

Checklist for Initial or Renewal Application – Licensed By Other Agencies

Name of School: _____ Date: _____

Location of School: _____

Rule 42, Section 005, Rule 44, Section 005.05, 85-1603 R.R.S.

Rules and forms may be found online at www.PPCS.org

Initial or Renewal Application For A School Licensed By Another State Agency In Nebraska
(42,005 & 008)

Agent's permit application - (42,005.01)

Agent's permit initial fee - \$150.00 (42, Appendix A)

Agent's permit renewal fee - \$150.00 (42, Appendix A)

Agent's Bond \$5,000 (may be individual or blanket bond)(42, 005.02B)

Initial - **We must have the "original" bond, not a copy.**

Renewal - Send a bond continuation statement from your bonding company

Advertising (42.005.02H) – all ads run in the past year

Branch location application (if applicable)(42,005.02H)

Statement – School Safety (42,005.02C)

Enrollment agreement (the contract you and the student sign) (42.005.02E)

Financial Statement – Must be prepared in accordance with Generally Accepted Accounting Principles (GAAP)(42.005.02D)

Tuition Recovery Cash Fund Form & Fee (assessed years 2 thru 5 only)(44, 005.05)

Refund Policy (may be in school catalog) (42, 005.02F & 004.08) Page # _____

Current License Issued By Other State Agency; Expiration Date: _____ (send us a copy of the current license)[85-1603(7)]

Catalog (42,005.02G)

Instructor Application

Administrator/Director Application

NOTE:

- License Fees - No license or branch fees because licensing agency charges a fee.
- No school bond is required because the licensing agency requires it.
- Catalog checklist is not required