Arizona Supreme Court
CERTIFICATION AND LICENSING DIVISION
DEFENSIVE DRIVING PROGRAM
1501 W. Washington Street, Suite 104
Phoenix, Arizona 85007-3222
602-452-3378

MEMORANDUM

To: Certified Defensive Driving School Owners and Designated Principals

From: Mark Wilson, Director, Certification and Licensing Division

Date: July 30, 2021

Re: Defensive Driving School Fee Notification Form and Deadline

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Pursuant to Arizona Code of Judicial Administration (ACJA) §7-205(F)(5), the designated principal for an Arizona certified defensive driving school shall

> (m) Report the school fee up to two times each year, effective either on April 1 or October 1, or on both dates. If a school charges a different fee, depending upon the municipality or the county in which the student was cited, the school shall report each fee, identifying the associated city or county. ***A school shall notify division staff by September 1 for changes effective October 1*** and by March 1 for changes effective April 1 regardless of whether the school changes the fee or retains the current fee, using the form provided by division staff. *(underlined and italicized for emphasis)*

Attached is a two-page School Fee Notification Form, which each school is required to complete and return. In reviewing and considering current school fees, you may want to review ACJA §7-205(F)(5)(j), which, in addition to other relevant information, defines the total school fee "must include all fees and costs assessed and retained by the school for the student to attend and complete the school's course." The total school fee does not include the diversion fee, state fee, or state surcharge. Additional information is included on the form.

Even if the school is not making any changes to its school fee for October 1, 2021, **the attached form must be returned by September 1, 2021.**

If you have any questions, contact Chris DeWitt at 602-452-3985 or email at cldewitt@courts.az.gov.