

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-101(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 AGENCY SUBSTANTIVE POLICY STATEMENT

**DEPARTMENT OF HEALTH SERVICES
BUREAU OF EMERGENCY MEDICAL SERVICES**

1. **Subject of the substantive policy statement:**
The Trauma Registry and Its Reports
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**
July 19, 1999
3. **Summary of the contents of the substantive policy statement:**
Trauma Registry Data is gathered for the purpose of investigating the quality of trauma care services. This substantive policy statement defines the standards for collecting Trauma Registry Data and outlines the Department's policy regarding the confidentiality of that Trauma Registry Data.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**
This is a new substantive policy statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Nancy Campbell, Rule Manager
Address: Department of Health Services
Bureau of Emergency Medical Services
1651 East Morten Avenue, Suite 130
Phoenix, AZ 85020
Phone: (602) 861-0708
Fax: (602) 861-9812
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the document or policy statement:**
A copy of the substantive policy statement may be obtained by request from the Bureau of Emergency Medical Services. The cost of reprinting a copy of the substantive policy statement is payable in advance and is calculated by the number of pages multiplied by .25¢ per page. Payment is accepted in cash, check or money order made payable to the Department of Health Services.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT

DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement:**
Responsibility for Continuing Education (No. 17)
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**
Date issued: June 18, 1999
Effective date: July 7, 1999
3. **Summary of the contents of the substantive policy statement:**

Arizona Administrative Register
Notices of Substantive Policy Statements

This statement makes clear that each real estate licensee bears responsibility for compliance with the continuing education requirement.

4. **A statement as to whether the substantive policy statement is a new statement or revision:**
This statement is revised.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 N. 44th St.
Phoenix, AZ 85018
Phone: (602) 468-1414, Ext. 135
6. **Information about where a person may obtain a copy of the guidance document or substantive policy statement and the costs for obtaining the document or policy statement:**
A copy of the substantive policy statements may be downloaded from the Department's Web site (<http://www.adre.org>), or it may be obtained (from within Arizona) by calling the Department's Fax Response Service at (602) 468-1414, choosing selection 3, and requesting document number 8017, or it may be obtained from the Department for a .25¢ per page copying charge.

NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENTS
DEPARTMENT OF REAL ESTATE

1. **Subject of the substantive policy statement:**
Property Management Record Keeping of Canceled Checks (No. 21)
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**
Date issued: July 7, 1999
3. **Summary of the contents of the substantive policy statement:**
This statement describes the Department's position on electronic images of checks.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**
This statement is new.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Cindy Wilkinson
Address: Department of Real Estate
2910 N. 44th St.
Phoenix, AZ 85018
Phone: (602) 468-1414, Ext. 135
6. **Information about where a person may obtain a copy of the guidance document or substantive policy statement and the costs for obtaining the document or policy statement:**
A copy of the substantive policy statements may be downloaded from the Department's Web site (<http://www.adre.org>), or it may be obtained (from within Arizona) by calling the Department's Fax Response Service at (602) 468-1414, choosing selection 3, and requesting document number 8021, or it may be obtained from the Department for a .25¢ per page copying charge.