

**Application & Supporting Documents Check Sheet**

Document Type	Instructions	Ready for Submission
<p><b>Narrative Overview/Update</b></p>	<p><b>Public and Private:</b></p> <p><b>Initial Applicant:</b> Provide a narrative overview of the institution including a brief history, current happenings, and SARA related activity such as out-of-state initiatives and major programs/courses offered out-of-state. Include any monitoring by the State, Accreditor and/or USDOE explaining the nature of the situation and current status with the oversight body.</p> <p><b>Renewal Applicant:</b> Provide a brief narrative update on the institution since the initial application including SARA related activity and any major institutional changes relevant to SARA as indicated in the below list:</p> <ul style="list-style-type: none"> <li>• A general update on the institution since its last renewal</li> <li>• Change of Ownership</li> <li>• New Acquisitions</li> <li>• Changes in Administration</li> <li>• Change of Location</li> <li>• Addition of Branch Campuses</li> <li>• New Programs offered under SARA</li> <li>• Monitoring or any other action from the State, Accreditor or USDOE</li> <li>• Other major activities or changes related to SARA</li> </ul> <p>Note: the above narrative is intended to provide the AZ SARA Council members with a better understanding of the institution, its current state, and its SARA activity. It is not a criterion for approval or denial into the reciprocity agreement.</p>	
<p><b>State Approval</b></p>	<p><b>Public:</b> A copy of the naming statute or other document authorizing the institution within the State.</p> <p><b>Private:</b> Arizona State Board for Private Postsecondary Education (AZPPSE)</p> <ol style="list-style-type: none"> <li>1. License: The most recent AZPPSE license with listed approval dates.</li> <li>2. Stipulations: If the institution’s AZPPSE License includes stipulations, provide the AZPPSE documentation with the stipulations listed.</li> </ol>	

<p><b>Accreditation</b></p>	<p><b>Public and Private:</b></p> <ol style="list-style-type: none"> <li>1. Accreditation documentation clearly listing the institution’s most recent accreditation and next review dates if available.</li> <li>2. Notices: Include any notices or reporting with the accreditor AND the institutions mandated response reports as a result of the notice. These should all be merged into one (1) PDF document in chronological order starting with the most recent.</li> </ol> <p><i>If HLC accredited, use a current copy of your institution’s <a href="#">Statement of Affiliation Status (SAS)</a>.</i></p>	
<p><b>Financials</b></p>	<p><b>Private Only:</b></p> <p><b>Score of 1.5 or Above:</b></p> <p><b>Title IV Participating Institutions:</b></p> <p>An Institution’s financial status must be evaluated using the most recent Composite Score provided in writing by the Department of Education, whether published online or provided in written form to the Institution by a responsible Department of Education official. (NC SARA Manual 2.5(c)).</p> <p>Published Online: Scores are published and accepted from the <a href="#">Department of Education</a>.</p> <p>Written Form: The written form provided by the Department of Education may vary therefore a conclusive example is not provided; however, it must be official correspondence from a Department of Education official on Department of Education letterhead.</p> <p><b>Non-Title IV Participating Institutions:</b></p> <p>A score must be provided by the institution as a part of the institution’s most recent audited financial statements or as separately calculated and certified by a certified, independent accountant acceptable to the State. A score must be calculated using the same methodology prescribed by the U.S. Department of Education.</p> <p><b>Institutions with a calculated score as provided in audited financials:</b> To verify your institution’s financial responsibility index score, provide the cover letter to your audited financials along with the page within the audited financials that shows your score. DO NOT provide the entire audited financials. Cover letter and page with score ONLY. We will request the full financials if there is a need for further review.</p>	

	<p><b>Initial applicant institutions that do not have a calculated score as provided in audited financials:</b> To verify your institution’s financial responsibility index score as part of the institution’s initial application to SARA, provide the institution’s complete audited financial statements. The Arizona SARA Council will then have a score calculated for the institution by its independent CPA. At the time of renewal, the institution is required to have its score calculated within its audited financials and submit accordingly.</p> <p>Note: At any time, the Arizona SARA Council may request full financial statements to have a score verified by its independent CPA.</p> <p><b>Score below 1.5 and above 1.0</b></p> <p><b>All Private Institutions:</b></p> <p>Institutions with a score below 1.5 but above 1.0 may be reviewed for consideration but are not guaranteed SARA participation. Reach out to the Arizona SARA Executive Director immediately to determine documentation needed. Be prepared to provide complete audited financials along with a written statement as to your institution’s financial stability.</p> <p><b>Score below 1.0:</b> This score is not eligible to participate in SARA. Reach out to the Arizona SARA Executive Director immediately.</p>	
<p><b>Complaint Process</b></p>	<p><b>Public and Private:</b></p> <p>Initial Applicant: As part of the SARA approval requirements, your institution agrees to the SARA complaint disclosure process as documented in the NC SARA Policies (<a href="#">4. Consumer Protection</a>). Please provide evidence as to compliance with this policy in the form of a PDF copy of your draft complaint policy with AZ SARA listed as an appeal body for SARA students. Provide the draft language as included in the institution’s catalog and on a public facing website such as the Distance Education or Consumer Information page.</p> <p>Use the content and example language provided in the ‘Renewal Applicant’ section below to draft language. Be sure to include:</p> <ul style="list-style-type: none"> <li>• Direct link to AZ SARA Complaint page</li> <li>• Narrative explaining student’s right to appeal to AZ SARA</li> <li>• Listing of appropriate state oversight agency and direct link as provided below.</li> </ul> <p><b>Catalog:</b> Draft of complaint language to be added to the catalog. Include:</p>	

- Catalog section header/title
- Catalog page
- Timeframe for publication after AZ SARA approval. For example: The catalog will be updated in July 2021.

**Public Website:** Draft of complaint language to be added to the public website. Include:

- Direct website link
- Timeframe for publication after AZ SARA approval. For Example: two weeks after SARA approval.

**Renewal Applicant:** As part of the SARA approval requirements, your institution agreed to the SARA complaint disclosure process as documented in the NC SARA Policies ([4. Consumer Protection](#)). Please provide evidence as to compliance with this policy in the form of a PDF copy of your complaint policy with AZ SARA listed as an appeal body for SARA students. Provide the language as included in the institution’s catalog and on a public facing website such as the Distance Education or Consumer Information page.

*Complaint Language Example: Distance Education students, who have completed the institution’s grievance process and the applicable state grievance process, may appeal complaints to the AZ SARA Council. Complaints must be submitted within two years of the incident. Complaints regarding student grades or student conduct violations may not be appealed to the AZ SARA Council.*

*For additional information on the complaint process visit the AZ SARA [Complaint page](#).*

**Instructions on the Applicable State Grievance Process by Institution Type:** Your institution MUST have language explaining the student’s right to appeal to the applicable oversight agency with a direct link to that agency as indicated below:

**Private Institutions:** [AZPPSE- Arizona State Board for Private Postsecondary Education](#).

**Public 4- Year Institutions:** [ABOR- Arizona Board of Regents](#)

**Public 2-Year Institutions:** AZ SARA adopted new complaint language at its January 2021 Council meeting in relation to community colleges. This new language will result in a change for community colleges. Communication with implementation as to the new language and

process will be provided to the community colleges as soon as it is available. Until then, please leave the institution’s state oversight agency complaint language as it is currently.

**Professional  
Licensure  
Notification  
Disclosures**

**Public and Private:**

NC SARA has had professional licensure notification disclosure requirements since its inception. The U.S. Department of Education passed 34 C.F.R. 668.43 with an effective date of July 1, 2020 and NC SARA aligned its already existing disclosure requirements to those of the federal requirements, with the additional requirement to provide a contact list for professional licensure boards (see [NC SARA Manual 5.2](#) for full requirement).

These are required for all SARA participating institutions that offer programs leading to a licensed profession.

**Initial Applicant:** Carefully read the below documentation requirements for notification disclosures that the institution may be required to produce for AZ SARA upon request at any time after initial approval and will be required at the time of renewal.

**Renewal Applicant:**

**1. List of Programs Leading to Professional Licensure:**

- List of all the programs the institution offers under is SARA participation that fall under the NC SARA manual requirements for Professional Licensure notification disclosures. Provide the program name and award level (Certificate, Associates, Bachelors, etc.).
- Provide the list in the below table format:

Table Format:

Program Name	Award Level	Direct Program Page Link	General Disclosure Link	Explanatory Notes (optional)

**Note:** If an institution elects to house all its program’s disclosures under one General Disclosure link, the General Disclosure link must be

placed in a readily available location directly on each professionally licensed program page. This is to ensure the information is accessible to students.

**For Example:** Institution ABC has 10 professional licensure programs and places all its disclosures on one general disclosure page. One of the programs is Teacher Education. A direct link to the General Disclosure page where the Teacher Education information can be located must be placed on the Teacher Education program page.

**2. Student Location Identification:**

- Narrative explanation of how the institution identifies its student’s location for disclosure purposes.
- Sample evidence piece demonstrating, to the best of the institution’s ability, the above narrative. For example, insert screen shots of the address field/s used in the Student Information Service system to identify a student’s location and dissemination of required notifications.
- \*Compliance Plan if ‘Partial Compliance’ selected. See below.

**3. General Notification Disclosures:** Provide documentation demonstrating compliance with the General Notification Disclosure requirements.

- General Disclosures Link
- Narrative explaining how information is collected.
- Review/Update: how often information is updated.
- \*Compliance Plan if ‘Partial Compliance’ selected. See below.

**Note:** “Undetermined” status is not to be used as a catch-all for institutions that have not completed the needed reviews/research to make a determination. “Undetermined” may be used “after all reasonable efforts to make a “Meets” or “Does Not Meet” determination have been made. If upon review an unqualified high amount of programs are listed as “Undetermined” AZ SARA may require the institution to provide documentation of “all reasonable efforts” of its review process.

**4. Direct Notification Disclosures:** Provide documentation demonstrating compliance with Direct Notification Disclosure requirements.

- Narrative on how the institution disseminates the disclosures.
- A sample of the email sent to identified students.
- \*Compliance Plan if needed. See below.

	<p><b>5. Professional Licensure Body Contact List:</b></p> <ul style="list-style-type: none"> <li>• Provide documentation demonstrating how the institution meets the requirement to provide the contact information for professional licensure bodies for programs it has not determined either meet licensure requirements or does not meet licensure requirements. This can be included in the General Disclosures.</li> <li>• *Compliance Plan if ‘Partial Compliance’ selected. See below.</li> </ul> <p><b>*Compliance Plan:</b> If the institution selected ‘Partial Compliance’ in ANY of the above, submit a Compliance Plan indicating the below. The compliance plan is to assist the institution into obtaining Full Compliance. It will be reviewed by the ED and the full Council. Institutions in Partial Compliance will be a</p> <ul style="list-style-type: none"> <li>• Narrative of how the institution will come into compliance. Clearly state where it is deficient and how those deficiencies will be met.</li> <li>• Compliance Timeframe: full compliance should be achieved no later than the review cycle prior the institution’s next review. At that time, institution’s will be required to provide documentation demonstrating compliance. Institution’s remaining out of compliance will be placed on Provisional Status with additional compliance requirements provided at that time. <ul style="list-style-type: none"> <li>○ May Review Cycle: January</li> <li>○ September Review Cycle: May</li> <li>○ January Review Cycle: September</li> </ul> </li> </ul>	
<p><b>Surety Bond OR Assignment of Account</b></p>	<p><b>Private Only:</b></p> <p><b>Initial Applicant:</b> Original copy of bond/assignment of account for the AZ SARA Council. Please ensure bond/assignment of account follow <a href="#">AZ SARA requirements</a>.</p> <p><b>Renewal Applicant:</b> Evidence of bond/assignment of account continuation. You can request this from your bonding/assignment of account company/bank. Please ensure the amount has been adjusted if needed to meet the <a href="#">AZ SARA requirements</a>.</p>	

<p><b>AZ SARA Fees</b></p>	<p><b>Public and Private:</b></p> <p>Please scan the check and include as a pdf file in the application submission. Please visit the <a href="#">AZ SARA Feed/Bond</a> section on our website to review your institution’s applicable fees and submission instructions.</p> <p>NOTE: Mailed checks should only be sent to the <b>Rio Salado College's Cashier's Office c/o AZ SARA Council.</b></p> <p><b>Institutions Internal to the Maricopa Community College District (MCCCD):</b></p> <p>Payment to the AZ SARA Council must be completed via an internal transfer from the institution’s college to the AZ SARA Council account held at Rio Salado College. The institution must attach the AZ SARA Council invoice to the transfer within FMS for documentation purposes. Contact the AZ SARA Council Executive Director directly for account details.</p>	
<p><b>CEO/CAO Signature Page</b></p>	<p><b>Public and Private:</b></p> <p>Within the online application portal, you will be prompted to download this page and have it signed by the institution’s CEO or CAO. The signed page will then be uploaded into the online portal. This is to ensure the application has a valid, legally binding signature.</p>	