



**ARIZONA SUPREME COURT
Defensive Driving Certification**

**APPLICATION FOR
ALTERNATIVE DELIVERY
METHOD (ADM) FORMAT
FOR CURRENTLY CERTIFIED
BUSINESS ENTITIES**

INSTRUCTIONS:

1. CAREFULLY READ "ADDITIONAL INSTRUCTIONS AND INFORMATION" ON PAGE 5.
2. Application must be typed or printed.
3. Answer all questions and submit all documentation requested on this form. If any section of this application does not apply, indicate by "N/A."
4. For questions requiring a "Yes" or "No" response, you must fully explain any "No" answers.

SECTION I: BUSINESS/DESIGNATED PRINCIPAL INFORMATION.

School Name:	AOC Certification number:
Name of: <input type="checkbox"/> Owner <input type="checkbox"/> *Designated Principal (see page 4)	Date of Application:
Business Address:	
(Street Address)	(City) (State) (Zip)
Business Phone Number:	Business Fax:
Business E-mail Address:	Principal's Social Security Number

SECTION II. ADM FORMAT REQUIREMENTS. You must respond with detailed answers to each item/question listed in this application. Incomplete or inaccurate responses may delay or processing or disqualify your application.

1. File a defensive driving course curriculum only by electronic means. The course must meet curriculum and course length requirements pursuant to ACJA § 7-205(E)(1)(K).
2a. Is any portion of the ADM format course the original or previous property of another business entity? <input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICATION FOR ADM FORMAT FOR CURRENTLY CERTIFIED BUSINESS ENTITIES

2b. If the answer to #2 was "yes," provide the name of the business entity who owns/owned the course and attach a copy of documentation which shows your business has a legal right to use and/or offer the ADM course or any portion of the course as your own.
3. Describe how you will notify each prospective enrollee of: (a) all requirements, policies and procedures for participation in the course, including hardware/software requirements; (b) cost and acceptable payment methods; (c) privacy/confidentiality policies; (d) requirements for successful completion of the course and the time frames for the completion of the course; (e) the passing rates for the course participation questions; (f) the penalties for fraud.
4. How will you ensure the students indicate acknowledgment and acceptance of all terms and conditions pertaining to enrolling, completing and passing the examination for your ADM course?
5. Explain how you will secure payment of all fees and have all required documents physically "in hand" prior to the student beginning the ADM Course.
6. Describe how validation of ID, citation, and court orders will be handled prior to a student beginning the on-line course.
7. Explain your procedures how students with questions will be able to contact the school. Include hours of operation, how materials encourage students to call with questions, and an explanation of how questions will be addressed.
8. Explain how students will receive technical assistance and include the time frame for a response.
9. Explain how students will be notified when technical or other difficulties are encountered.
10. Attach a statement that acknowledges how maintenance functions will be performed after scheduled hours and that outages for repairs will not exceed 24 hours.
11. Describe the system that will be used for tracking a student's progress through your course and how an electronic footprint of that progress will be produced at the request of the AOC.
12. Provide the 25 course participation questions, and describe if they will be administered throughout or at the conclusion of the course.
13. Explain (a) procedures for grading tests, (b) the requirements for achieving the passing score (80%), and (c) how failures will be handled.
14. Explain procedures for students who are caught cheating or who fail the final exam.
15. Explain procedures for issuing completion certificates or receipts, and provide copies. Include what safeguards are in place to avoid issuing completion certificates to students who either fail testing or fail to complete the course. Also, include procedures for referring failed students to the proper court or a classroom school.

APPLICATION FOR ADM FORMAT FOR CURRENTLY CERTIFIED BUSINESS ENTITIES

16. Describe how security of physical and electronic information will be achieved, including the confidentiality of the Defensive Driving Tracking System.
17. Describe procedures in place to quickly address problems that affect quality of the program and responsiveness to the needs of the public and courts.
18. Describe retention of records, both physical and electronic.
19. Describe how the school will ensure no commercial advertisements are included in the course.
20. Attach your business's refund policy and explain how you will disclose this policy to each student before they start your course.
21. Is your course in full compliance with all Federal laws pertaining to the Americans With Disabilities Act (ADA)? <input type="checkbox"/> Yes <input type="checkbox"/> No (if "No" is marked, you must explain)
22. Attach a listing and samples of any handouts or other materials available to the attendees and disclose how you have exercised extreme care and diligence to ensure all materials to be used in the instruction of a defensive driving course in an ADM format, are in the public domain and not copied without the appropriate written permission [See ACJA § 7-205(J)(1)(a)].

SECTION III: AUTHORIZATION AND RELEASE. Signature and notarization required.

Having filed this application, I hereby release, discharge, and exonerate the Defensive Driving Program, its agents and representatives, the State of Arizona, and any person furnishing information pursuant to this Authorization and Release from all liability which may arise from the investigation made by the Defensive Driving Program.

I consent to having an investigation made concerning the company's business practices, of the moral character, professional reputation, and fitness for certification under program rules of all officers, directors, partners, members, trustees, managers or principals. I agree to give any further information which may be required in reference to my past or current record.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association, or institution having control of any documents, records, and other information including documents, records, charges or complaints filed against the business, formal or informal, pending or closed, or any other pertinent data, and to permit the Arizona Supreme Court, or any of its agents or representatives to inspect and make copies of such documents, records, and other information.

I understand willful omission or misrepresentation of any fact required to be disclosed in this application, or any accompanying statement, is grounds for refusing to issue or renew a certificate or for revoking or suspending a certificate. I acknowledge that I have read this application form and that all statements are true and complete to the best of our knowledge and belief and that this Authorization and Release is freely given. I certify that the information included above and/or attached to this application addendum is true and correct.

Full Signature of Business Entity Owner or Designated Principal Who Holds Contracting Authority

AFFIDAVIT OF VERIFICATION - BUSINESS ENTITY ACKNOWLEDGMENT

THE STATE OF _____, COUNTY OF _____

Being duly sworn, I, _____ on behalf of _____,
depose and say that I have read the foregoing, and each statement and answer made, together with the
Authorization and Release and under penalty of perjury, swear that all such answers, statements and
data attached to this application are true and correct. Willful misrepresentation of any fact required to be
disclosed in any application, or accompanying statement, is grounds for refusing to issue or renew
certification, or for revoking or suspending a certificate.

Before me, the undersigned authority, on this day personally appeared:

_____ of _____,
Title Exact Business Entity Legal Name

a corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and
acknowledged to me that he/she executed the same for the purpose expressed, in the capacity stated
and as the act and deed of said corporation, and affirmed that the facts detailed are true.

Given under my hand and seal of office on this _____ day of _____, 20_____.

Notary Public, State of Arizona

Notary's Name Printed

My Commission Expires

ADDITIONAL INSTRUCTIONS AND INFORMATION

- Instructions. Carefully read all instructions prior to completing this application form.
 - This form should only be used by business entities which currently hold certification as an Arizona Defensive Driving School and seeks to offer, when approved, an alternative delivery method format course in addition to the traditional classroom format course which is currently being offered by this school.
 - If the business entity is not already certified to instruct traditional classroom courses, you must complete and file an “Application for Initial Certification as a Business Entity” and an “Addendum to Business Entity Certification Application for Alternative Delivery Method (ADM) Format.”
- *Designated Principal. Pursuant to ACJA § 7-205(E)(1)(i), a school’s Designated Principal must be someone within the State of Arizona who holds contracting authority for the school, with whom division staff can immediately make contact concerning any process or procedure of the school or court operation.
- Completion. Incomplete submissions will result in the rejection of the application or addendum. To obtain additional assistance, call the Defensive Driving Program Specialist at (602) 452-3985, or e-mail: Ddrive@courts.az.gov
- Additional modality fee. Any certified classroom school adding an additional modality (alternative delivery) must pay an application fee in the amount of \$2000, per ACJA §7-205 (K)(5)(f).
- Submission. Please submit this completed and notarized form, plus all backup or additional documentation required in this form and a check in the amount of \$2000 to:

Certification and Licensing Division
Compliance Unit
Arizona Supreme Court
1501 W. Washington, Suite #104
Phoenix, AZ 85007

Y:\COMPLIANCE\CERTIFICATION-ADMISSIONS\DEFENSIVE DRIVING\PACKET FOR NEW SCHOOLS\Application for ADM Format for Currently Certified Schools 03.07.12.doc

APPLICATION FOR ADM FORMAT FOR CURRENTLY CERTIFIED BUSINESS ENTITIES