

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(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 statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

STATE REAL ESTATE DEPARTMENT

[M06-366]

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

Document Title: Non-Commercial Requests to Inspect Department Records & Fees for Copies

Identification Number: 2005.09 rev.

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

Date of Document: REVISED: August 21, 2006

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

This SPS describes the procedure to be followed in making a Public Records Request for review of files and/or for copies of certain documents in ADRE files to be made. It describes those file records that are not part of the public record and those that are not immediately available, such as those contained in an open (active) complaint/investigation and/or disciplinary action file. This SPS also cites the authority for these policies. It also provides the information on fees charged for copies and for related services are to be found in the ADRE Fee Schedule as published on the ADRE web site: www.azre.gov.

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

This is a revised policy statement.

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

Name: Mike Wheeler, Deputy Director, Administrative Actions

Address: Arizona Department of Real Estate
2910 N. 44th St., #110
Phoenix, AZ 85018

Telephone (optional): (602) 468-1414, ext. 145

E-mail (optional): mwheeler@azre.gov

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 this, or any, substantive policy statement may be downloaded from the Department's web site – www.azre.gov – or obtained from the Custodian of Records, Arizona Department of Real Estate, 2910 N. 44th St., Suite #110, Phoenix, AZ 85018.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

STATE REAL ESTATE DEPARTMENT

[M06-367]

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

Document Title: Pre-Licensure DVD

Identification Number: 2006.16 rev.

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

Date of Document: May 15, 2006; REVISED: August 21, 2006

Effective Date of Policy: May 15, 2006

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

The Arizona Real Estate Commissioner prescribes the Prelicensure Curricula for real estate salespersons and brokers. This curricula includes the Department-produced DVD entitled "So You Want To Be In Real Estate," which is provided to schools authorized to teach the Arizona-specific curricula ("Prelicensure Course"). During the education process, it is the school's responsibility to ensure that each student enrolled in a Prelicensure Course view the Prelicensure DVD before enrollment or during the student's first class session. The school may retain a receipt, signed and dated by the student, as evidence that the student has completed the Prelicensure DVD portion. A student may request a full refund of any tuition fees paid to the school for a prelicensing course upon viewing the DVD, but no later than the end of the first class session. This policy is not applicable to Continuing Education Classes.

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

This is a new policy statement.

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

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