

# Registered Proprietary School Location Change or Addition Form

The State of Idaho requires any proprietary school registered with the Idaho State Board of Education to notify the Board if any information contained in its registration application becomes incorrect or incomplete during a registration year. IDAPA 08.01.11.102.06.c

## Instructions

1. Complete the form below.
2. Gather the required attachments.
3. Combine your completed form and attachments into a single PDF document.
4. Submit your completed form and attachments by email to [tamara.baysinger@osbe.idaho.gov](mailto:tamara.baysinger@osbe.idaho.gov). Online file-sharing services may be used if necessary to accommodate large file sizes. Hard copies should not be submitted.

Please direct any questions to Tamara Baysinger, State Authorization Program Manager, at (208) 332-1587 or [tamara.baysinger@osbe.idaho.gov](mailto:tamara.baysinger@osbe.idaho.gov).

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## School Name

Please list all changes regarding your school's physical locations in Idaho. Attach additional pages if necessary.

Type of Change (Add/Remove)	Physical Address	Head Officer	Email & Phone

**Will your school's representatives change?**                      No                      Yes (specify below)

Include all changes including owners, school officials, and instructors. Attach additional pages if necessary.

IDAPA 08.01.11.301.b-c & IDAPA 08.01.11.301.04.a

Type of Change (Add/Remove)	Name & Title	Email & Phone	State Occupational Licenses / Certifications / Other Qualifications

**Courses / Programs and Anticipated Enrollment**

Please list the programs and anticipated enrollment at any additional location(s). Leave blank if you are simply moving from one location to another without changing program offerings. Attach additional pages if necessary.

Course or Program Title	Is this a new course or program?*( Y / N)	Anticipated Enrollment

\*If adding new courses or programs, please submit the Proprietary School New Course or Program Addition Form.

**Required Attachments, if Applicable**

Attached N/A

Copies of any new agents’ certificates of identification IDAPA 08.01.11.302

Copies of any new instructors’ resumes and current state occupational licenses or certificates, if applicable IDAPA 08.01.11.301.01.c, IDAPA 08.01.11.301.03.d.vii & IDAPA 08.01.11.301.04.a

If accredited, documentation of accreditor’s approval of the new location(s)

Documentation of increased surety bond coverage, if necessary to cover the school’s anticipated, maximum tuition liability upon any location changes or additions.

If N/A, specify reason:

Exempt due to full accreditation status

Continuous bond documentation is already on file with the SBOE office and amount is adequate to cover anticipated tuition liability

School uses alternative financial instrument pursuant to I.C. Section 33-2406 and amount is adequate to cover anticipated tuition liability

Current bond (or alternative financial instrument) coverage amount:

Attached N/A

Any new or updated advertising and promotional materials used to solicit students, including URLs to online advertising IDAPA 08.01.11.301.01.f

URLs:

Any new or updated policies, calendars of study, or other information provided to students and prospective students pursuant to IDAPA 08.01.11.301

Written and signed attestation that the proprietary school remains in compliance with IDAPA 08.01.11.301, particularly with regard to maintaining adequate facilities to support the educational program and appropriately house student and business records

**Your questions and comments are always welcome. Please include any additional notes below.**