

# Postsecondary Educational Institution Registration Renewal Form

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 form. Submission of a non-refundable, annual registration fee is required prior to processing of this renewal application. Renewal applications and fees for the upcoming fiscal year are due on the first business day of May.

## Instructions

1. Using Adobe Reader (available online for free download), complete the fillable form fields below.
2. Gather the required attachments.
3. Ensure that the form is signed by an appropriate official.
4. If possible, combine your completed form and attachments into a single PDF. Documents may be submitted separately if necessary.
5. Submit your completed form and attachments by email to [tamara.baysinger@osbe.idaho.gov](mailto:tamara.baysinger@osbe.idaho.gov).
6. Mail your annual registration fee 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 annual registration renewal process. 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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## Postsecondary Educational Institution Information

Institution Name

Mailing Address

Website URL

Primary Contact for State Registration Purposes

Name	Title	Email	Phone

Accrediting Body:

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

Title IV Participating Institution (select one):

**Has your institution's physical location changed?**

No

Yes (specify below)

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

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

**Have your institution's chief officers changed?**

No

Yes (specify below)

Please include all changes including president, board chair, CAO, and CFO. Attach additional pages if necessary.

IDAPA 08.01.11.200.09.ii

Type of Change (Add/Remove)	Name	Title	Email & Phone

**Have your Idaho course or program offerings changed?**

No

Yes (specify below)

Please list any Idaho course or program changes. Attach additional pages if necessary. IDAPA 08.01.11.200.06

Type of Change (Add/Remove)	Course or Program Title	New Course / Program Length (Hours / Weeks / Months)	New Course / Program Outcome (Degree / Certification / Licensure)

**Enrollment**

Please complete the following enrollment chart. Attach additional sheets if necessary. IDAPA 08.01.11.200.09.iii

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

## Registration Fee

Please complete the following chart to calculate your non-refundable annual registration fee. Only tuition, fees, and refunds for Idaho students for the most recent tax year (Jan 1 – Dec 31) should be reflected.

Tuition Received	
Fees Received (include only fees that were applied to tuition)	
Refunds Issued (enter as negative)	
Gross Idaho Tuition Received (GITR)	
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.

## Required Attachments

Annual, non-refundable registration fee as calculated above IDAPA 08.01.11.200.07

Financial documentation to substantiate Idaho tuition, fee, and refund information reported above IDAPA 08.01.11.200.07

Copy of annual audited financial statement IDAPA 08.01.11.200.09.a.iv

## Additional Required Attachments, if Applicable

Attached    N/A    By checking N/A, the institution certifies that all information submitted in a previous registration year remains current.

Idaho course and program information, including: IDAPA 08.01.11.200.09.vi

- Any advertising materials used to solicit students, including URLs, and other information to assist students in making an informed decision to enroll
- 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
- Disclosures provided to prospective students regarding any courses of courses of study that have not been fully accredited, including accreditation status and anticipated date for full accreditation

Attached N/A

By checking N/A, the institution certifies that all information submitted in a previous registration year remains current.

For Title IV participating institutions, documentation related to professional licensure disclosures for Idaho programs, including:

- Website URLs to general disclosures:
- Sample language for direct disclosures
- Policies including how program determinations are made, how often program determinations are updated, and how student location / relocation is determined

Copy of most recent accreditation letter showing the period of approval  
IDAPA 08.01.11.200.09.a.i

**Please acknowledge that you have reviewed the following reminders:**

The 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, the institution shall notify the Board office of such change within thirty (30) days. An institution that ceases operation during the course of a registration year shall immediately inform the Board office of this event. 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 08.01.11.200.08

**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

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