

**OFFICE of STATE BOARD OF EDUCATION**

**POSTSECONDARY EDUCATIONAL INSTITUTIONS (PEI) -- Checklist & Summary Data**

**2012 - 2013** ( Submit to OSBE before **May 30, 2012** \*\* )

**Name of Institution:** \_\_\_\_\_

**\*\* Complete all SUMMARY DATA entries and SUBMIT CHECKLIST with Application.**

-- Incomplete Application Packages will not be processed until all required information is received.

- Checklist & Application Form \* All 1<sup>st</sup> time applicants must contact State Coordinator for Instructions.
- Annual Registration Fee (Business Check = One-Half of One Percent of Gross Idaho Tuition Revenue for Previous Year (.005 x \$GITR ... \$100 min/\$5000 max) payable to "State Board Of Education" (No personal checks)  
GITR \$ \_\_\_\_\_ Annual Fee \$ \_\_\_\_\_
- Financial Documentation supporting reported GITR  
-- (For 2012-2013) PEI's may submit an Independent Account/Auditor's Letter stating their GITR for all Idaho operations. This letter is acceptable in lieu of a full audited financial statement. ( per Admin Rule (IDAPA) 08.01.11- 200.10.a.iv. )
- Papers of Incorporation (Idaho) Secretary of State's Office and/or home state (if not located in Idaho)  
Sec-State Office File # \_\_\_\_\_ + Local/Municipal Business License # (if required) \_\_\_\_\_
- Accreditation Agency(s) Approval Letter(s). (Institutional Letter - Not for each program.)

**Summary Data:**

• ACCREDITATION

• Average Cost per Credit Hr: \_\_\_\_\_ + Total \$ for Programs/Degrees (range Low to High) \$-

• Enrollment ( last yr / 2 yr ago )

Total #s \_\_\_\_\_ / \_\_\_\_\_

% completed: \_\_\_\_\_ / \_\_\_\_\_

• Percent of Curriculum offered Online: % \_\_\_\_\_ Teaching Sq/Ft (in ID): \_\_\_\_\_

• Approved as Service Provider for: Y - N

- Federal Title-IV Student Aid	
- VA Benefits Programs	
- (ID) DOL-WIA	
- (ID) Vocational-Rehab	

**NOTE: ALL NON-ACCREDITED INSTITUTIONS Must First Register as Proprietary Schools Until Accreditation is Achieved.** Contact the State Coordinator for instructions. IDAPA.08.01.11-Sec 201 was removed from Idaho law on July 1, 2011.

**HAVE YOU ENCLOSED ALL ABOVE documents with your Application?** Mail to:

Attn: State Coordinator for Private Colleges & Proprietary Schools  
Office of the State Board of Education  
650 West State Street, S-307 (P. O. Box 83720)  
Boise, ID 83720-0037