

Proprietary School Annual Registration Renewal Application

The state of Idaho requires each proprietary school 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, annual registration fee is required prior to processing of this application. Renewal applications are due on the first business day of May. Note that additional information may be requested in addition to this application and its attachments.

Instructions

1. Complete the fillable form fields below. The form functions best using Adobe Reader (available free online).
2. Gather the required attachments.
3. Ensure that the application and Certification of Compliance are signed by an appropriate official. We cannot accept electronic signatures at this time. Scanned wet signatures are acceptable.
4. Combine your completed application and attachments into no more than three (3) PDF documents.
5. Submit your completed application and attachments by email to 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.
6. Mail your non-refundable, annual registration fee (payable to Idaho State Board of Education) to:
Idaho State Board of Education
Attn: State Authorization Program Manager
PO Box 83720
Boise, ID 83720-0037

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

Proprietary School Information

School Name

Mailing Address

Website URL

Primary Contact for State Registration Purposes

Name	Title	Email	Phone

Accrediting Body

or

Not Accredited

Dates of Current Accreditation Term (MM/DD/YY – MM/DD/YY)

Has your school's physical location changed in the last year?

No

Yes (specify below)

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

Have your school's representatives changed in the last year?

No

Yes (specify below)

List all school officials including owners, administrators, & instructors. Attach additional pages if necessary.

IDAPA 08.01.11.301.b-c & IDAPA 08.01.11.301.04.a

New Official? (Yes/No)	Name & Title	Email & Phone	State Occupational Licenses / Certifications / Other Qualifications

Have your course or program offerings changed in the last year?

No

Yes (specify below)

Please list all courses or programs offered by the school. Attach additional pages if necessary.

New Course? (Yes/No)	Course or Program Title	Course / Program Length (Hours / Weeks / Months)	Course / Program Outcome (Certificate of Completion / Certification / Licensure)

Enrollment

Please complete the following enrollment chart. Include all courses/programs, even if enrollment was zero.

Course / Program Title	Enrollment 2 Years Ago	Enrollment Last Year	Enrollment Current Year

Registration Fee IDAPA 08.01.11.101.01.d

Please complete the following chart to calculate your non-refundable annual registration fee. Only tuition and refunds for Idaho students during the most recent tax year should be reflected.

	Quarter 1 (Jan – Mar)	Quarter 2 (Apr – Jun)	Quarter 3 (Jul – Sep)	Quarter 4 (Oct – Dec)	Total
Tuition Received					
Refunds Issued					
Gross Idaho Tuition Revenue (tuition received minus refunds issued)					
Registration Fee (.5% of GITR, but not less than \$100 or more than \$5,000)					

Please pay the exact amount calculated, without rounding up or down. Note that if your calculated fee is less than \$100, you should pay the minimum of \$100. If your calculated fee is more than \$5,000, you should pay the maximum fee of \$5,000.

Amount of fee paid

Date check was mailed

Required Attachments, if Applicable

Please submit all applicable required attachments as instructed at the top of this form. By checking N/A, the school certifies that all information previously submitted to the Office of the State Board of Education remains current and accurate. Please note that some items are required for all schools annually.

Attached N/A

Required Financial documentation supporting your Gross Idaho Tuition Revenue (GITR) as provided above. IDAPA 08.01.11.301.05 & 08.01.11.101.01.d

In most cases, this documentation will appear in an Income Statement (also known as a Profit & Loss Statement) generated by your accounting software.

Please ensure that your documentation clearly shows tuition and refund amounts that:

- Match those reported in your GITR calculation and
- Are distinct from other sources of revenue and refunds, including those from activity in other states.

Your documentation must demonstrate that the school's financial/business records are kept separate and distinct from any affiliating persons or entities.

Attached N/A

Documentation of in-force surety bond or alternative financial instrument adequate to cover the school's anticipated, maximum tuition liability for the upcoming registration year. The name of the Principal on the bond must be the same as the school's name, and the bond form must be signed by an Officer of the Principal. IDAPA 08.01.11.302.02

Exempt due to full accreditation status by ISBE-recognized accrediting body

Required Current agents' certificates and background check results, if applicable 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

Written and signed statement attesting that all courses or courses of study applicable to occupations, which are otherwise regulated, licensed, or registered with another state agency, meet the regulating state agency or state board standards for licensure or certification IDAPA 08.01.11.301.02

Documentation of current accreditation status, if accredited

Required School's current completion and job placement rate information as provided to prospective, new, and returning students IDAPA 08.01.11.301.01.f

Website link

Copies attached

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

Website links

Required Calendar of study for the upcoming registration year (July – June) including:

- Registration dates
- Beginning and ending dates for all courses
- Holidays

Any new or updated policies, processes, and procedures addressing:

- Student admissions, including criteria taking into account the capacity of the student to complete the program and the ability of the school to handle the unique needs of the students it accepts IDAPA 08.01.11.301.03.a
- Dismissal of students and re-admission of dismissed students IDAPA 08.01.11.301.01.d & 08.01.11.301.03.b
- Plan for security and maintenance of student records, including admissions information and courses completed by each student IDAPA 08.01.11.301.03.3
- Hiring procedures IDAPA 08.01.11.301.01.d
- Working conditions IDAPA 08.01.11.301.01.d
- Instructor rights and responsibilities IDAPA 08.01.11.301.01.d
- Process for evaluation/assessment of all employees IDAPA 08.01.11.301.01.d & IDAPA 08.01.11.301.04.e
- Process for approval of curriculum and other academic procedures to ensure quality IDAPA 08.01.11.301.01.d
- Procedures for assessing/evaluating the effectiveness of instruction IDAPA 08.01.11.301.01.d

Any new or updated general information provided to all students / prospective students in writing, including:

- Student rights and responsibilities, including due process in disciplinary matters for all students IDAPA 08.01.11.301.01.d & 08.01.11.301.03.c
- Grievance procedures, including name and contact information for the individual responsible for dealing handling complaints and due process procedures IDAPA 08.01.11.301.01.d & 08.01.11.301.03.c
- Calendar of study including registration dates, beginning and ending dates for all courses, and holidays IDAPA 08.01.11.301.03.d.vi
- Explanation of satisfactory progress, including the grading/assessment system IDAPA 08.01.11.301.03.d.v
- Listing of available services to support students IDAPA 08.01.11.301.03.d.vi
- Cancellation policy IDAPA 08.01.11.301.03.d.iv
- Refund policy IDAPA 08.01.11.301.02.d & 08.01.11.301.03.d.iv
- Written acknowledgement page to be signed by each student prior to making a financial commitment (See Certification of Compliance for required verbiage.)

Any new or updated course and program information provided to all students and prospective students in writing, including:

Requirements for each course and/or program, including purpose, length, and objectives IDAPA 08.01.11.301.02-03

Syllabus for each course IDAPA 08.01.11.301.02.b

Course completion requirements, including any practicums and clinicals IDAPA 08.01.11.301.03.d.ii

For courses or programs 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 08.01.11.301.01.f

Amount of tuition, fees, and all other charges and all expenses necessary for completion of the course or program IDAPA 08.01.11.301.02.d & 08.01.11.301.03.d.iii

Payment schedule for each course or program IDAPA 08.01.11.301.02.d & 08.01.11.301.03.d.iii

Please acknowledge that you have reviewed and attest to the following:

The proprietary school must remain in compliance with Idaho Code §33-24 and IDAPA 08.01.11 throughout the registration year. IDAPA 08.01.11.302.02

If any information contained in this application becomes incorrect or incomplete, the proprietary school must notify the State Board of Education office within 30 days. IDAPA 08.01.11.302.06.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. Schools 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 08.01.11.300.07

All courses or courses of study applicable to occupations, which are otherwise regulated, licensed, or registered with another state agency, meet the regulating state agency or state board standards for licensure or certification. IDAPA 08.01.11.301.02

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

*Please note that we cannot accept electronic signatures.

CERTIFICATION OF COMPLIANCE

IDAPA 08.01.11.300.03, IDAPA 08.01.11.301, & IDAPA 08.01.11.102.02

By my signature below, I certify that I am the primary official responsible for the school which is the subject of this registration form and that I have verified that the following are true and correct:

The school is in compliance with all local, state and federal laws, administrative rules, and other regulations applicable to proprietary schools.

All agents who will have unsupervised contact with minors have successfully completed a criminal history check in compliance with Section 33-2404, Idaho Code and IDAPA 08.01.11.302.01.

All courses or courses of study offered by the school will prepare students to enter employment upon completion of the program or prepare them for self-employment.

Commissions shall not be used for any portion of the faculty compensation.

Before accepting payment from any student, each student shall execute a written purchase statement with the following acknowledgment:

"I understand that [insert name of proprietary school] is registered with the State Board of Education in accordance with Section 33-2403, Idaho Code. I also understand that the State Board of Education has not accredited or endorsed any course of study being offered by [insert name of proprietary school], and that these courses may not be accepted for transfer into any Idaho public postsecondary institution."

The school is in full compliance with the following Standards set forth in IDAPA 08.01.11.301.

Standard I - Legal Status and Administrative Structure. The school complies with all local, state and federal laws, administrative rules, and other regulations applicable to proprietary schools.

- a. The school has a clearly stated educational purpose that is consistent with the courses or a set of related courses under consideration for approval.
- b. The ownership of the school, its agents, and all school officials are identified by name and title.
- c. Each owner, agent, instructor and/or school official is appropriately qualified by the trade board (as applicable) to ensure courses are of high quality and the rights of students are protected.
- d. The school has written policies to govern admissions and re-admission of dismissed students, hiring procedures, and working conditions; evaluation/assessment of all employees and instructional offerings; student and instructor rights and responsibilities; grievance procedures; approval of the curriculum and other academic procedures to ensure the quality of educational offerings.
- e. The school follows procedures for assessing/evaluating the effectiveness of instruction. Evaluation and assessment results are used to improve courses or courses of study.
- f. All advertising, pamphlets, and other literature used to solicit students and all contract forms accurately represent the purpose of the school, its courses or courses of study, anticipated job opportunities, and other relevant information to assist students in making an informed decision to enroll. Schools offering courses or courses of study which require clinical, practicum or internship components provide students with written information regarding the number of clinical, practicum or internship positions available and the location of said positions. The school provides each prospective student, newly-enrolled student, and returning student complete and clearly presented information indicating the school's current completion and job

placement rate.

Standard II - Courses or Courses of Study. Instruction is the primary focus of the school. All courses or courses of study prepare students to enter employment upon completion of the program or prepare them for self-employment.

- a. The requirements for each course or courses of study must be defined clearly including applicable completion requirements or other requirements such as practicums and clinicals. Courses or courses of study must follow applicable trade or occupational board training curriculum standards or be designed using effective learning strategies for students, identifying and organizing all instructional materials and specialized facilities, identifying instructional assessment methods, and evaluating the effectiveness of the course offerings. Applicants must include an attestation that courses or courses of study applicable to occupations, which are otherwise regulated, licensed, or registered with another state agency or state board, meet the regulating state agency or state board standards for licensure or certification at the time of application. The office of the state board of education does not review course or program curriculum.
- b. Written course descriptions exist for all courses or courses of study and are provided to instructors. Instructors are expected to follow course descriptions. A syllabus for each course is distributed to students at the beginning of the course.
- c. All courses or courses of study are offered with sufficient frequency to enable students to complete courses or courses of study within the minimum time for completion.
- d. The cost of each course or courses of study, the payment schedule, and the refund policy, are given to students in writing.

Standard III - Student Support Services. The school has clearly defined written policies that are readily available to students. Policies address students' rights and responsibilities, grievance procedures, and define what services are available to support students.

- a. The admission of students is determined through an orderly process established in a written policy using published criteria which are uniformly applied. Admissions decisions take into account the capacity of the student to grasp and complete the instructional training program and the ability of the school to handle the unique needs of accepted students.
- b. There are clearly defined policies to re-evaluate students dismissed from the school and, if appropriate, to readmit them.
- c. The school follows a clear and fair policy regarding due process in disciplinary matters for all students, which is given to each student upon enrollment in the school. The name and contact information for the individual who is responsible for dealing with student grievances and other complaints and for handling due process procedures.
- d. Prior to enrollment, all prospective students receive the following information in writing:
 - i. Information describing the purpose, length, and objectives of the courses or courses of study;
 - ii. Completion requirements for the courses or courses of study;
 - iii. The schedule of tuition, fees, and all other charges and all expenses necessary for completion of the courses or courses of study;
 - iv. Cancellation and refund policies;
 - v. An explanation of satisfactory progress, including an explanation of the grading/assessment system;
 - vi. The calendar of study including registration dates, beginning and ending dates for all courses, and holidays;

- viii. A complete list of instructors and their qualifications;
- ix. A listing of available student services; and
- x. Accurate and secure records are kept for all aspects of the student record including, at minimum, admissions information, and the courses each student completed.

Standard IV - Faculty/Instructor Qualifications and Compensation.

- a. Instructor qualifications (training and experience) are recorded and available to students.
- b. There are a sufficient number of full-time instructors to maintain the continuity and stability of courses.
- c. The ratio of instructors to students in each course is sufficient to assure effective instruction.
- d. Commissions may not be used for any portion of the faculty compensation.
- e. Procedures for evaluating instructors have been established and are followed.

Standard V - Resources, Finance, Facilities, and Instructional Resources.

- a. Adequate financial resources are available to accomplish instructional objectives and to effectively support the instructional program, including classroom and training facilities, instructional materials, supplies and equipment, instructors, staff, library, and the physical and instructional technology infrastructure.
- b. The school has sufficient instructional resource materials so that, together with tuition and fees, it is able to complete its educational obligations to currently enrolled students. If the school is unable to fulfill its obligations to students, the school will make arrangements for a comparable teach-out opportunity with another proprietary school or refund one hundred (100) percent of prepaid tuition.
- c. School financial/business records and reports are kept separate and distinct from those of any affiliated or sponsoring person or entity. Financial records and reports at a school are kept in accordance recognized financial accounting methods.
- d. The school has adequate instructional resource materials available to students, either on site or through electronic means. These materials are housed in a designated area and are available for students and instructors with sufficient regularity and at appropriate hours to support achievement of course objectives or to promote effective teaching.
- e. If the school relies on other schools or entities to provide library resources or instructional resources, the arrangements effectively meet the needs of students and faculty. These arrangements are documented through written agreements. Student and faculty use is documented and frequently evaluated to ensure quality services are being provided.

I have read and will abide by the requirements of Idaho Code, Title 33, Chapter 24 and the related administrative rules found at IDAPA .08.01.11, and will ensure that all agents of the school do the same.

All answers on this application are true and complete to the best of my knowledge.

I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected and any registration issued may be cancelled.

Signature* (Principal Official for Idaho Operations)

Date

Printed Name

Title

*Please note that we cannot accept electronic signatures.