

**LICENSURE AND LICENSURE PROCEDURES  
FOR AN  
ORIGINAL LICENSE APPLICATION  
TO OPERATE  
ACCREDITED/NON-ACCREDITED VOCATIONAL PROGRAMS  
AND/OR  
ACCREDITED DEGREE-GRANTING PROGRAMS  
LICENSURE PROCEDURES**

***Revised: August 2009***

In order to obtain a 12-month, renewable license, an applicant must demonstrate to the Arizona State Board for Private Postsecondary Education (“State Board”), through the application process, that all licensing requirements defined in Arizona State statute and rule are met. Institutions that are accredited by accrediting agencies recognized by the United States Department of Education should refer A.R.S. § 32-3021 and A.R.S. § 32-3022, as applicable, and to A.A.C. Rule R4-39-103. Institutions that are not accredited should refer to A.R.S. § 32-3021 and to A.A.C. Rule R4-39-104 for licensure requirements.

**APPLICATION PROCESS OVERVIEW**

The application process involves the completion and submission of an application, an on-site verification visit and consideration of the application at a public State Board meeting. Pursuant to A.R.S. § 41-1073 and A.A.C. Rule R4-39-102, the Board has 180 days from the date of application receipt to review and take final action on the application. The Board’s review process is referred to as a licensing time frame and involves the following:

1. 90-Day Administrative Completeness Review to determine if the contents of the application are complete, and
2. 90-Day Substantive Review to determine if the applicant has met, as demonstrated through the application and the on-site verification visit, all licensure requirements as defined in statute and rule.

Be aware, however, that since both the administrative review and the substantive review licensing time frames can be temporarily suspended if the application is incomplete or contains deficiencies, it may take longer than the 180 calendar days for the Board to take final action on the application. Please refer to A.A.C. Rule R4-39-102(F) through (G) for complete information regarding the State Board’s licensing time frames.

### **APPLICATION COMPLETION AND SUBMISSION:**

The application includes an application form and additional required information as listed on the “Original License Application Content Requirements” form:

1. Application Form: The application form must be completed in its entirety. Attachments for the application form may be used only when the information cannot be accurately conveyed in the space provided. Attachments must be submitted in a format that appropriately and accurately conveys the information as requested by the State Board. If an attachment is used to answer a question, the question must identify that an attachment is being used and the attachment must be placed behind the application and appropriately identified. ***Do NOT respond to a question by referring to another document submitted elsewhere in the application.***
  
2. Additional Information: All information listed on the “Original License Application Content Requirements” form must be submitted and must be submitted in the order given on the form. The Board requires that the following application information be supplied using the enclosed State Board forms:
  - a. Surety Bond as required by A.R.S. § 32-3023 and calculated according to Substantive Policy Statement
  - b. Program/Course of Study form
  - c. Resumes for Owners/Directors/Executive and Social Security Supplement
  - d. Instructor Resume form
  - e. Facility Information form

These forms may be reproduced as needed by the applicant. Attachments to forms may be used only the information cannot be accurately conveyed in the spaces provided. Attachments must be submitted in a format that appropriately and accurately conveys the information as requested by the Board. If an attachment is used to answer a question, the question must identify that an attachment is being used and the attachment must be stapled to the last page of the form. An applicant may not answer a question by referring to another document submitted elsewhere in the application.

The submitted application must contain all the original documents. The application may be submitted in person or by mail to the Office of Arizona State Board for Private Postsecondary Education at 1400 West Washington Street, Room 260 in Phoenix, Arizona 85007.

### **ADMINISTRATIVE COMPLETENESS REVIEW**

The Office of Arizona State Board for Private Postsecondary Education will notify the applicant of the date on which the application was received. The 90-Day Administrative Completeness Review of the application begins on the date of application receipt. Upon completion of the administrative completeness review, State Board Staff will notify the applicant regarding the status of the application. If the application is complete, the Substantive Review of the application will begin. If the application is incomplete, the applicant will be given 60 days to revise and re-submit a complete application. Under special circumstances, an applicant may be granted additional time, not to exceed 30 days, to revise and re-submit the application.

*If the application is not re-submitted by the deadline, or if the re-submitted application remains incomplete, the application will be closed.*

### **SUBSTANTIVE REVIEW**

The 90-Day Substantive Review of a completed application begins on the date that the Administrative Completeness Review ends. After an initial review of the application, State Board Staff will notify the applicant regarding the following:

1. Status of the Application: State Board Staff will advise the applicant of any aspects of the application that does not appear to meet licensure requirements as defined by statute and rule.

### **UNLESS THE APPLICATION MEETS ALL REQUIREMENTS, FURTHER REVIEW AND/OR ACTION WILL NOT BE TAKEN.**

2. On-site Verification Visit: State Board Staff will conduct an on-site inspection of the applicant's institutional facilities and operations.
3. Final License Application Submission: The applicant will be required to submit **NINE** complete copies of the license application by a submission deadline determined by State Board Staff.
  - A. Electronic Submission Format Requirements (preferred):
    1. All electronic documents must be submitted as on Portable Document Format (.pdf which means that the electronic document has been assembled into one file, not a series of separate files) using Adobe Acrobat 6.0 Standard or higher.
    2. All electronic documents must be submitted on a compact disk (CD).

3. all electronic documents must include electronic bookmarks, placed within the document in a manner that facilitate an easy navigation review of the file.
  4. All documents are to be submitted as one continuous PDF document using the Adobe Acrobat software and book-marking function in order to identify all documents and attachments within the file.
  5. Any security features in the PDF document must be disabled.
  6. Only PDF files will be accepted. Do not submit files in other formats such as Word, Excel, JPEG, etc.
  7. Electronic submissions must be prepared in accordance with the Content Requirements List.
  8. All CDs must be clearly labeled with the school name and address and the title of the application.
- B. Hard-Copy:
1. Indexed and Tabbed according to the Content Requirement List.
  2. Spiral-bound or 3-ring binder.
4. State Board Meeting: The Arizona State Board for Private Postsecondary Education will take final action on the license application at a public State Board meeting. The State Board meets at least 8 times per year and applications are scheduled for consideration based upon meeting agenda availability. At the State Board meeting, the State Board will review the application materials and discuss the application. The presence of the applicant is required at the Board Meeting.

Since Board Members will interview and ask questions of the applicant, the individual or individuals representing the applicant must be familiar with, at least, the applicant's history, financial strength, physical resources, methods of advertising, institutional goals and objectives, programs, and qualifications of personnel and instructors.

#### **FINAL ACTION**

After consideration of the license application at the public State Board meeting, the Arizona State Board for Private Postsecondary Education will notify the applicant regarding the status of the license application. If the applicant is deficient or incomplete, the applicant will be given the opportunity to revise and resubmit the application; if the application is not re-submitted by the deadline, the application will be closed. If the applicant has demonstrated that all licensure requirements have been met, the Board will grant the license. If the applicant fails to demonstrate that all licensure requirements have been met, the State Board will deny the license.