



Arizona Department of Real Estate (ADRE)
Education Division

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REQUEST FOR EXPEDITED INSTRUCTOR APPROVAL APPLICATION (ED-103)

To be used when an ADRE-approved school is seeking approval for an instructor who is currently an ADRE-approved instructor under a primary sponsoring school when an approved primary sponsoring school or secondary non-sponsoring school wishes to add approved courses to an approved instructors or to remove an instructor or instructor course approval from the primary sponsor school/secondary non-sponsor school. If not currently approved as an instructor under a primary sponsor school or not approved in the requested course category, do not use this form, use the ED-101.

CHANGE TYPE (Check all that apply):
[] Add Course(s) [] Remove Course(s) [] Add Secondary Non-Sponsor School
[] Remove Primary Sponsor School [] Remove Secondary Non-Sponsor School

INSTRUCTOR INFORMATION AND CERTIFICATION

Form with fields for Instructor's Name, Approval No., Expiration Date, Mailing Address, Daytime Telephone, Facsimile, Email, and checkboxes for ADRE approval status.

SECONDARY NON-SPONSOR SCHOOL (The School for which the Instructor will teach, if applicable):

Form with text: 'As the Secondary Non-Sponsor School Owner/Administrator, I have reviewed the instructor's qualifications and credentials and hereby request the Department approve this Instructor to teach the courses specified in this application that are currently on file with ADRE for this School.' and fields for School's Legal or DBA Name, ADRE Approval Number, Approval Exp. Date, Owner/Administrator Name, Date, and School Approval Number.

COURSE(S) THIS INSTRUCTOR WILL/WILL NO LONGER TEACH AT THE (School's Legal or DBA Name):

Table with 6 columns: Approved Course Title, Category, Course No., Expiration Date, Add (check), Remove (check). Includes a note: (Attach additional sheet if more space is needed.)

INSTRUCTOR'S PRIMARY SPONSORING SCHOOL AUTHORIZATION (Required for all Change Types listed above)

Form with fields for Sponsor School's Legal or DBA Name, ADRE Approval Number, Approval Exp. Date, Owner/Administrator Name, Date, and School Approval Number.

Persons with disabilities who need this document in an alternative format should contact Business Services at 602-771-7766.