

OFFICE of STATE BOARD OF EDUCATION

PROPRIETARY SCHOOLS (PS) REGISTRATION -- Checklist & Summary Data

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

Name of School: _____

**** 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 1st 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
-- PS may submit a common financial statement (e.g. Profit & Loss sheet, Tax Return, etc).

Papers of Incorporation (Idaho) Secretary of State's Office and/or home state (if not located in Idaho)
+ (Idaho) Secretary of State Office/Inc File # _____ ... or are you a Sole Proprietorship? Y - N
+ County or Municipal Business License # (if required) _____

Most current Training Curriculum Approval Letter from State or National Trade Board

 Proof of Surety Bond (completed by Insurance Co, on State approved form) & Bond Calculation Worksheet
-- A valid Bond must be in force during the entire registration period (July 1-June 30)

Proof of Satisfactory Agent Background Checks (if applicable, Only for selected employees)
-- investigation performed by Idaho State Police/Bureau of Criminal Identification

NOTE: All Proprietary Schools must comply with provisions of IDAPA.08.01.11-Sec 301&302 (Approval Standards)

Summary Data:

• TRADE CERTIFICATION -- List All Certifying Agencies & Year last Awarded

• Cost to Student for Full/Complete Training Program: \$

• 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	

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