

**APPLICATION FOR**

**PROVISIONAL**

**POST-SECONDARY INSTITUTION LICENSE**

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| --- | --- |
| **CONTENTS** |  |
| STEPS TO LICENSURE | 2 |
| APPLICATION SUBMISSION GUIDELINES | 3 |
| APPLICATION CHECKLIST | 5 |
| PART I - APPLICATION FOR LICENSURE | 7 |
| PART II - STANDARDS FOR LICENSURE | 12 |
| PART III - FORMS | 26 |

**STEPS TO LICENSURE**

Operating a post-secondary educational institution in the District of Columbia requires a license issued from the Higher Education Licensure Commission (“HELC”, or the “Commission”). The licensure process has several steps and requires a thorough assessment of an institution to ensure quality education, sound business practices and compliance with set laws and regulations.

|  |  |
| --- | --- |
| **STEP 1:** | **Familiarize yourself with the laws and regulations.**  Before starting, thoroughly read the HELC laws and regulations governing post-secondary institutions and the instructions for completing the application. |
| **STEP 2:** | **Register for and attend New Applicant Workshop.**  Prior to submitting an application for licensure, at least one representative of the post-secondary institution is required to attend the [New Applicant Workshop](https://helc.osse.dc.gov/topic/helcadmin/meetings-and-events/new-applicant-workshop). During the two-hour workshop attendees will learn about the role of the HELC, application filing process, and renewal requirements. In addition, the regulations governing licensing institutions in the District of Columbia will be discussed. Registration is required.  Licensure applications, guidelines, instructions and workshop meeting dates are available on the website: <https://helc.osse.dc.gov/> |
| **STEP 3:** | **Submit a request for name approval.**  If the institution’s proposed name includes any of the words prohibited by District law, the institution may submit a [*Request for Name Approval and Institution Name Good Cause Waiver*](https://helc.osse.dc.gov/topic/helcadmin/institutions/applications-and-forms)after attending the New Applicant Workshop, but prior to submitting a full provisional licensure application. |
| **STEP 4:** | **Submit a complete application and required fees.**  Submit a **complete** application as outlined in the “Application Submission Guidelines” by responding to **all** of the required questions, completing all of the required forms, and remitting the corresponding non-refundable fee. The application will be presented to the Commission exactly as it is originally submitted. Applicants will not be permitted to submit additional information after the original submission. |
| **STEP 5:** | **Complete a site visit.**  All institutions with a physical location in Washington, DC must complete a satisfactory site visit as part of the application process. After a complete review of the application, HELC staff will contact you to schedule a site visit of the proposed facility. |
| **STEP 6:** | **Appear before the Commission.** The HELC meets regularly to review processed applications. HELC staff will notify the designated point of contact of the date, time and location of the meeting where the institution’s application will be considered. A full listing of the [HELC meetings](https://helc.osse.dc.gov/topic/helcadmin/meetings-and-events/commission-meetings) is available on the website.  Note: An applicant **cannot** begin operating or advertising until the Commission has approved (affirmatively voted on) the application. Filing an application does not grant authority to offer instruction or to start advertising. Operating without a license is illegal in Washington, DC. |

**APPLICATION SUBMISSION GUIDELINES**

An applicant seeking provisional institutional licensure must submit the request by letter, with a completed provisional application, the mandatory supporting documents, and required fee(s). The fee for a degree granting institution is $5,000; the fee for a non-degree granting institution is $3,000.You may remit payment via credit card [here](https://helc.osse.dc.gov/vPage/ApplicationPaymentIndex/2406/91317) or include a check or money order made payable to the **DC Treasurer.** Applications submitted without payment are considered incomplete and will not be processed.

Complete applications are required to be submitted at least one hundred and eighty (180) days prior to the anticipated start date of an educational program subject to licensure and within six (6) months of attending the New Applicant Workshop.

* The application must type-written, include a table of contents, and organized into the sections as indicated in parts II and III of this application.
* The application must be signed by the chief administrator of the school and all parts completed following the guidelines provided.
* The entire application and all of its contents (i.e. forms, documents, responses to each of the standards, publications, etc.) must be submitted at the same time. We are not able to accept supplemental content once the review process has begun. The application will be presented to the Commission exactly how it is originally submitted.
* If any of the required information is contained in an existing publication such as a catalog or handbook, make an indication in that section (with the page number and exact location of the information) and include the document in an appendix.
* To obtain approval, all the resources required to operate an educational institution (such as facilities, equipment, etc.) must be acquired before submitting the application.
* Some programs require approval by other District of Columbia professional or occupational agenices (i.e. Health and Allied Health, Barbering and Cosmetology, etc). If this applies to your proposed institution or program, a copy of the approval letter from that agency must be inserted into Curriculum/Instructional Program section of the HELC application submission.

The institution should either email or mail the completed application. Please do not do both.

**TO EMAIL**

Applications may be emailed to [osse.elcmail@dc.gov](mailto:osse.elcmail@dc.gov). In the subject line please include the name of the institution, the type of application and year *i.e. XYZ Institute, Provisional Application, 2023*. Please do not email your application materials to the personal email address of specific HELC staff members.

**TO MAIL**

Applications may be mailed to: Higher Education Licensure Commission - 1050 First Street, NE- Fifth Floor, Washington, DC 20002. If you choose to mail in the application, it should be in a three-ring notebook/binder.

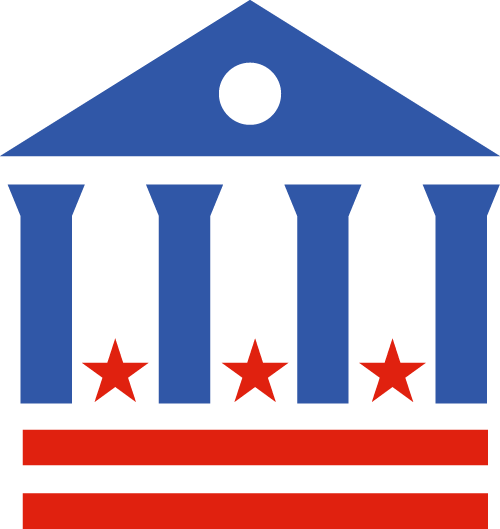
* The notebook/binder must have a table of contents.
* The notebook/binder must be divided into the sections as indicated in parts II and III of this application.
* Each section must be clearly marked with tabs/indices. Please refrain from using the tabs that require inserts.
* All pages must be numbered.
* One flash drive, with a copy of the complete application, including supporting documentation, must be included with the submission (pdf format). Each file should be clearly named to identify its contents. The flash drive should be labeled with the institution’s name.

**APPLICATION CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Proposed Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Applicant  Check | HELC  Check |
| **PRE- LICENSURE REQUIREMENTS** | |  |  |
|  | Application fee(s) payable to the D.C. Treasurer |  |  |
|  | 2 travel drives each with 1 electronic copy of complete application & 2 hard copies in 3-ring binder |  |  |
|  | Application organized as requested in the instructions |  |  |
|  | New Applicant Workshop Attendance Certificate (date attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |  |
| **PART I - REQUEST FOR LICENSURE** | |  |  |
|  | Table of Contents with clearly marked indices |  |  |
|  | Cover letter on official letterhead |  |  |
|  | Resolution authorizing the application |  |  |
|  | Present/future occupational need statement |  |  |
|  | Rationale for establishment in DC |  |  |
|  | Potential population the program will attract |  |  |
|  | Application Form- All questions are answered |  |  |
|  | Application signed by Chief Administrator and dated |  |  |
| **PART II - STANDARDS** | | | |
|  | Integrity – Certificate of Good Standing from DCRA (date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |  |
|  | Integrity- Certificate of Clean Hands (OTR) |  |  |
|  | Integrity- For corporations, associations and limited partnerships, a copy of the certificate of incorporation or registration in the District of Columbia. |  |  |
|  | Integrity – Certificate of General Liability Insurance |  |  |
|  | Mission- Statement on Mission and Goals, Procedures for Self-analyzing, Reform Process |  |  |
|  | Governance- Organization chart (Governance structure), listing of Owners/affiliations/10%+ interest, affiliation statement with other licensed educational institutions, affiliation statement regarding suspension, denial, revocation, disciplinary action |  |  |
|  | Governance – Governing Policies |  |  |
|  | Governance – Current Bylaws |  |  |
|  | Governance – Articles of Incorporation |  |  |
|  | Administration – Organization Chart (depicting Principal Sub-Divisions, Title and Names of Principal officers), position descriptions for administrative positions, resumes for each individual fulfilling those positions, clearly written administrative procedures, conflict of interest policy |  |  |
|  | Finances - Evidence of 6 months working capital, Financial Audit, qualified CFO |  |  |
|  | Finances- A surety bond |  |  |
|  | Faculty - Faculty qualifications and current resumes of faculty, administrators and staff showing experience and education including earned degrees, year of conferral and name of conferring institution, classes they will teach |  |  |
|  | Curriculum/Instructional Program - Copy of the certificate or diploma conferred. |  |  |
|  | Curriculum/Instructional Program- Details of all programs to be offered, credentials, costs, ratios |  |  |
|  | Instructional Program- Estimated student enrollment and distribution by program of instruction. |  |  |
|  | Curriculum - Syllabus/course outline for each course/program of study including exam expectations. |  |  |
|  | Curriculum - Occupation regulatory approvals notices (i.e. Nursing, Cosmetology, EMS) |  |  |
|  | Curriculum – Copies of written agreements for clinical / practicum |  |  |
|  | Library - Statement indicating type of library resources available to students & copies of 3rd party agreements |  |  |
|  | Admissions - A statement describing the institution's admission requirements for students, for each program or degree. If no High School Diploma or GED needed, include the tool or test used for assessing student’s level; prior learning credit |  |  |
|  | Admissions - The form and contents of the student enrollment agreement and contract (if not the same as the enrollment agreement) and/or Application for Admission |  |  |
|  | Retention - Retention rates, institution plans to document student retention |  |  |
|  | Job Placement – Placement rates, institution plans to document placement rates |  |  |
|  | Student Costs & Fees - A schedule of all tuition, fees and other charges, tuition refund policy |  |  |
|  | Student Services – Evidence of adequate supportive services (Degree Granting) |  |  |
|  | Physical Plant & Equipment - Description of the physical facilities |  |  |
|  | Physical Plant & Equipment – Certificate of Occupancy (DCRA) |  |  |
|  | Physical Plant - A copy of the lease or sub-lease agreement, or permit by the owner to use the designated space for instructional purposes |  |  |
|  | Student Records - Plans for protecting confidentiality & maintaining student records, copy of academic transcript |  |  |
|  | Publicity & Advertising - Copies of all advertising planned, including transcripts of all radio and television commercials |  |  |
|  | Student Catalog- camera ready copy |  |  |
|  | Emergency Operations Plan |  |  |
|  | CRAC Standards (if applicable) |  |  |
| **PART III - FORMS** | | | |
|  | Integrity - Assurances |  |  |
|  | Integrity - Certificate of Reasonable Service & Business Ethics |  |  |
|  | Integrity - Certificate of Non-Discrimination |  |  |
|  | Integrity - Request for Name Approval |  |  |
|  | Integrity - Request for Institution Name Good Cause Waiver (if applicable) |  |  |
|  | Governance - Certificate of Prior Affiliation |  |  |
|  | Governance - Certificate of Accreditation/Licensure Status |  |  |
|  | Governance - Certificate of Good Repute (For Profit Institutions only) |  |  |
|  | Finances - Income: Year One Projection |  |  |
|  | Finances - Expenditures: Year One Projection |  |  |
|  | Finances - Statement of Trade Secrets |  |  |
|  | Finances - Surety Bond |  |  |
|  | Faculty - Faculty Qualification Form |  |  |
|  | Curriculum/Instructional Program - Academic Credit Analysis |  |  |

FOR OFFICE USE ONLY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Application Received | Date Processed (reviewed for completeness) | Date Returned to Applicant  (if incomplete) | Staff Assigned | Commission Decision & Date |
|  |  |  |  |  |

**PART I - PROVISIONAL LICENSURE APPLICATION**

**A. Name of Proposed Institution:** Click here to enter text.

Contact Information for Principal Place of Business:

Name and title of main campus contact: Click here to enter text.

E-mail:Click here to enter text.

Phone:Click here to enter text.

Address: Click here to enter text.

City:Click here to enter text. State:Click here to enter text. Zip code:Click here to enter text.

Name of Chief School Officer (individual authorized to sign this application): Click here to enter text.

Title: Click here to enter text.

E-mail:Click here to enter text.

Phone:Click here to enter text.

Website: Click here to enter text.

Federal Tax Identification Number: Click here to enter text. OPEID Number: Click here to enter text.

VA Facility Code: Click here to enter text. Financial Composite Score: Click here to enter text.

Anticipated Opening Date: Click here to enter text.

**Resident Agent or Attorney-in-Fact** *(required from non-District “residents” (including Foreign Corporations); may not be a PO BOX*

Name and title: Click here to enter text.

E-mail:Click here to enter text.

Phone:Click here to enter text.

DC Address: Click here to enter text. City: **Washington** State: **DC** Zip code:Click here to enter text.

Contact Information for Washington, DC offerings:

Name and title of DC point of contact: Click here to enter text.

E-mail:Click here to enter text.

Phone:Click here to enter text.

Address: Click here to enter text.

City:Click here to enter text. State:Click here to enter text. Zip code:Click here to enter text.

List all addresses where instruction will be given in the District of Columbia:

|  |  |  |
| --- | --- | --- |
| Name of Location | Street Address | Zip Code |
|  |  |  |
|  |  |  |
|  |  |  |

**B. Business Classification*:*** *(Check all that apply. Include a current copy of all business credentials in corresponding section of application, i.e.**copies of Articles of Incorporation (Governance Section), Business licenses and Certificate of Good Standing (Integrity Section)*

**Institution Type**

Public For-Profit  Non-Profit Incorporated For-Profit

**Ownership Type**

Corporation Partnership Proprietorship Limited Liability Corporation (LLC)

**Operation Type**

Semester Quarter Clock Hours Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hours of Operations**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  |  |  |  |  |  |

**C.** **DC Business Status**

Is the institution

1. Incorporated in Washington, DC? NO YES
2. Registered as a foreign corporation? NO YES

**D. Type of Credential to be offered:** *(check all that apply)*

None (Certificate of Completion Only) Certificate/Diploma Associates Degree

Bachelor’s Degree Master’s Degree Doctorate

**E. Mode of Delivery:**

Residential (Only) Online (Only)  Hybrid (Combination of Residential & Online)

Does the institution participate in the State Authorization Reciprocity Agreement (SARA)? YES NO

**F. Estimated Student Enrollment/Ratio:** Click here to enter text. Per Program/Department

Click here to enter text.Per Location

Click here to enter text.Total per year

Click here to enter text. toClick here to enter text. Student/Teacher ratio

**G. Funding sought from District Agencies** *(check all that apply)*

DC Workforce Investment Council (WIC) YES NO

DC Department of Employment Services (DOES) YES NO

DC Office of the State Superintendent of Education (OSSE) YES NO

If yes, and approval is granted, insert documentation in Finance Section of application.

**H. Ownership and Management**

List the names and titles of all owners. Indicate ownership percentage.

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Ownership Percentage** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

List the names and titles of all members of the Board of Directors, Board of Trustees or other governing board:

|  |  |
| --- | --- |
| **Name** | **Title** |
|  |  |
|  |  |
|  |  |
|  |  |

List the names and titles of all officers and managing employees:

|  |  |
| --- | --- |
| **Name** | **Title** |
|  |  |
|  |  |
|  |  |
|  |  |

**I. Accreditation** *Insert documentation and attachments in Integrity Section*

**Accredited?**

Yes. Name of accrediting body: Click here to enter text.

Pending. Provide a summary of the status.

No/Not applicable- Explain.Click here to enter text.

Degree-Granting Applicants Only

I understand that postsecondary degree granting institutions are required to apply for accreditation from an accredited organization recognized by the US Department of Education or the Council for Higher Education within three years after receiving provisional licensure and obtain accreditation within six years after licensure to maintain a license in the District.

If the institution is a **branch or satellite** of an existing institution, is the existing institution accredited?

Yes, insert a copy of accreditation letter with expiration date *(Integrity Section)*

No/Not applicable- Explain. Click here to enter text.

Pending, insert the name of the accrediting organization and a summary of the status of the application. *(Integrity Section)*

**J.** **Educational Licenses/Exemptions**

Does the institution have a valid educational license in other states?

NO

YES, insert a copy of all valid licenses with the expiration date *(Integrity Section)*

**K.** **Disciplinary Action**

Has any disciplinary action, including any denial, suspension, revocation or other limitation, ever been initiated against the institution in other jurisdictions?

NO

YES, provide an explanation of the circumstances on the *Certificate of Prior Affiliation (see Part III)* and provide a copy of any resolution of the disciplinary action. *(Governance Section)*

**L.** **Previous Existence**

Has the institution ever existed under another name?

NO

YES, explain Click here to enter text.

|  |  |
| --- | --- |
| **List Previous Name(s)** | **Years Name Used** |
|  |  |
|  |  |

**M. Insurance**

Does the proposed institution currently have insurance for accidental injury to students and staff during attendance?

YES, insert a copy of the Certificate of Insurance *(Integrity Section)*

NO, explain. Click here to enter text.

**N. Admissions**

Will the proposed institution offer its services to the general public?

YES NO, please explain:Click here to enter text.

Is a high school diploma or GED required for admission? YES NO (If no, insert the testing instrument to be used for assessing the education level of students and indicate the minimum passing score *(Admissions Section)*

**O.** **Industry Certification**

Will the proposed institution offer industry – recognized certification for individuals who complete the program? YES NO

Explain: Click here to enter text.

**P. Financial Aid**

Will financial aid be available to eligible students?YES NO

**Q. CERTIFICATION**

**The following certification(s) must be signed by the Chief School Officer/Administrator:**

*I agree that the educational institution on whose behalf I am filing this Request for Provisional License Approval shall comply with the District of Columbia’s laws and regulations governing corporations and educational institutions regulated by the Higher Education Licensure Commission.*

*I solemnly swear or affirm that I have read this Request for Provisional License Approval and that the factual statements and assurances made herein are true to the best of my personal knowledge, information and belief under criminal penalties for the making of a false statement pursuant to D.C. Official Code § 22-2405, which includes 180 days in jail, a $1,000 fine or both.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Chief School Officer/Administrator

Click here to enter text.

Type Name

Click here to enter text.

Title

Click here to enter text.

Date

**PART II – STANDARDS FOR LICENSURE**

**INSTRUCTIONS**

In order to complete this section, provide a detailed narrative describing the institution’s compliance with the standards outlined in DCMR Title 5, Chapter A80 (Degree) or A81 (Non-Degree). This information should be presented in the same order as the standards listed below, should be organized in a three-ring binder/notebook with a table of contents, and clearly marked tabs/indices. The legislation governing the postsecondary level educational institutions in Washington, D.C. is located on the Higher Education Licensure Commission webpage of the Office of the State Superintendent of Education website at <https://helc.osse.dc.gov>.

**COVER LETTER**

* The governing body of the institution must adopt a resolution authorizing the application, designating the person who will maintain liaison with the Commission, and certifying that the entire application including enclosures and attachments is accurate and current. A sample letter is enclosed in Part III of this application. The cover letter should be on official letterhead.
* Applicants must submit documentation of the present and future occupational need on the job market for the proposed training, certificate or degree offered in Washington, D.C.
* Applicants must provide a rationale for establishment of the program in the District of Columbia to include the potential population the program /training/degree will attract.

**STANDARDS**

**1. INTEGRITY**

A school shall comply with all applicable laws and regulations of the District of Columbia, with the conditions of any tax exemption, student or other financial assistance from a public agency, license or permit and with the requirements of this chapter.

**Documents required for all applicant institutions:**

* A *Certificate of Good Standing* must be included with the application. It should be no more than 90 days old and may beobtained from the Department of Consumer and Regulatory Affairs ([www.dcra.dc.gov](http://www.dcra.dc.gov)).
* A *Certificate of Clean Hands* must be included with the application. It may be no more than 90 days old and may be obtained from the DC Office of Tax and Revenue (<http://otr.cfo.dc.gov> ).
* Certificate of General Liability Insurance
* Completed *Assurances* form (see Part III);
* Completed *Certificate of Reasonable Service and Business Ethics* form (see Part III);
* Completed *Certificate of Non-Discrimination* form (see Part III);
* Completed *Request for Name Approval* form (see Part III), the institution’s official name must be appropriate to the level of study offered but not in conflict with D.C. Code, Title 29, Corporations, Section 618; and
* Completed *Request for Institution Name Good Cause Waiver* form (see Part III), for any institution whose proposed name contains any words that have been strictly prohibited and/or determined by the Commission to reasonably imply a government connection.
* If currently accredited, include copy of the Accreditation letter, expiration date and or summary of status. If degree-granting and non-accredited describe the institutions plans to achieve accreditation.

**2. MISSION**

An educational institution shall have a mission statement, which clearly describes its mission and purpose, the goals of the institution with regard to the instruction of its students, any specialized research and public service, its point of view, and any special constituencies that it serves.

**Documents required for all applicant institutions:**

* Statement describing the mission and goals of the institution;
* Evidence of processes and procedures for self-analyzing and evaluating the outcomes and effectiveness of its educational programs; and
* Evidence of a process for forecasting, planning, and implementing reform of the operations and programs of the institution.

**3. GOVERNANCE**

An educational institution shall clearly delineate the responsibilities for control of the operation of the institution and its programs, identifying the policies to be established severally or jointly, by its governing body, the chief executive officer, other administrative officers, faculty members, students and others.

**Documents required for all applicant institutions:**

* Organizational chart outlining the governance structure of the school and the responsibilities for control of the operation of the institution and its programs;
* Governance policies established for the governing body, the chief executive officer, other administrative officers, faculty members, and students;
* Copy of current Bylaws;
* Copy of current Articles of Incorporation;
* Completed *Certificate of Prior Affiliation* form (see Part III); and
* Completed *Certificate of Accreditation Status* form (see Part III).

**Additional documents required for For-Profit applicant institutions:**

* Completed *Certificate of Good Repute* form (see Part III).

**4. ADMINISTRATION**

An educational institution shall be adequately organized and administered to achieve its mission and goals.

**Documents required for all applicant institutions:**

* Organizational chart showing the principal subdivisions of the school, indicating the title and name of the principal officer for each subdivision;
* List of types and numbers of administrative staff;
* Written position descriptions for each administrative position;
* Resumes for each individual fulfilling the administrative positions;
* Clearly written administrative policies;
* Copy of the institution’s conflict of interest policy.

**5. FINANCES**

An educational institution shall have adequate resources to achieve its mission and goals, and the financial solvency to launch and maintain operations, and to prevent a negative impact on students. Note: If the institution is a proprietorship (single owner) or partnership the application must include personal financial statements. If the institution is owned by a corporation, corporate financial statements and DC specific statements must be provided. The parent corporation financial statement will not replace the required DC specific financial statement. Financial statements must contain a line item for gross tuition and must identify the amount of gross tuition revenue from DC students. Statements may not contain information related to other associated schools or businesses. All financial documentation must be less than six (6) months old on the HELC meeting date. If approved, new institutions and those with new ownership will automatically be placed on quarterly reporting for the first four quarters following licensure.

**Documents required for all applicant institutions:**

* Evidence of sufficient working capital to support operations during the first six (6) months after licensure without depending on tuition revenue, which evidence shall minimally be comprised of four (4) months of most recent bank statements;
* Positive net worth, accompanied by a reasonable debt to equity ratio;
* Evidence of the source and size of all loans that contribute to the capital structure;
* Evidence of arrangements for medium-range and long-term financial stability;
* Organizational chart depicting how the financial division will be staffed and resumes and credentials for each position;
* Evidence that the governing body is accountable for the institution’s financial resources;
* Written policies and procedures that will be used for budgeting and accounting for resources;
* Evidence of arrangements for assuring strict compliance with any student or institutional financial assistance provided by government agencies;
* Full Business Plan
* Completed *Income: Year One Projection* form (see Part III), or a similar document for the size of the proposed institution;
* Completed *Expenditures: Year One Projection* form (see Part III);
* Completed *Statement of Trade Secrets* form (see Part III); and
* Original copy of *Surety Bond* (see Part III)

**Additional documents required for existing applicant institutions:**

* Annual financial audit conducted by an independent, certified public accountant, and copies of any corrective action plans to address issues identified in prior audits, or other financial statement acceptable to the Commission.
* A current ratio of 1:1 (current assets to current liabilities)
* Net profit in one of the last two fiscal years
* Explanation of major changes in revenue or expenses in the last two years

**Additional documents required for Degree-Granting applicant institutions:**

* Identification of a qualified, credentialed chief financial officer and provide resume and credentials.

**Additional document required for an institution that has been in operation and changed ownership:**

* Submit financial statements for the new owner dated after the closing of sale.

**6. FACULTY**

A school shall have a sufficient number of full-time teaching appointments to ensure continuity and stability of the educational program and to provide adequate educational association between students and faculty. The faculty shall have academic and teaching qualifications appropriate to their positions.

**Documents required for all applicant institutions:**

* Evidence that each proposed faculty member possesses academic, scholarly, teaching qualifications, and occupational experience/credentials generally recognized as appropriate to their respective positions, *Instructor Qualification Form* (see Part III) which shall include:
  + Degrees, licenses and certifications earned in the intended field of study (a copy of the degree, transcript, license, certificate must accompany the application);
  + Evidence that the level of education attained meets the related industry standard;
  + Names of courses each faculty member will teach in the program;
  + Employment status (full time, part time, adjunct), and evidence that full-time faculty devote the majority of their professional time as faculty for the institution;
  + Name of institution the proposed faculty graduated from and the credential received (include copy of credential);
  + Teaching qualifications (a minimum of 2 years of experience required);
  + Evidence that faculty member meets all applicable requirements of the professional or occupational licensure requirements of the field of instruction;
  + Work experience in the field of instruction (a minimum of 2 years of experience required); and
  + Work experience as an instructor, length of teaching experience, and subjects taught;
* Evidence of adequate policies and procedures for the appointment, promotion, evaluation, award of tenure (if applicable), discipline, and dismissal of faculty members;
* Evidence that there are sufficient number of full-time or part-time academic faculty appointments to ensure continuity and stability of each educational program at each location where each program is offered, as well as to provide adequate educational association between students and faculty; and
* Copies of resumes and credentials of proposed faculty.

**Additional documents required for Degree-Granting applicant institutions:**

* Evidence that faculty is provided the opportunity to participate in the planning of and evaluation of the curriculum; and
* Copies of written procedures to protect academic freedom.

**7. CURRICULUM/INSTRUCTIONAL PROGRAM**

The curricula and programs of study shall provide sequences of subjects leading to competence appropriate to each level of study and the requirements for degrees and certificates shall be clearly delineated.

**Documents required for all applicant institutions:**

* List of each degree, certificate, or other educational program to be offered in DC identifying the following:
  + Facilities and equipment used for each degree, certificate, or educational program;
  + Sequences of courses or subjects required for each level of study, including in which semester or quarter a course will be offered;
  + Copy of a current course syllabus, catalog or bulletin describing each course or subject, including the cost and the percentage and delivery mode for any intended distance education;
  + Occupational skills students will learn;
  + Type of employment for which graduates will be qualified;
  + Clearly delineated completion requirements;
  + Evidence that instruction meets all applicable national and District professional or occupational licensing requirements for any field in which licensure is required to practice;
* Indicate name of degree/certificate/educational program, enrollment capacity, student/teacher ratio, the type of completion awarded, total clock hours (including number of theory and lab) on the *Academic Credit Analysis Form* (see Part III);
* Evidence that all courses/degrees/programs have a demonstrable relationship to the objectives of the institution and reasonably ensure that students will adequately develop the job skills and knowledge necessary for obtaining employment in the occupation for which the instruction is offered;
* Policies and procedures for evaluating student performance, including a grading scale or other specified method for measuring student progress, and requirements for completion, which shall be fair and adequate;
* Written outline of the examination expectations for each course;
* Evidence of a procedure for the systematic review, evaluation, and modification of curricula and programs of study;
* Evidence that any course or program offered by correspondence, extension, telecommunications, internet or in summer session is consistent with the objectives and purposes of the institution, and consistent with and comparable in quality to courses offered in classrooms;
* Copies of any agreements between the educational institution and partner organizations for the purpose of providing clinical and/or practicum instruction to students; and
* Copies of certificates of completion or diploma awarded for each program offered.

**Additional documents required for Degree-Granting applicant institutions:**

* Evidence that all credits awarded for courses in degree programs are measured in credit hours.

**8. LIBRARY**

An educational institution shall maintain a collection of books, periodicals, newspapers, teaching aids, and other instructional materials adequate for the needs of the educational programs of the school and shall be readily accessible to the faculty and students during all hours of school operation.

**Documents required for all applicant institutions:**

* Evidence that students and faculty have access to an adequate collection of such books, periodicals, newspapers, teaching aids, audio-visual material, internet access, and resources, and other learning and reference resources for the programs and courses offered;
* Copy of any third-party contracts designed to provide students and faculty with access to off-site library materials; and
* Copies of online and inter-library agreements if applicable.

**Additional documents required for Degree-Granting applicant institutions:**

* Name and resume of the professional librarian employed by the instruction to operate the library facility;
* Evidence of adequate, credentialed library support personnel;
* Evidence of the maintenance of an on-site library at the home campus;
* Evidence of appropriate seating and workspace for quiet study by a reasonable proportion of students and faculty; and
* Evidence of a process for the continuous acquisition of appropriate additions to the collection.

**9. ADMISSIONS**

The institution shall have clearly delineated, fair and objective standards for admission; the basis for admission shall be documented in the student’s record; the decisions regarding admission shall be made by employees of the school who have no direct financial interest in whether a particular individual is admitted.

**Documents required for all applicant institutions:**

* Evidence of clearly delineated, fair, and objective standards for the admission of students for each program or degree;
* If no High School Diploma or GED is required for admission, please attach the instrument or test to be used for assessing the comprehension level of students and indicate the passing score;
* Evidence of procedures for review of a student’s previous education and training for the purpose of awarding credit towards the student’s education and the shortening the instruction period;
* Copy of the institution’s Application for Admission; and
* Copy of written enrollment agreement.

**10. RETENTION**

An educational institution shall make reasonable efforts to assure that students admitted to instruction are retained until completion of the program.

**Documents required for all applicant institutions:**

* Evidence of institution’s plan for assuring that admitted students are retained in the program until completion, so long as the students’ conduct and academic progress comply with applicable institution rules.

**Additional documents required for existing applicant institutions licensed in another jurisdiction:**

* Calculation of the institution’s retention rate for students. Include formula used to calculate the rate.

**11. JOB PLACEMENT**

An educational institution shall maintain records of each student who obtains employment or advancement within a time period to be specified by the Commission as a result of instruction received at the institution.

**Documents required for all applicant institutions:**

* Evidence of institution’s plan for documenting job placement of students;
* Records of each student who obtains employment or advancement;

**Additional documents required for existing applicant institutions licensed in another jurisdiction:**

* Calculation of the institution’s job placement rate for students. Include formula used to calculate the rate.

**12. STUDENT COSTS AND FEES**

An educational institution shall charge fees and tuition that are commercially reasonable for the type of instruction provided. Policies and procedures governing student fees and tuition shall be fair and ethical. Predatory procedures that are fraudulent, deceptive, and burdensome upon students shall not be permitted.

**Documents required for all applicant institutions:**

* Complete schedule of student costs and fees, including pre-paid tuition plans;
* Copy of the institution’s prepaid tuition policy; and
* Copy of the institution’s refund policy

**Additional documents required for Non-Degree-Granting applicant institutions:**

* Evidence that the institution does not require more than 30% of the total tuition to be pre-paid by students; and
* Evidence of written notice to students of their right to rescind any contract and to receive a refund of all pre-paid tuition within 72 hours of executing the contract, unless the student has entered training.

**13. STUDENT SERVICES**

A Degree-Granting educational institution shall offer adequate supportive services in addition to educational instruction in the classroom and laboratory.

**Documents required for only Degree-Granting applicant institutions:**

* Evidence of student services related to admissions, orientation, financial assistance, student records, and extracurricular activities;
* Written procedures for health emergencies;
* Evidence of publication and distribution of information regarding health care procedures to faculty, students, and other on-campus personnel; and
* Evidence of an adequate program of educational, occupational, and personal counseling and guidance.

**14. PHYSICAL PLANT AND EQUIPMENT**

An educational institution shall maintain in the District of Columbia a safe and secure physical plant that is appropriate for the programs that it proposes to offer and that complies with all applicable federal and District laws and regulations with respect to building/fire codes, zoning, and public accommodations. The institution shall have equipment of adequate size, quantity, and quality as determined by the educational or occupational objectives of the institution or program.

**Documents required for all applicant institutions:**

* Copy of current Certificate of Occupancy for the facility(ies) at which instruction will be provided (may be obtained from the D.C. Department of Consumer & Regulatory Affairs, [www.dcra.dc.gov](http://www.dcra.dc.gov));
* Copy of the deed, lease, sub-lease agreement, or other written permission of the owner to use the designated space for the instructional purposes in the institution’s application for licensure (document must include a reference to the institution’s proposed name);
* Plan, blueprint, diagram or photos stating the square footage and showing the arrangement of classrooms and offices and other space in the structure and the number of individuals that each area can accommodate;
* Evidence that the facility(ies) and equipment is comparable to that found in business establishments offering employment in the occupation for which the instruction is being offered;
* Evidence that equipment is in good working order and is routinely inspected or certified in accordance with generally accepted standards of practice; and
* Copy of the institution’s statement describing how the facility(ies) comply with the Americans with Disabilities Act requirements, or if the facility(ies) are not compliant, a copy of the institution’s plan to come into ADA compliance, which shall describe the reasons for non-compliance.

**Additional documents required for applicant institutions that offer residential facilities:**

* Evidence that residential facilities offered to students are safe, sanitary, and accessible.

**15. STUDENT RECORDS**

An institution shall develop a system allowing the maintenance of student records that is in compliance with, in the case of Non-Degree Granting institutions, Chapter 81, Section 8117 and for Degree-Granting institutions, Chapter 80, Section 8004.15. And, at minimum include the following:

* The name, address, email address and telephone number of each student;
* Academic transcripts showing the basis for admission, transfer credits, courses, credits, grades, graduation authorization, student name changes;
* Transcripts of financial aid for each student;
* Foreign student forms for foreign students;
* Veterans Administration records for veterans;
* Copies of degree, diploma or certificate awarded to the students and the date on which that degree or certificate was granted for each student;
* One set of course descriptions for courses shown on transcripts; and
* Evidence of accreditation, if any, during the years covered by the transcripts.

**Documents required for all applicant institutions:**

* Copy of institution’s plan for maintaining accessible, secure, and accurate records for each student;
* Copy of the institution’s policy for preserving the confidentiality of student’s records;
* Copy of written procedures for providing a true and accurate transcript upon request of student; and
* Copy of the transcript to be issued.

**16. PUBLICITY AND ADVERTISING**

The institution must submit to the Commission copies of all advertising intended to be used, including transcripts of all radio and television commercials. Institutions may not start advertising until the Commission approves their license request. All publications and advertising must comply with the regulations for degree (Chapter 80, Section 8004.14) and non-degree schools (Chapter 81, Section 8118).

**Documents required for all applicant institutions:**

* Copy of all advertising intended to be used by the institution; and
* English translation of any advertising in a foreign language.

**Additional documents required for existing applicant institutions licensed in another jurisdiction:**

* Copy of all advertising used by the institution during the twelve (12) months preceding the application.

**17. CATALOG**

The institution must comply with the regulations regarding the biannual publication of a catalog.

**Documents required for all applicant institutions:**

* Completed copy of student catalog checklist (see part III)

**Additional documents required for Degree-Granting applicant institutions:**

* A copy of the catalog complies with Chapter 80, Section 8004.14

**Additional documents required for Non-Degree Granting applicant institutions:**

* A copy of the catalog complies with Chapter 81, Section 8116

**18. EMERGENCY OPERATIONS PLAN**

An educational institution shall submit an Emergency Operations Plan to demonstrate its ability to protect the safety and security of its students, faculty and staff in the event of an emergency situation.

**Documents required for all applicant institutions:**

An emergency operations plan shall include, at a minimum, the following:

* Emergency Management Structure,
* Emergency Notification Plan,
* Shelter-in-Place Plan,
* Evacuation Plan and Map,
* Fire & Hazardous Material Response Plan,
* Weather Emergency Response Plan,
* Earthquake Response Plan,
* Active Shooter Response Plan,
* Chemical, Biological, or Radiological Response Plan,
* Health and Medical Emergency Plan,
* Procedure for Reporting Emergencies, and
* Location of Fire alarms, fire extinguishers, water source.

**19. DELIVERY OF ONLINE INSTRUCTION**

### Pursuant to Chapter 83, Section 8302 any postsecondary institution seeking to provide online instruction must demonstrate compliance with the *Interregional Guidelines for the Evaluation of Distance Education* published by the Council of Regional Accrediting Commissions (C-RAC).

**19.1 Online learning is appropriate to the institution’s mission and purposes.**

*Analysis/Evidence:*

* The mission statement explains the role of online learning within the range of the institution’s

programs and services;

* Institutional and program statements of vision and values inform how the online learning environment is created and supported;
* As appropriate, the institution incorporates into its online learning programs methods of meeting the stated institutional goals for the student experience at the institution;
* The recruitment and admissions programs supporting the online learning courses and programs appropriately target the student populations to be served;
* The students enrolled in the institution’s online learning courses and programs fit the admissions requirements for the students the institution intends to serve;
* Senior administrators and staff can articulate how online learning is consonant with the institution’s mission and goals.

**19.2 The institution’s plans for developing, sustaining, and, if appropriate, expanding online learning offerings are integrated into its regular planning and evaluation processes.**

*Analysis/Evidence:*

* Development and ownership of plans for online learning extend beyond the administrators directly responsible for it and the programs directly using it;
* Planning documents are explicit about any goals to increase numbers of programs provided through online learning courses and programs and/or numbers of students to be enrolled in them;
* Plans for online learning are linked effectively to budget and technology planning to ensure adequate support for current and future offerings;
* Plans for expanding online learning demonstrate the institution’s capacity to assure an appropriate level of quality;
* The institution and its online learning programs have a track record of conducting needs analysis and of supporting programs.

**19.3 Online learning is incorporated into the institution’s systems of governance and academic oversight.**

*Analysis/Evidence:*

* The institution’s faculty have a designated role in the design and implementation of its online learning offerings;
* The institution ensures the rigor of the offerings and the quality of the instruction;
* Approval of online courses and programs follows standard processes used in the college or university;
* Online learning courses and programs are evaluated on a periodic basis;
* Contractual relationships and arrangements with consortium partners, if any, are clear and guarantee that the institution can exercise appropriate responsibility for the academic quality of all online learning offerings provided under its name.

**19.4 Curricula for the institution’s online learning offerings are coherent, cohesive, and comparable in academic rigor to programs offered in traditional instructional formats.**

*Analysis/Evidence:*

* The curricular goals and course objectives show that the institution or program has knowledge of the best uses of online learning in different disciplines and settings;
* Curricula delivered through online learning are benchmarked against on-ground courses and programs, if provided by the institution, or those provided by traditional institutions;
* The curriculum is coherent in its content and sequencing of courses and is effectively defined in easily available documents including course syllabi and program descriptions;
* Scheduling of online learning courses and programs provides students with a dependable pathway to ensure timely completion of degrees;
* The institution or program has established and enforces a policy on online learning course enrollments to ensure faculty capacity to work appropriately with students;
* Expectations for any required face-to-face, on-ground work (e.g., internships, specialized laboratory work) are stated clearly;
* Course design and delivery supports student-student and faculty-student interaction;
* Curriculum design and the course management system enable active faculty contribution to the learning environment;
* Course and program structures provide schedule and support known to be effective in helping online learning students persist and succeed.

**19.5 The institution evaluates the effectiveness of its online learning offerings, including the extent to which the online learning goals are achieved, and uses the results of its evaluations to enhance the attainment of the goals.**

*Analysis/Evidence:*

* Assessment of student learning follows processes used in onsite courses or programs and/or reflects good practice in assessment methods;
* Student course evaluations are routinely taken and an analysis of them contributes to strategies for course improvements;
* Evaluation strategies ensure effective communication between faculty members who design curriculum, faculty members who interact with students, and faculty members who evaluate student learning;
* The institution regularly evaluates the effectiveness of the academic and support services provided to students in online courses and uses the results for improvement;
* The institution demonstrates the appropriate use of technology to support its assessment strategies;
* The institution documents its successes in implementing changes informed by its programs of assessment and evaluation;
* The institution provides examples of student work and student interactions among themselves and with faculty;
* The institution sets appropriate goals for the retention/persistence of students using online learning, assesses its achievement of these goals, and uses the results for improvement.

**19.6 Faculty responsible for delivering the online learning curricula and evaluating the students’ success in achieving the online learning goals are appropriately qualified and effectively supported.**

*Analysis/Evidence:*

* Online learning faculties are carefully selected, appropriately trained, frequently evaluated, and are marked by an acceptable level of turnover;
* The institution’s training program for online learning faculty is periodic, incorporates tested good practices in online learning pedagogy, and ensures competency with the range of software products used by the institution;
* Faculty is proficient and effectively supported in using the course management system;
* The office or persons responsible for online learning training programs are clearly identified and have the competencies to accomplish the tasks, including knowledge of the specialized resources and technical support available to support course development and delivery;
* Faculty members engaged in online learning share in the mission and goals of the institution and its programs and are provided the opportunities to contribute to the broader activities of the institution;
* Students express satisfaction with the quality of the instruction provided by online learning faculty members.

**19.7 The institution provides effective student and academic services to support students enrolled in online learning offerings.**

*Analysis/Evidence:*

* The institution’s admissions program for online learning provides good web-based information to students about the nature of the online learning environment, and assists them in determining if they possess the skills important to success in online learning;
* The institution provides an online learning orientation program;
* The institution provides support services to students in formats appropriate to the delivery of the online learning program;
* Students in online learning programs have adequate access to student services, including financial aid, course registration, and career and placement counseling;
* Students in online learning programs have ready access to 24/7 tech support;
* Students using online learning have adequate access to learning resources, including library, information resources, laboratories, and equipment and tracking systems;
* Students using online learning demonstrate proficiency in the use of electronic forms of learning resources;
* Student complaint processes are clearly defined and can be used electronically;
* Publications and advertising for online learning programs are accurate and contain necessary information such as program goals, requirements, academic calendar, and faculty;
* Students are provided with reasonable and cost-effective ways to participate in the institution’s system of student authentication.

**19.8 The institution provides sufficient resources to support and, if appropriate, expand its online learning offerings.**

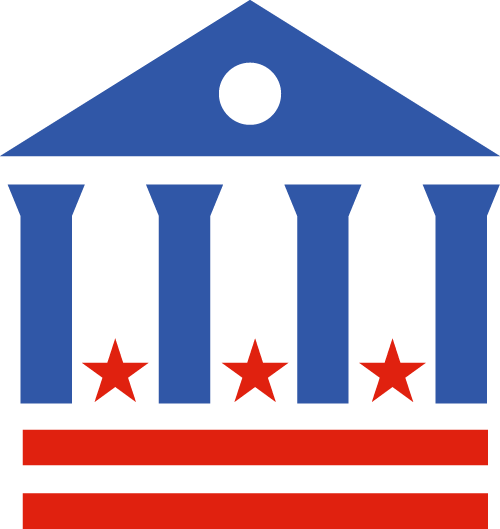
*Analysis/Evidence:*

* The institution prepares a multi-year budget for online learning that includes resources for assessment of program demand, marketing, appropriate levels of faculty and staff, faculty and staff development, library and information resources, and technology infrastructure;
* The institution provides evidence of a multi-year technology plan that addresses its goals for online learning and includes provision for a robust and scalable technical infrastructure.

**19.9 The institution assures the integrity of its online offerings.**

*Analysis/Evidence:*

* The institution has in place effective procedures through which to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit. The institution makes clear in writing that these processes protect student privacy and notifies students at the time of registration or enrollment of any projected additional costs associated with the verification procedures. (Note: This is a federal requirement. All institutions that offer distance education programs must demonstrate compliance with this requirement.);
* The institution’s policies on academic integrity include explicit references to online learning;
* Issues of academic integrity are discussed during the orientation for online students;
* Training for faculty members engaged in online learning includes consideration of issues of academic integrity, including ways to reduce cheating.



**DC APPLICATION FOR**

**PROVISIONAL**

**POST-SECONDARY INSTITUTION LICENSE**

**PART III - FORMS**

|  |  |
| --- | --- |
| **CONTENTS** |  |
| SAMPLE COVER LETTER | 25 |
| ASSURANCES | 26 |
| CERTIFICATE OF REASONABLE SERVICE & BUSINESS ETHICS | 28 |
| CERTIFICATE OF NON-DISCRIMINATION | 29 |
| REQUEST FOR NAME APPROVAL | 30 |
| REQUEST FOR INSTITUTION NAME GOOD CAUSE WAIVER | 31 |
| INCOME: ONE YEAR PROJECTION | 32 |
| EXPENDITURES: ONE YEAR PROJECTION | 33 |
| CERTIFICATE OF GOOD REPUTE | 34 |
| CERTIFICATE OF PRIOR AFFILIATION | 35 |
| CERTIFICATE OF ACCREDITATION AND LICENSURE STATUS | 36 |
| STATEMENT OF TRADE SECRETS | 37 |
| INSTRUCTOR QUALIFICATION FORM | 38 |
| ACADEMIC CREDIT ANALYSIS | 39 |
| STUDENT CATALOG CHECKLIST | 40 |
| SURETY BOND | 45 |

**SAMPLE COVER LETTER**

*(to be submitted on institution’s letterhead)*

Date

Commission Chair

D.C. Higher Education Licensure Commission

1050 First Street, NE, 5th Floor

Washington, DC 20002

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

1. Authorization by 1. The Board of Trustees of the \_\_\_\_\_, incorporated in

Governing board 20\_\_ in (name of Jurisdiction) on \_\_\_\_\_\_\_\_\_\_ (date), adopted a resolution authorizing me to file this application for licensure in the District of Columbia.

2. Initial or renewal 2. We seek a license to confer (names of courses and/or programs)

3. Affiliations 3. We are affiliated with the \_\_\_\_\_\_ College/University in the state of \_\_\_\_\_\_\_ where the home campus is duly authorized to operate (if applicable).

5. Cite all enclosures 5. In addition to our research regarding the present and future

occupational need for our proposed offerings and the rationale for

establishing in the District of Columbia, our application includes the

following documents: (list enclosures)

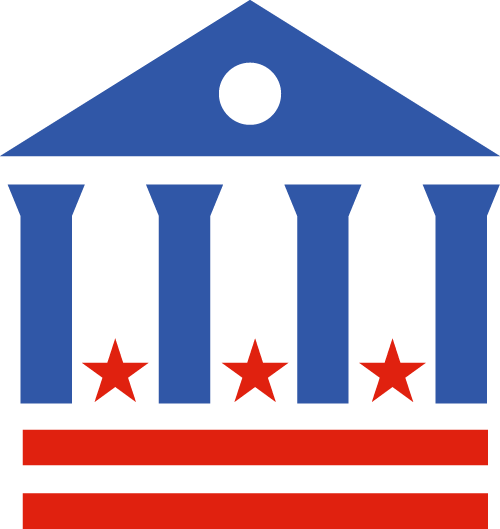
6. Filing Fee 6. Also enclosed is a check for $5,000.00 (degree granting)/$3,000.00 (non-degree granting) payable to the D.C. Treasurer.

7. Authorized contact 7. We are confident that our application is complete, and we welcome any inquiries for additional information as you may need. Should I be unavailable, please feel free to contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who can be reached on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or via email \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. Certification 8. I certify that this application, and all seven documents cited in this letter are accurate and complete, current and true.

9. Signature Sincerely,

(Title)



**ASSURANCES**

*Place completed form in the section on Integrity.*

**PART I: General Assurances Applicable to All Institutions**

I, (type full name) Click here to enter text., as chief school officer of (type institution name) Click here to enter text., hereby assure the Higher Education Licensure Commission (“Commission”) that the institution named herein:

* Shall comply with all applicable laws and regulations of the District of Columbia;
* Shall comply with terms and conditions of any license or certification issued by a public body;
* Shall comply with the conditions of any tax exemption;
* Shall comply with institutional requirements or conditions of any program for student or other financial assistance;
* Shall employ honesty and fair dealing with all employees, students, government, and the public;
* Shall conduct business in conformance with generally accepted accounting principles and business practices;
* Shall publish a bulletin or catalog no less frequently than every two (2) years; and
* Shall not permit any person to sell, barter, or exchange for any consideration, or attempt to sell, barter, or exchange for any consideration, a degree, diploma, or certificate offered by the institution pursuant to a license issued by the Commission.

**PART II: Specific Assurances Applicable to Either Degree-Granting or Non-Degree-Granting Institutions**

Enter Initials Next to the Applicable Set of Assurances

[ \_\_\_\_\_ ] Institution named herein is a **DEGREE-GRANTING** educational institution, and, as such, the chief school administrator hereby assures the Commission that the institution named herein:

* Shall not award any degree in medicine or any healing art, or in dentistry, for study pursued or work done by correspondence; and
* Shall not award any degree if more than one-half of the requirements for the degree are earned by correspondence or extramural study, unless this fact is conspicuously noted upon the degree conferred.

[ \_\_\_\_\_ ] Institution named herein is a **NON**-**DEGREE-GRANTING** educational institution, and, as such, the chief school administrator hereby assures the Commission that the institution named herein:

* Shall provide each student a period of seventy-two (72) hours in which to rescind any contract and receive a refund of all pre-paid tuition, unless the student has entered training;
* Shall base all claims to prospective students about future employment, earnings, financial aid or other benefits upon reasonable evidence maintained by the institution;
* Shall take steps to ensure that decisions regarding admission will be made by employees of the school whose compensation is not directly tied to the level of enrollment, and who have no direct financial interest in the admission of the student;
* Shall maintain student records for a minimum of five years from date of student’s completion;
* Shall not solicit potential students in the employment columns or any similar columns of newspapers or other publications with headings such as “Help-Wanted,” “Employment,” or “Business Opportunities”;
* Shall not make any guarantees of placement or employment for graduates;
* Shall not use any contract provision, oral or written representation, or other device or means to deny or abridge the benefits of any applicable federal or District law or regulation intended to protect consumers or credit purchasers; and
* Shall not execute any promissory note or other instrument of indebtedness by or on behalf of a student or the student's parents or guardians without first endorsing on the face of it a legend stating “Any holder takes this instrument subject to the terms and conditions of the contract which gave rise to the debt evidenced hereby”.

**CONTINUED ON NEXT PAGEASSURANCES (Page 2)**

**PART III: Specific Assurances Applicable Only to the Institution Named Herein**

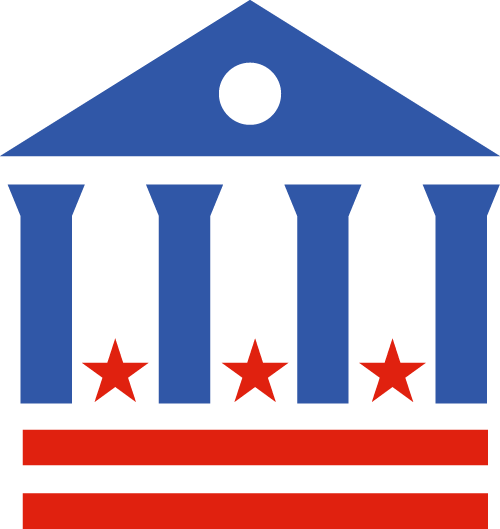
The chief school officer of the institution named herein hereby assures the Commission as follows:

Click here to enter text.

*I solemnly swear or affirm that I have read each and every applicable assurance contained within this document and that the factual statements and assurances made herein are true to the best of my personal knowledge, information and belief under criminal penalties for the making of a false statement pursuant to D.C. Official Code § 22-2405, which includes 180 days in jail, a $1,000 fine or both.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Chief School Officer Date



**CERTIFICATE OF REASONABLE SERVICE AND BUSINESS ETHICS**

*Place completed form in the section on Integrity.*

***Instructions:*** *This Certificate of Reasonable Service and Business Ethics may be executed only by one of the following persons on behalf of the applicant institution: owner, partner, chief executive officer or director.*

Institution Name: Click here to enter text. recognizes that a strong private school system is an important part of the educational continuum and that a unique relationship is established between student and school, and the institution therefore agrees as follows:

* Institution shall develop and present an educational program that affords students the opportunity to develop program competencies.
* Institution shall provide a place of instruction and equipment that is adequate to the number of students enrolled, and other facilities that will support the educational objectives of the school.
* Institution shall maintain the school facility in compliance with all applicable health and safety regulations.
* Institution shall recruit and support a faculty and staff that is committed to student development and learning, and supply this faculty and staff with the resources necessary to satisfy student learning objectives.
* Institution shall honestly promote the school and its programs by ensuring that all student publications, advertising, and printed materials contain full and accurate information, and that all admissions representatives are completely trained and familiar with the school and its programs.
* Institution shall monitor the activities of admissions representatives on a regular basis.
* Institution shall adhere to all the legal requirements concerning the student’s education.
* Institution shall ensure the delivery of the educational program contracted for as long as the students fulfill their contracted obligations to the school.
* Institution shall cooperate with the Higher Education Licensure Commission to promote and advance the quality of education offered by all schools.

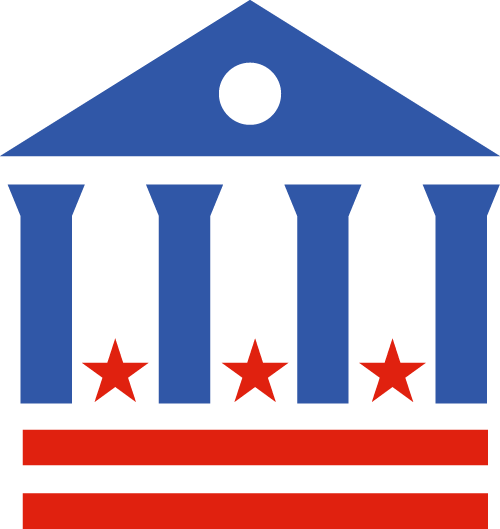
*I solemnly swear or affirm that I have read this Certificate of Reasonable Service and Business Ethics and that the factual statements and assurances made herein are true to the best of my personal knowledge, information and belief under criminal penalties for the making of a false statement pursuant to D.C. Official Code § 22-2405, which includes 180 days in jail, a $1,000 fine or both.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Written Name Title



**CERTIFICATE OF NON-DISCRIMINATION**

*Place completed form in the section on Integrity.*

I, (type full name) Click here to enter text., as the chief school officer of (type institution name) Click here to enter text., hereby certify that the institution named herein:

* Understands that it is an unlawful discriminatory practice in the District of Columbia, subject to exemptions[[1]](#footnote-1), for any educational institution:

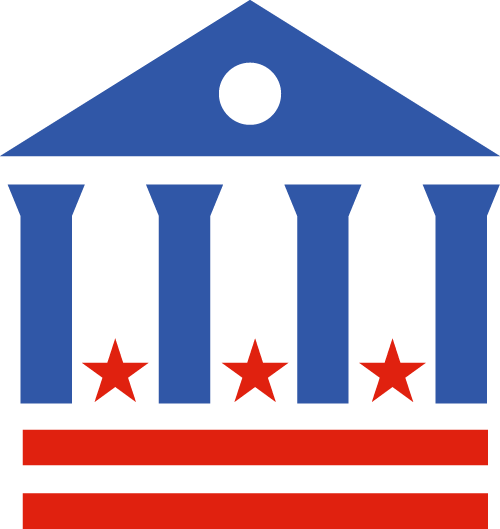
1. To deny, restrict, or to abridge or condition the use of, or access to, any of its facilities, services, programs, or benefits of any program or activity to any person otherwise qualified, wholly or partially, for a discriminatory reason, based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, or disability of any individual; or
2. To make or use a written or oral inquiry, or form of application for admission, that elicits or attempts to elicit information, or to make or keep a record, concerning the race, color, religion, or national origin of an applicant for admission, except as permitted by regulations of the District of Columbia Office of Human Rights.

* Understands that D.C. Human Rights laws and regulations require every educational institution to post and keep posted in a conspicuous location where business or activity is customarily conducted or negotiated, a notice whose language and form has been prepared by the Office of Human Rights[[2]](#footnote-2), setting forth excerpts from or summaries of, the pertinent provisions of the law and information pertinent to the filing of a complaint.
* Understands that D.C. Human Rights laws and regulations require, in addition to the student record retention regulations of the Commission, that an educational institution preserve any regularly kept business records of persons who seek admission but do not ultimately become students of the institution, for a period of six (6) months from the date of the making of the record, or from the date of the action which is the subject of the record, whichever is longer; and that such records shall include, but not be limited to, application forms submitted by applicants, credit reports, and any other record pertaining to the status of an individual’s enjoyment of the rights and privileges protected or granted by the D.C. Human Rights law.
* Complies now, and in the future will comply, with the non-discrimination requirements of the D.C. Human Rights laws and regulations.

*I solemnly swear or affirm that I have read this Certificate of Non-Discrimination and that the factual statements and assurances made herein are true to the best of my personal knowledge, information and belief under criminal penalties for the making of a false statement pursuant to D.C. Official Code § 22-2405, which includes 180 days in jail, a $1,000 fine or both.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Chief School Officer Date



**REQUEST FOR NAME APPROVAL**

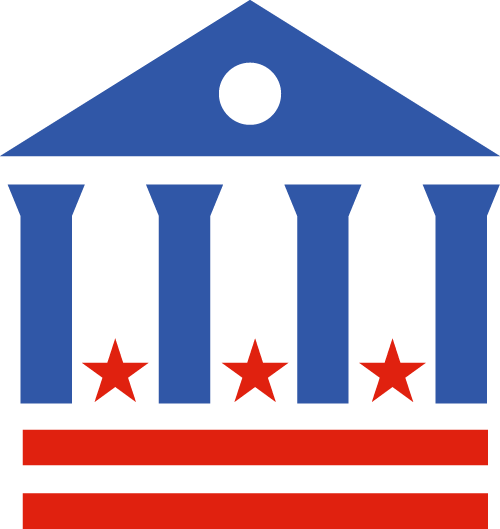
*Place completed form in the section on Integrity.*

Please provide the name being proposed for the institution:\*

Click here to enter text.

\*If the name proposed contains any of the following words, the institution shall also complete a *Request for Institution Name Good Cause Waiver* form:

* United States
* Federal
* American
* National
* Civil Service
* Public
* State
* Open
* District
* Columbia
* Municipal
* Commonwealth
* Government
* Ward
* Washington
* City
* Metropolitan



**REQUEST FOR INSTITUTION NAME GOOD CAUSE WAIVER**

*Place completed form and attachments in the section on Integrity.*

This form shall be completed by any institution whose name contains the following words:[[3]](#footnote-3)

|  |  |  |
| --- | --- | --- |
| * United States | * State | * Government |
| * Federal | * Open | * Ward |
| * American | * District | * Washington |
| * National | * Columbia | * City |
| * Civil Service | * Municipal | * Metropolitan |
| * Public | * Commonwealth |  |

1. Enter the full name of the institution: Click here to enter text.
2. Is the institution a non-profit? NO YES (Attach evidence of the non-profit status if “yes” checked)
3. Does the institution operate exclusively in a foreign country? NO YESClick here to enter text.

(name of country of operation)

1. Non-governmental Affiliation Statement: In the following space, provide the text of the standardized language that is used by the institution to ensure that members of the public do not incorrectly presume an affiliation with the United States or District of Columbia governments as a result of the institution’s name.

Click here to enter text.

Please attach to this Request for Good Cause Waiver the following documentary evidence:

* Evidence of 501(c)(3) status (if non-profit status claimed)
* Evidence of the original date of incorporation
* Evidence that the institution operates with the approval of the country of operation (if the institution seeks a waiver based solely on the fact that it operates exclusively in a foreign country)
* Evidence of accreditation granted to institution by an accrediting body recognized by the U.S. Department of Education
* Copies of publications, advertising, and student contracts employed by institution containing evidence of the above Non-governmental Affiliation Statement

*I solemnly swear or affirm that I have read this Request for Institution Name Good Cause Waiver and that the factual statements and assurances made herein are true to the best of my personal knowledge, information and belief under criminal penalties for the making of a false statement pursuant to D.C. Official Code § 22-2405, which includes 180 days in jail, a $1,000 fine or both.*

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Signature of Chief School Officer Date

**INCOME: ONE-YEAR PROJECTION**

*Place completed form in the section on Finances.*

Institution Name: Click here to enter text.

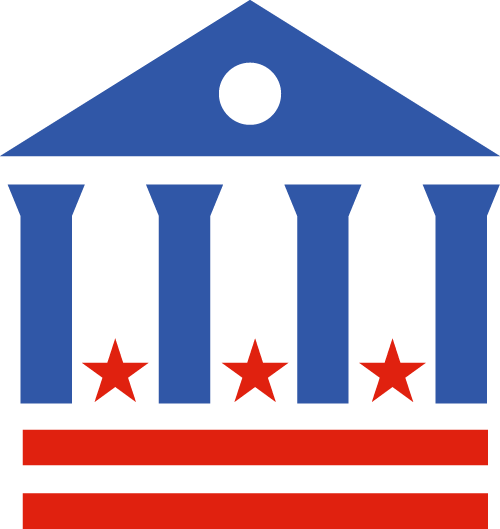
|  |  |
| --- | --- |
| **ITEMIZATION OF INCOME** | **AMOUNT** (in whole dollars) |
| Tuition [[4]](#footnote-4) |  |
| Fees |  |
| Books sold to students |  |
| Supplies and materials sold to students |  |
| All additional income (please itemize below) |  |
| Other: |  |
| Other: |  |
| Other: |  |
|  |  |

**EXPENDITURES: ONE-YEAR PROJECTION**

*Place completed form in the section on Finances.*

Institution Name: Click here to enter text.

|  |  |  |
| --- | --- | --- |
| **Itemization of Expenditures** | | **Amount**  (in whole dollars) |
| **Salaries and Benefits** | |  |
|  | Salaries |  |
| Staff Benefits |  |
| **Recruitment and Marketing** | |  |
|  | Advertising |  |
| Postage |  |
| Telephone |  |
| Other |  |
| **Equipment and Facility** | |  |
|  | Equipment |  |
| Utilities |  |
| Mortgage or rent |  |
| Insurance |  |
| Maintenance and repairs |  |
| Other equipment and expenses |  |
| **Books, Materials and Supplies** | |  |
|  | Books |  |
| Materials and Supplies |  |
| **Financial Obligations** | |  |
|  | Loans |  |
| Capitol Stock |  |
| Refunds to withdrawn Students |  |
| Other Financial Obligations |  |
| **Taxes** | |  |
|  | State and Local Taxes |  |
| Federal taxes |  |
| Employee Payroll taxes |  |
| Other taxes |  |
| **Any Additional expenditures** (identify below) | |  |
|  |  |  |
|  |  |
|  |  |
|  |  |
| **Total Expenditures** | |  |



**CERTIFICATE OF GOOD REPUTE**

*Must* *be completed by all for-profit degree-granting and for-profit non-degree-granting institutions.*

*Place completed form in the section on Governance*

I, (type full name) Click here to enter text., as the chief school officer of (type institution name) Click here to enter text.,

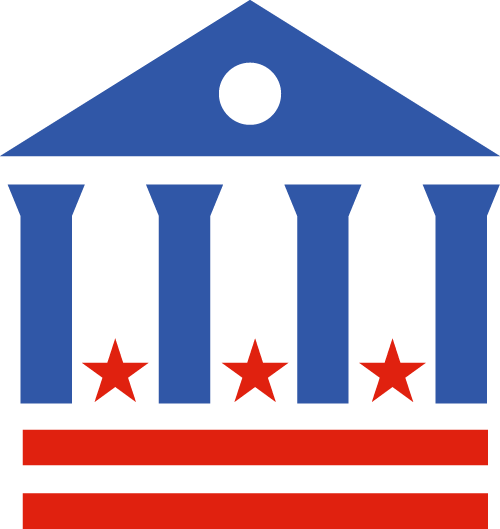
hereby certify as follows:

* The institution herein named is a for-profit educational institution.
* The institution completed Section H of Part I of this *Application for Provisional Licensure* (“Application”) by providing the names of each and every person that:
  1. Owns at least ten percent (10%) of the institution;
  2. Is a member of the Board of Directors, Board of Trustees, or other governing board of the institution; and
  3. Is an officer or managing employee of the institution.
* A majority of the persons who are owners, directors, managers or other responsible for governing the institution named herein are of good repute and are qualified to conduct an institution of learning.

*I solemnly* *swear or affirm that I have read this Certificate of Good Repute and that the factual statements and assurances made herein are true to the best of my personal knowledge, information and belief under criminal penalties for the making of a false statement pursuant to D.C. Official Code § 22-2405, which includes 180 days in jail, a $1,000 fine or both.*

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Signature of Chief School Officer Date

**CERTIFICATE OF PRIOR AFFILIATION**

*Place completed form in the section on Governance*

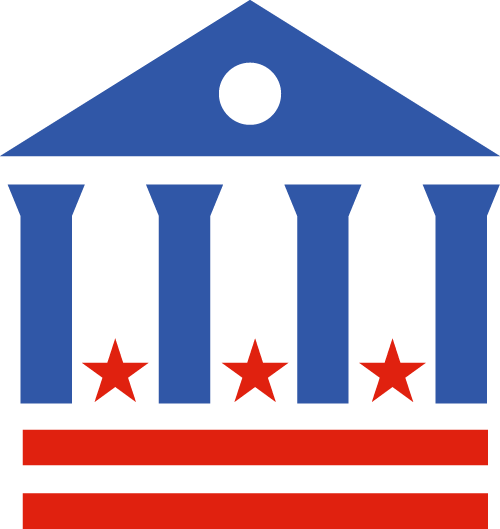
I, (type full name) Click here to enter text., as the chief school officer of (type institution name) Click here to enter text., hereby identify each and every owner[[5]](#footnote-5), director, officer, and member of the Board of Directors or other governing body of the afore-mentioned institution that has ever been affiliated[[6]](#footnote-6) with a postsecondary degree or non-degree granting institution that had its license to operate as a postsecondary institution revoked, suspended, or denied; or that was the subject of any disciplinary or enforcement action, including any notices of proposed disciplinary or enforcement action, regardless of the outcome of the action.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Name and Location of Prior Affiliated Institution** | **Description of License or Disciplinary Action** | **Outcome of License or Disciplinary Action** |
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*I solemnly swear or affirm that I have read this Certificate of Prior Affiliation and that the factual statements and assurances made herein are true to the best of my personal knowledge, information and belief under criminal penalties for the making of a false statement pursuant to D.C. Official Code § 22-2405, which includes 180 days in jail, a $1,000 fine or both.*

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**Signature of Chief School Officer Date**



**CERTIFICATE OF ACCREDITATION/LICENSURE STATUS**

*Place completed form in the section on Governance*

Institution Name: Click here to enter text. Current Accreditation Status: Click here to enter text.

Name of Accrediting Body: Click here to enter text. Expiration Date of Current Accreditation: Click here to enter text.

List all probations and/or conditions imposed upon the current accreditation: Click here to enter text.

List all revocation or other action limiting accreditation status of institution within the ten (10) years prior to this application, regardless of the outcome of the action, and describe the reasons for the action:

|  |  |  |
| --- | --- | --- |
| **Type of Action** | **Date of Action** | **Reason for Action** |
|  |  |  |
|  |  |  |

List all denials of or proposals to deny applications for accreditation within the ten (10) years prior to this application, regardless of the outcome of the denial, and describe the reasons for the denial:

|  |  |  |
| --- | --- | --- |
| **Type of Action** | **Date of Action** | **Reason for Action** |
|  |  |  |
|  |  |  |

List all certifications, authorizations, and/or licenses (other than accreditation) currently held by the institution:

|  |  |  |
| --- | --- | --- |
| **Type of Authorization/License** | **Authorizing/Licensing Body & Jurisdiction** | **Expiration Date** |
|  |  |  |
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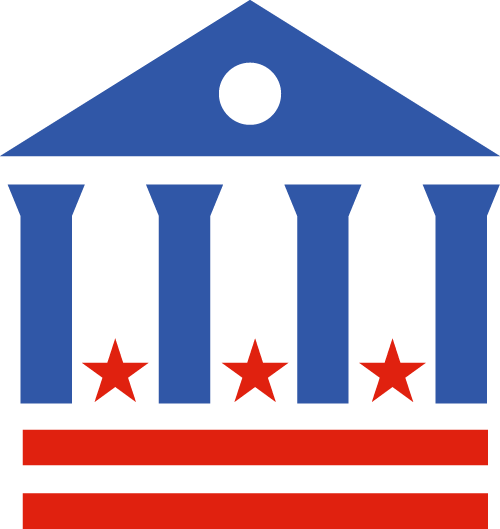
List all revocations, denials of application, or other action limiting licensure, certification, or authorization (other than accreditation) during the ten (10) years prior to this application:

|  |  |  |
| --- | --- | --- |
| **Type of Action** | **Date of Action** | **Reason for Action** |
|  |  |  |
|  |  |  |

*I solemnly swear or affirm that I have read this Statement of Accreditation/Licensure Status and that the factual statements and assurances made herein are true to the best of my personal knowledge, information and belief under criminal penalties for the making of a false statement pursuant to D.C. Official Code § 22-2405, which includes 180 days in jail, a $1,000 fine or both.*

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Signature of Chief School Officer Date



**STATEMENT OF TRADE SECRETS**

*Place completed form in the section on Finances*

Identify each document or portion of a document that has been identified by the responsible party on behalf of the educational institution as containing trade secrets. For the purposes of this disclosure, “trade secret” means commercial or financial information that was obtained from outside the government, to the extent that disclosure of such commercial or financial information would result in substantial harm to the competitive position of the person from whom the information was obtained. For each trade secret, please identify the following: 1) name of document; 2) location in application; 3) the specific language and/or portion of the identified document that purports to contain trade secrets; 4) description of the actual competitive position seeking to be protected; and 5) evidence of likely and substantial harm to the identified competition.

**DOCUMENT NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trade Secret Language \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Explanation/Evidence of Actual Competition and Substantial Harm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DOCUMENT NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trade Secret Language \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Explanation/Evidence of Actual Competition and Substantial Harm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**DOCUMENT NAME** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trade Secret Language \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Explanation/Evidence of Actual Competition and Substantial Harm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Chief School Officer Date

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| **Instructor Qualification Form**  *Place completed form in the section on Faculty* | | | | | | | | | | | | |
| Employee Full Name: Click here to enter text.  Position Title: Click here to enter text. | | | | | Employment Start Date:Click here to enter text.  Full-time  or Part-time | | | | | | | |
| **EDUCATION** | | | | | | | | | |
| **Institution Attended**  (Name) | **Location** | | **Program/Major** | | | | | **Degree and Date Received** | | | **Documentation Verified by Administration** | |
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| **CERTIFICATIONS OR LICENSES** | | | | | | |
| **Name of Occupational Licenses, Certifications or Registrations Held** | | **Certifying Agency** | | | | **State Issued** | | | **Expiration Date** | | **Documentation Verified by Administration** | |
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| **TEACHING & WORK EXPERIENCE -** List all positions held over the past ten years, beginning with the most recent. | | | | | | | | | | | | | |
| **Employer Name** | | **Position Title** | | | | | | | **Subject Taught** | | | **Dates Employed** |
|  | |  | | | | | | |  | | |  |
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| **COURSES TO BE TAUGHT -** List courses the faculty will teach at the proposed institution. | | | | | | | | | | | | | |
| **Name of Course** | | | | **Name of Course** | | | | | | | | |
| 1. | | | | 4. | | | | | | | | |
| 2. | | | | 5. | | | | | | | | |
| 3. | | | | 6. | | | | | | | | |

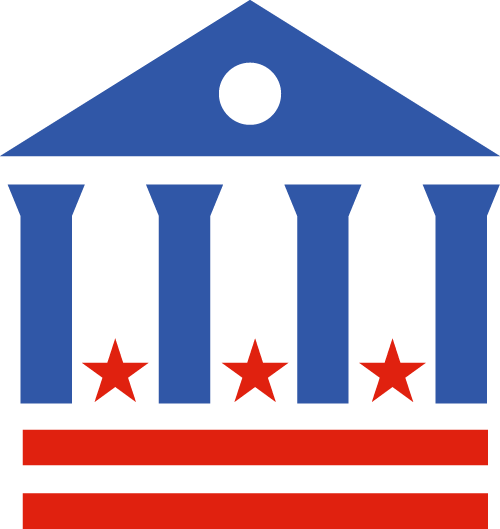
*I solemnly swear or affirm that the factual statements and assurances made herein are true to the best of my personal knowledge, information and belief under criminal penalties for the making of a false statement pursuant to D.C. Official Code § 22-2405, which includes 180 days in jail, a $1,000 fine or both.*

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Applicant Printed Name Signature of Applicant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

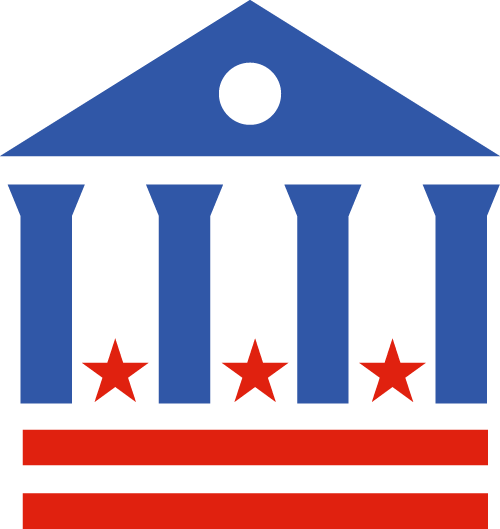
Authorized School Official Printed Name Signature of Authorized School Official Date

**ACADEMIC CREDIT ANALYSIS**

*Place completed form in the section on Curriculum*

Complete this form for each program for which approval is requested; you may reference pages in catalog, if all information is available**.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **NAME OF PROGRAM** |  | | | **CIP Code**  http://nces.ed.gov/ipeds/cipcode | |  | | **CREDIT**  **CLOCK HOURS** | | | **Number of Hours**: | |
| **CREDENTIAL** | Certificate/Diploma  Associates Degree  Bachelor’s Degree  Master’s Degree  Doctorate  Does the institution currently award this level of degree/credential in other programs? ☐ YES ☐ NO | | | | | | | | | | | |
| **EDUCATIONAL DELIVERY METHOD** | Residential  Online  Hybrid | | | **UNIT OF CREDIT** | | | | Clock Hour  Quarter  Semester | | | | |
| **TYPES OF INSTRUCTION**  (Check all that apply for entirety of program) | Didactic  Lab  Clinical  Practicum  Correspondence  Student/Teacher Ratio :  Enrollment Capacity: | | | | | | | | | | | |
| **Name of Class/Course** | | **# Hours in Residence** | **# Hours Distance** | **General Education Course**  (Y/N) | **Core Course**  (Y/N) | **Elective Course** (Y/N) | **A** | **B** | **C** | **D** | | **Total** |
| **# of Weeks** | **# of Theory**  **(clock) Hours**  **Per Week** | **# of Lab Hours** | **# of Clinical**  **(clock) Hours Per Week** | | **Contact (clock) Hours Per Week**  (add B+C+D) |
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| **TOTAL HOURS** | | | | | | |  |  |  |  | |  |



**STUDENT CATALOG CHECKLIST**

*Place completed form in the section on Catalog*

|  |  |  |
| --- | --- | --- |
| **GENERAL INFORMATION** | **PAGE(S)** | **HELC check** |
| The school name as it appears on the application for certification. |  |  |
| Date of publication, volume number or other identifying data. |  |  |
| School’s complete street and/or mailing address, office and fax telephone numbers in its DC location, website address. |  |  |
| A statement that the school is approved to operate by the Higher Education Licensure Commission. |  |  |
| A table of contents, an index, or both. |  |  |
| The name and address of the school’s accrediting body, if applicable. |  |  |
| The name and address of professional organizations related to the programs of study offered by the school with which the school has membership or other relationship, if applicable. |  |  |
| School’s mission statement and/or philosophy. |  |  |
| School’s purpose including a statement of the relative degree of emphasis on instruction, research and public service. |  |  |
| A statement demonstrating that the school’s proposed program offerings are consistent with its stated purpose. |  |  |
| A statement regarding the history and development of the school. |  |  |
| A description of the school’s facilities and equipment. |  |  |
| Information about the school’s library and all other additional academic resources. |  |  |
| A listing of all programs offered by the school and official name of the credential conferred. |  |  |
| A description of the school’s activities including telecommunications activities away from it principal/main location. |  |  |
| A listing of all campuses in DC at which the school will offer courses. |  |  |
| The school’s hours of operation. |  |  |
| A calendar of the school, showing beginning and ending dates for each school year, semester, quarter, term and/or sessions, vacation periods, and holidays observed by the school. |  |  |
| If the institution’s main campus/corporate office is in another state, the following information must be disclosed about the school’s main campus/corporate office: (1) A statement that the school’s governing body has approved each course/degree/diploma or certificate program offered in DC, (2) the name of the appropriate state agency in the main campus/corporation office location, if any, that has granted the necessary approval to offer course/degree/diploma or certificate program in DC, and (3) and a statement that that credits and/or coursework earned at the DC location can be transferred to location(s) outside of DC as part of an existing degree, diploma, or certificate program offered by the school. |  |  |
| A statement regarding the availability of the Student Right-To-Know and Campus Security Act information. |  |  |
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| **ADMISSIONS AND ENTRANCE REQUIREMENTS** | **PAGE(S)** | **HELC check** |
| A description of the school’s admission policies and entrance requirements. |  |  |
| Additional entrance requirements for specific programs, if applicable. |  |  |
| Application deadlines for the enrollment periods covered by the catalog publication dates, if applicable. |  |  |
| A statement describing how a student is accepted and notified of acceptance. |  |  |
| Conditions of provisional acceptance and the necessary requirements to satisfy the conditions and the deadline for determination of full acceptance as of the terms of the school’s admissions policy. |  |  |
| The criteria for transfer credit accepted by the school, if applicable OR a statement informing students that the school does not give credit for work completed at other institutions |  |  |
| A statement informing students that credits earned at the school are transferable to another institution at the sole discretion of the accepting institution. |  |  |
| School’s policy concerning granting of credit for life or work experience and how these credits will be documented on the student’s official transcript. |  |  |
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| **STUDENT DISCLOSURE INFORMATION (GRADING/RIGHTS & RESPONSIBILITIES/GRIEVANCE)** | **PAGE(S)** | **HELC check** |
| The school’s grading or progress system. |  |  |
| The school’s standards and requirements for satisfactory progress and the course of action taken when the satisfactory progress is not met. |  |  |
| The school’s required grades or other criteria required for satisfactory completion of the program. |  |  |
| A description of how and when students receive their grades or progress reports. |  |  |
| Students’ rights, privileges, and responsibilities. |  |  |
| School’s procedure for handling student complaints/grievances. |  |  |
| A statement indicating HELC is the agency of last resort in the grievance process. |  |  |
| A statement that ensures student(s) will not be subject to unfair action and/or treatment by any school official as a result of the initiation of a complaint. |  |  |
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| **PROBATION, DISMISSAL AND READMISSION** | **PAGE(S)** | **HELC check** |
| School policy regarding whether a probationary period is given for unsatisfactory grades or progress. |  |  |
| The specific criteria which results in a student being placed on probation. |  |  |
| The length of the probationary period. |  |  |
| The criteria for clearing probationary status. |  |  |
| School policy regarding dismissal for unsatisfactory grades or progress. |  |  |
| The criteria for re-admittance after dismissal due to unsatisfactory grades, if applicable. |  |  |
| The specific criteria for dismissal for reasons other than unsatisfactory grades or progress. |  |  |
| The conditions under which a student will not be readmitted. |  |  |
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| **STUDENT RECORDS** | **PAGE(S)** | **HELC check** |
| A description of student records the school maintains while a student is enrolled and after the student is no longer enrolled. |  |  |
| The length of time that student records are maintained after the student is no longer enrolled. |  |  |
| A description of how the school maintains student confidentiality. |  |  |
| An explanation as to how a student may obtain a copy of his/her academic and financial records. |  |  |
| An explanation as to under what circumstances an academic record/transcript and/or the financial history of the student will not be released. |  |  |
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| **STUDENT CONDUCT** | **PAGE(S)** | **HELC check** |
| A description of the type of conduct expected of students and the type of conduct that will not be tolerated. |  |  |
| A statement on action(s) the school will take when a student violates schools standards of conduct. Please include how the student is to request information from the school and how the school will handle, communicate, and respond to the student under these conditions. |  |  |
| A statement describing the dismissal policy for unsatisfactory conduct, if applicable. |  |  |
| The appeal process and the condition(s) for re-admittance if a student is dismissed due to unsatisfactory conduct. |  |  |
| Student guidelines and policies, including any specific prohibitions or requirements. |  |  |
| Student dress code, if applicable. |  |  |
| Any additional ethical standards required by the school and/or the program industry, at large, that is necessary for the success of the student, if applicable. |  |  |
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| **ATTENDANCE/LEAVE OF ABSENCE INFORMATION** | **PAGE(S)** | **HELC check** |
| School’s policy on distinguishing types of absences such as excused, unexcused, full day, late arrival, early dismissal, or class absences. |  |  |
| The standards the school uses to determine types of absences and the way absences are recorded. |  |  |
| School’s definition of tardiness. |  |  |
| A statement of how tardiness affects attendance. |  |  |
| A statement that discloses the policy that a student will be withdrawn from the program after missing so many calendar days (including weekends & holidays) after the student’s last date of attendance. |  |  |
| A statement on how the school will handle assigning and grading make-up work due to absences. |  |  |
| School’s policy on the consequences of unsatisfactory attendance (e.g. probation, dismissal) and policy on re-admittance. |  |  |
| A detailed description of the school’s policy on granting leaves of absence. |  |  |
| The specific condition(s) when a leave of absence is granted. |  |  |
| Any limitations on the time or number of leaves of absence. |  |  |
| A statement explaining the actions taken by the school when the student does not resume attendance on the return date. |  |  |
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| **TUITION, FEES AND REFUNDS** | **PAGE(S)** | **HELC check** |
| A statement of tuition and fees and other charges related to enrollment, such as deposits, fees, books and supplies, tools and equipment, and any other charges for which a student may be responsible. The school must identify all nonrefundable fees. |  |  |
| A description of all financial assistance available to students. Please identify if the school participates or does not participate in the federal student aid program. |  |  |
| A statement on rules and conditions of installment payments, if applicable. |  |  |
| An explanation of the withdrawal/cancellation policy that includes the three (3) day cancellation period. |  |  |
| The school’s refund policy for tuition and fees. |  |  |
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| **PROGRAM CURRICULUM** | **PAGE** | **HELC check** |
| The educational objective of each program. |  |  |
| Prerequisites for each course, if required. |  |  |
| A listing of all required courses for each program offered and the credential awarded upon completion. The listing must also include: the number of contact hours of lecture, lab, and externship and total credit/clock hours for each course. |  |  |
| A brief description of each course offered. Include course number and clock/credit hours awarded for each course. |  |  |
| Explain the expectations and requirements for successful completion of an internship/externship or production work deemed part of the curriculum for any program. |  |  |
| The measures the school takes to evaluate and to improve the program success to be consistent with the mission of the school. |  |  |
| A statement on faculty accessibility for academic and/or course advising at stated times outside a course’s regularly scheduled class hours. |  |  |
| A statement as to the availability of all academic support services (i.e., tutoring services/student services/academic and personal advising). |  |  |
| Graduation requirements. |  |  |
| If the institution offers programs leading to the A.A.S. or A.O.S. degree, a statement that these programs are terminal/technical programs and the credit generally earned in these programs are not applicable to other degrees. |  |  |
| A statement that accurately details the type and amount of career advising and placement services offered by the school. |  |  |
| For all courses and programs offered via distance education, the school must provide a statement informing students of the minimum technology specifications required, available student support services, available navigation training, methods for timely interaction between students and faculty, and information exchange privacy and safety policy. |  |  |
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| **OWNERSHIP AND FACULTY INFORMATION** | **PAGE** | **HELC check** |
| A list of all trustees, officers, entities or institutions that have a controlling ownership or interest in the school, including academic credentials. |  |  |
| Name(s) of chief school officers, the names of administrators for each branch location, including academic credentials. |  |  |
| The powers, duties and responsibilities of the governing board, chief operating officer(s), president, director, chief administrators, and/or owners. |  |  |
| The powers, duties and responsibilities of students, if students participate in the institutional governance. |  |  |
| A listing of chief administrators, advisors and faculty members of the institution, stating academic/professional/licensure credential held and awarded, and all specialized training relating to the areas of instruction. |  |  |

1) **BOND NO.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**KNOW ALL PERSONS BY THESE PRESENTS,** That we, (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_doing business in the District of Columbia whose address is (3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter referred to as **PRINCIPAL**; and (4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an authorized insurer, doing business at

(5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and incorporated in (6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as **SURETY**, are held and firmly bound unto the District of Columbia government, Higher Education Licensure Commission (HELC), Obligee, and unto any person who may be aggrieved by a violation by said principal of any law or regulation in force in the District of Columbia relating to the operation of a postsecondary school in the full and just sum of (7)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_thousand dollars ($\_\_\_\_\_\_\_\_\_\_\_) lawful money of the United States of America as promulgated by D.C. Code of Municipal Regulations, Section 8006.1 (degree) and 8125.4 (non-degree), for which payment of which sum, well and truly to be made, we bind ourselves, jointly and severally, our joint and several heirs, executors, and administrators, successors and assignees, firmly by these presents.

**WHEREAS,** the above named Principal has applied for authorization to operate a postsecondary school in the District of Columbia under the provisions of Title 38, Chapter 13 of the District of Columbia Official Code and D.C. Code of Municipal Regulations Chapters 80 and 81.

**NOW, THEREFORE,** the conditions of the above obligation are such that the above licensed school shall in all respects comply with the provisions of the District of Columbia Education Licensure Commission Act of 1976, (D. C. Code 38-1301, *et. seq*. as amended) and regulations issued pursuant thereto, and subsequent amendments. The said Principal shall keep harmless and indemnify said obligee from all actions, suits, costs, damages and expenses incurred to any person by reason of any violation of the previously mentioned Act and regulations in carrying on the business for which such license is granted.

**ANY PERSON** including, but not limited to, students, aggrieved by any breach of this bond shall have, in addition to any right of action against the Principal, a right to bring suit against Surety, either alone or jointly with the Principal, and to recover any damages sustained by reason of said breach. Provided, however, that without regard to the number of claims or claimants, the number of years this bond remains in effect, or the number of premiums paid, the aggregate liability of surety shall not exceed the penal sum stated above.

**PERIOD OF THE BOND,**

Effective \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_, 20 \_\_\_\_, and shall expire on\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_, 20\_\_\_\_; provided, however, that surety shall not be released of any liability of claim arising during said period, whether or not HELC makes any demand of such claim during said period. The Surety on this bond shall be released after such Surety serves written notice thereof to the HELC, at least thirty (30) days prior to such release.

**WITNESS WHEREOF**, Principal and Surety have duly executed the foregoing obligation this \_\_\_\_\_day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

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| --- | --- | --- |
| (8) **WITNESS** (only required if applicant is individual or partnership) |  | (8) **WITNESS** (only required if applicant is individual or partnership) |
| Signature Date |  | Signature Date |
| Name *(typed)* |  | Name *(typed)* |
|  |  |  |
| (9) **SURETY** |  | **PRINCIPAL** |
|  |  |  |
| Name of Surety Company *(typed)*  Seal |  | Name of Applicant *(typed)* |
|  |  |  |
| Company Address *(typed)* | d/b/a | Name of School *(typed)* |
|  |  |  |
| Phone number | By | (10) Signature Date |
|  |  | Name, Title (i.e. President or V. President or Partner) *(typed)* |
|  |  |  |
| Signature Date | By | (11) Signature Date |
| Name, Title (i.e. Attorney-In-Fact) *(typed)* |  | Name, Title (i.e. Secretary or Asst. Secretary or Partner) *(typed)* |

# INSTRUCTIONS TO BONDING COMPANIES

Mail original bond and related correspondence to

**District of Columbia Higher Education Licensure Commission**

**1050 First Street, NE, Fifth Floor**

**Washington, DC 20002**

This bond must be issued by the representative (attorney-in-fact) of a corporation authorized to engage in the business of surety in the District of Columbia, is in good standing, and the penal sum of this bond must be within the limitation imposed by District law. Complete the black using the corresponding guidance provided below.

|  |  |
| --- | --- |
| (1) | Enter Bond number issued by the surety |
| (2) | Full name (middle initial) of individual. If partnership, full name (middle initial) of each partner. If a corporation, name of corporation in exact form as it appears on corporate seal. |
| (3) | Street address at which business is conducted. If business operates at more than one location, each business address must appear on this bond. A separate bond is not required for each location. |
| (4) (5) & (6) | Name of surety bond company, business address and State of Incorporation. |
| (7) | Amount of surety required is as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Number of Student** |  | **Annual Net Tuition Rec'd** | **Amount of Surety** |  | | 50 or fewer | and | $100,000 or less | $ 5,000 | Non-Degree/Degree | | 51 to 150 | or | $100,001 to $1,000,000 | $ 10,000 | Non-Degree/Degree | | 151 to 200 | or | $1,000,001 to $2,000,000 | $ 20,000\* | Non-Degree/Degree | | 201 to 250 | or | $2,000,001 to $3,000,000 | $ 30,000 | Degree | | 251 to 300 | or | $3,000,001 to $4,000,000 | $ 40,000 | Degree | | 301 to 350 | or | $4,000,001 to $5,000,000 | $ 50,000 | Degree | | 351 to 400 | or | $5,000,001 to $6,000,000 | $ 60,000 | Degree | | 401 to 450 | or | $6,000,001 to $7,000,000 | $ 70,000 | Degree | | 451 to 500 | or | $7,000,001 to $8,000,000 | $ 80,000 | Degree | | 501 to 550 | or | $8,000,001 to $9,000,000 | $ 90,000 | Degree | | 551 or more | or | $9,000,001 to $10,000,000 | $ 100,000 | Degree |   *\*Non degree institutions surety maximum is $20,000* |
| (8) | Two (2) witnesses sign in the event applicant is an individual or partnership. Witnesses are not required when applicant is a corporation. |
| (9) | Name, Address and Phone number of Surety Company and its corporate seal affixed so that it is clearly visible. Signature of Attorney-in-Fact for Surety Company. Power of Attorney on behalf of agent signing required to be attached to each bond. |
| (10) | If partnership: signature, name and title of partner. If corporation: signature, name, and title of President or Vice President. |
| (11) | If partnership: signature, name and title of 2nd partner. If corporation: signature, name, and title of Secretary or Assistant Secretary of corporation, attesting to signature of President or Vice President. |

**NOTE:** **Please initial and seal any correction or deletion.**

1. Exemptions are found in D.C. Official Code §§ 2-1401.03(b); 2-1402.41(3); 2-1402.42. [↑](#footnote-ref-1)
2. Equality in Education poster can be found at the Office of Human Rights website at <http://ohr.dc.gov/publication/equality-education-poster>. [↑](#footnote-ref-2)
3. This form need not be completed by any of the following institutions: Federal City College; Washington Technical Institute; University of the District of Columbia; District of Columbia School of Law of the University of the District of Columbia; Community College of the District of Columbia; or the American University. [↑](#footnote-ref-3)
4. Reduce tuition to reflect anticipated student attrition and delinquent student accounts [↑](#footnote-ref-4)
5. Including persons with a more than ten percent (10%) ownership interest in the institution. [↑](#footnote-ref-5)
6. An “affiliation” with a postsecondary institution includes employment of any kind, ownership of any percentage, and membership on a governing body (whether voting or non-voting). [↑](#footnote-ref-6)