

## 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

[M10-432]

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

Distance Learning Guidelines: No. 2010.02

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

November 1, 2010

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

This policy statement describes the Department's process when applying for distance learning continuing education course approval.

**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:**

Name: Gretchen Conger, Rules and Legislative Liaison

Address: Real Estate Department  
2910 N. 44th St., Suite 100  
Phoenix, AZ 85018

Telephone: (602) 771-7799

Fax: (602) 468-0562

E-mail: gconger@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:**

Copies of this policy statement may be obtained at no cost via e-mail to the person listed above or on the Department web site: [www.azre.gov](http://www.azre.gov). Hard copies may be obtained by contacting the person listed above for \$0.25 per page.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### STATE REAL ESTATE DEPARTMENT

[M10-433]

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

Real Estate School Audit Declaration: No. 2010.03

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

November 1, 2010

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

This policy statement describes the Department's process to reduce the real estate school audit burden.

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