

Postsecondary Educational Institution Initial Registration Application

The state of Idaho requires each postsecondary educational institution with a physical presence in Idaho to register annually with the Idaho State Board of Education. Please review the relevant statutes ([Idaho Code §33-24](#)) and administrative rules ([IDAPA 08.01.11](#)) prior to completing this application. Submission of a non-refundable, initial registration fee is required prior to processing of this application. Please allow three to five months for application review. Note that additional information may be requested in addition to this application and its attachments.

Instructions

1. Complete the fillable form fields below.
2. Gather the required attachments.
3. Ensure that the application is signed by an appropriate official.
4. If possible, combine your completed application and attachments into a single PDF. Documents may be submitted separately if necessary.
5. Submit your completed application and attachments by email to tamara.baysinger@osbe.idaho.gov.
6. Mail your \$100.00 non-refundable, initial registration fee to:

Idaho State Board of Education
Attn: Accounts Receivable
PO Box 83720
Boise, ID 83720-0037

Thank you for your engagement in the registration application process. Please direct any questions to Tamara Baysinger, State Authorization Program Manager, at (208) 332-1587 or tamara.baysinger@osbe.idaho.gov.

Postsecondary Educational Institution Information

Institution Name

Mailing Address

Website URL

Contact Information

Primary Contact for State Registration Purposes

Name	Title	Email	Phone

Physical Locations in Idaho

Please list all physical locations in Idaho. Attach additional pages if necessary.

Physical Address	Head Officer	Email	Phone

Institution's Chief Officers

Please include institution president, director(s), board chair, chief academic officer, and chief fiscal officer, as applicable. Attach additional pages if necessary. IDAPA 08.01.11.09.a.ii

Name	Title	Email	Phone

Applicant is a Title IV Participating Institution (select one):

Student Enrollment

IDAPA 08.01.11.200.09.a.iii

Anticipated Idaho student enrollment for your initial registration year:

Registration Fee

IDAPA 08.01.11.200.07

Submission of a non-refundable initial registration fee in the amount of \$100.00 is required prior to processing of this renewal application. Checks may be made payable to the State Board of Education and mailed to PO Box 83270, Boise, Idaho 83720.

Date fee was mailed:

Please note that annual registration renewal fees will be in an amount equal to 0.5% of your institution's gross Idaho tuition revenue, but not less than \$100.00 or more than \$5,000.00.

Required Attachments

Most recent accreditation letter showing period of approval. IDAPA 08.01.11.200.09.a.i

List of all courses, courses of study, and degrees the institution intends to conduct, provide, offer, or sell in Idaho during the initial registration year. IDAPA 08.01.11.200.06

For courses or courses of study which require clinical, practicum or internship components, copies of information provided to students regarding the number and locations of clinical, practicum or internship positions available. IDAPA 08.01.11.200.09.a.vi

No courses or courses of study offered in Idaho will require clinical, practicum or internship components.

Program approval letters from Idaho licensing boards, if applicable. IDAPA 08.01.11.200.09.a.v

Not applicable. No programs offered require Idaho licensing board approval.

Professional licensure disclosure language, if the institution participates in Title IV financial aid programs.

Website URL for general disclosures:

Sample language for direct disclosures.

Not applicable. The institution does not participate in Title IV financial aid programs.

Most recent annual audited financial statement, or other approved financial instrument. IDAPA 08.01.11.200.09.a.iv

Copies of all materials used to solicit students, including links to online advertising. IDAPA 08.01.11.200.09.a.vi

Completed signature page. IDAPA 08.01.11.200.09.a.v

Please acknowledge that you have reviewed the following reminders:

Your institution must remain in compliance with Idaho Code §33-24 and IDAPA 08.01.11 throughout the registration year. IDAPA 08.01.11.201.02

If any information contained in this application becomes incorrect or incomplete, you must notify the State Board of Education office within 30 days. IDAPA 08.01.11.201.06.c

The registration year ends June 30. Renewal is not automatic. Renewal applications are due on the first business day of May, and processing may take up to 30 days. Institutions that do not adhere to this schedule and whose renewals are not processed by July 1 must cease all active operations until approval of registration is received. IDAPA 08.01.11.200.02.a-c & IDAPA 08.01.11.200.08

This form must be signed by the institution’s principal official for Idaho operations.

Your questions and comments are always welcome. Please feel free to include any additional notes below.

I hereby certify that all data and information submitted with or accompanying this application is, to the best of my good faith and knowledge, true and correct in all aspects.

Signature (Principal Official for Idaho Operations)

Date

Printed Name

Title