserved.
4. A statement as to whether the substantive policy statement is a New statement or a revision:
Revision.
5. The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

Arizona Administrative Register
Notices of Substantive Policy Statements

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Subject Categories for Course Approval (Continuing Education)
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
February 1995
3. **Summary of the contents of the substantive policy statement:**
This policy statement defines the mandatory subject "categories" of real estate continuing education courses and identifies topics which will likely qualify for approval under each category.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Timeline for Noticing License Denials for Hearing
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
January 1995
3. **Summary of the contents of the substantive policy statement:**
This policy statement expresses the intent to expedite the hearing process in matters of license denials and how this is to be achieved.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
This is a new statement.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

Arizona Administrative Register
Notices of Substantive Policy Statements

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Unlicensed Assistants
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
January 1996
3. **Summary of the contents of the substantive policy statement:**
This statement describes the activities which may and may not be performed by a real estate licensee's unlicensed assistant.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.

NOTICE OF SUBSTANTIVE POLICY STATEMENT
DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Waiver of Renewal Fee
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
April 1993
3. **Summary of the contents of the substantive policy statement:**
This policy statement describes the circumstances under which a state employee may request a waiver of licensure renewal fees.
4. **A statement as to whether the substantive policy statement is a New statement or a revision:**
Revision.
5. **The name, address, and telephone number of the person to whom questions about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 North 44th Street
Phoenix, Arizona 85018
Telephone Number: (602) 468-1414, ext. 135
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
A copy of the substantive policy statement is available from the Department for 50¢ per page copying charge.