

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF INSURANCE

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Arizona Captive Insurance Program (Regulatory Bulletin 2002-06)

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

June 4, 2002

**3. Summary of the contents of the substantive policy statement:**

This Bulletin concerns the Arizona Captive Insurance Program. The Bulletin describes key elements of the new laws, discusses the applicability of other insurance laws, and describes the administrative components of this new program.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Vista Thompson Brown

Address: Arizona Department of Insurance  
2910 N. 44th Street, Suite 210  
Phoenix, AZ 85018

Telephone: (602) 912-8456

Fax: (602) 912-8452

**6. Information about where a person may obtain a copy of the substantive policy statement:**

Copies of this policy may be obtained from the internet at [www.state.az.us/id](http://www.state.az.us/id) or from the person listed in item #5 for 25¢ per page.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### STATE BOARD FOR PRIVATE POSTSECONDARY EDUCATION

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Substantive Policy Statement: Surety Bonds

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issue date: April 22, 2002

Effective date: July 1, 2002

Notices of Substantive Policy Statements

**3. Summary of the contents of the substantive policy statement:**

The Substantive Policy Statement outlines the guidelines the Board uses in determining the amount of the Surety Bond.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

Revision

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Teri Candelaria, Executive Director

Address: 1400 W. Washington, Room 260  
Phoenix, AZ 85007

Telephone: (602) 542-5709

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Copies are available at the Office of the Arizona State Board for Private Postsecondary Education or from the web site: <http://azppse.state.az.us>.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**STATE BOARD OF TECHNICAL REGISTRATION**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Board of Technical Registration Substantive Policy Statement Number 4.

Sealing of standard details adopted by permitting authorities.

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issue Date: June 14, 2002

Effective Date: June 17, 2002

**3. Summary of the contents of the substantive policy statement:**

The substantive policy statement deals with a clarification of the duty of a registrant of this Board not to be required to seal standard details or specifications that have been adopted by state, municipal, or county agencies. It goes on to specify that the registrant has a duty to disclaim portions of professional documents not prepared by himself or his bona fide employee.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new substantive policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Nan Mitchell

Address: Arizona State Board of Technical Registration  
1990 W. Camelback, Suite 406  
Phoenix, AZ 85015

Telephone: (602) 255-4053

**6. Information about where a person may obtain a copy of the substantive policy statement:**

A copy of the substantive policy statement can be obtained for a fee of 10¢ per policy statement at the Arizona State Board of Technical Registration, 1990 W. Camelback, Suite 406, Phoenix, AZ 85015.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**STATE BOARD OF TECHNICAL REGISTRATION**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Board of Technical Registration Substantive Policy Statement Number 5.

Use of electronic signatures.

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issue Date: June 14, 2002

Effective Date: June 17, 2002

**3. Summary of the contents of the substantive policy statement:**

The substantive policy statement is a clarification of whether an electronic signature can be used on a professional document. The statement references Title 41 and Title 44, and clarifies that electronic signatures are permissible. However, it is the responsibility of the registrant to ensure security and verification.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

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