



ARIZONA SUPREME COURT
Defensive Driving Certification

**ADDENDUM TO
 BUSINESS ENTITY
 CERTIFICATION APPLICATION
 FOR ALTERNATIVE DELIVERY METHOD
 (ADM) FORMAT**

INSTRUCTIONS:

1. CAREFULLY READ ADDITIONAL INSTRUCTIONS AND INFORMATION LISTED ON PAGE 4.
2. Application must be typed or printed in blue or black ink.
3. 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:	Certification number: <i>(AOC use only)</i>
Name of: <input type="checkbox"/> Owner <input type="checkbox"/> *Designated Principal	Date of Application:
Business Address:	
(Street Address)	(City) (State) (Zip)
Business Phone Number:	Business Fax:
Business E-mail Address:	

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 the script or any portion of the ADM course the original or previous property of another business entity? <input type="checkbox"/> Yes <input type="checkbox"/> No

ADDENDUM TO BUSINESS ENTITY CERTIFICATION APPLICATION FOR ADM FORMAT

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; (e) the passing rates for the course participation questions; (f) criteria for passing the course, and (e) 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 a printed copy of the opening page explaining 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 course completion requirements and how they will be met. Include a description of time frames for completion of the on-line course, including taking the final exam, and methods of tracking time.
12. Provide the final test questions composed of no less than 25 course participation questions <i>[Note: it is highly recommended more than the minimum number of questions be submitted to create a pool of questions.</i>
13. Explain (a) procedures for grading tests, (b) the requirements for achieving a passing score, and (c) how failures will be handled—including state fee requirements.
14. Explain procedures for students who are caught cheating or who fail the final exam.
15. Explain procedures for issuing completion certificates, 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.

ADDENDUM TO BUSINESS ENTITY CERTIFICATION APPLICATION FOR ADM FORMAT

16. Provide a hard copy of eligibility and rules statements, including the “no refund” rule for failure to complete a course or for achieving a failing score on the exam. <i>[Note: Student must acknowledge and agree prior to starting a course]</i>
17. Describe how security of physical and electronic information will be achieved, including the confidentiality of the Defensive Driving Tracking System.
18. Describe procedures in place to quickly address problems that affect quality of the program and responsiveness to the needs of the public and courts.
19. Describe retention of records, both physical and electronic.
20. Describe how the school will ensure no commercial advertisements are included in the course.

I certify that the information included above and/or attached to this application addendum is true and correct.

**Signature of Business Entity Owner
or *Designated Principal**

Date Signed

Signer’s Printed Name

Title

*** Any Designated Principal who signs this application addendum form must hold contracting authority and meet all requirements pursuant to ACJA § 7-205(F)(5).**

ADDITIONAL INSTRUCTIONS AND INFORMATION

- Instructions. Carefully read all instructions prior to completing this application addendum. A notarized "Application for Initial Certification as a Business Entity" form **must** also be completed and submitted with this addendum application.
- *Designated Principal. Pursuant to ACJA § 7-205(F)(5), 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) 452-3526, or e-mail: Ddrive@courts.az.gov
- Notification. Pursuant to ACJA §§ 7-201 and 7-205, and all applicable statutes, division staff will notify the applicant of a time and location for a defensive driving course demonstration.
- Submission. Please submit this completed form, plus, all required documents and fees as referred to in the Instructions section on the "Application For Initial Certification As A Business Entity" form to:

Certification and Licensing Division

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