



NEBRASKA

DEPARTMENT OF EDUCATION

www.education.ne.gov
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
TEL 402.471.2295
FAX 402.471.0117

RENEWAL OF CERTIFICATE OF APPROVAL TO RECRUIT

NAME OF SCHOOL:	
-----------------	--

ITEMS TO BE SUBMITTED FOR AN OUT-OF-STATE SCHOOL TO RECRUIT IN NEBRASKA
(initial next to any item that you are submitting for review)

RULE 42 AND FORMS MAY BE FOUND ONLINE AT PPCS.ORG

Authority: NE Revised Statute Section 85-1622, rule 42, 005.021 (Certificate of Approval to Recruit); Rule 42.005 (Agents); Rule 41, 005.01 through 005.09A & 005.09C

The following items are required annually:

- Renewal of Certificate of Approval to Recruit (this document – all three pages completed) (42, 005.0212)
- School Databases (included in your renewal notification letter) **with applicable updates**
- Fee – please refer to website at <http://www.education.ne.gov/PPCS/> (42, 005.0213 & Appendix A)
- Agent application and fee. Please submit agent applications for any new agents not listed on database. (42, 005)
- Agent surety bond (\$5,000 per agent) or other security agreement – submit continuation statement showing bond is in force (42, 005.02B).
- Catalog (must be current) (41, 005.03, 42, 005.02G) **(see PPCS Catalog Checklist on pg. 2)**
- Enrollment agreements or contract forms to be used with the students in Nebraska (41, 005.09G) (42, 005.02E)
- Financial statement (from accounting firm – must be GAAP format) (42, 005.02D)
- License or approval issued by the appropriate agency of home state – Expires _____
- If state of domicile has no authorization laws for career schools, the school must submit evidence of national accreditation (recognized by USDOE) and submit a \$20,000 school bond. (42, 005.0214)
- Refund policy (42,005.02F) Page # _____

REQUIRED DOCUMENTS IF DIFFERENT from last year:
(initial next to any item that you are submitting for review)

- Administrator/Director Application (41, 005.07)
- Course info: (If not shown in catalog) (42, 005.02G)
- Advertising (41, 005.009A) (42, 005.02G&H)
- Equipment list (major items) (41, 005.05)
- Descriptive Literature (42, 005.02G)
- Floor plan showing classrooms, students' lounge, restrooms, etc. (41,005.04)
- Instructor Applications not listed on database document (41,005.06)
- Names, addresses, and current status of all schools of which the applicant has previously owned any interest in, and currently owns any interest in, and a declaration as to whether any of these schools were ever denied accreditation, licensing, or authorization to operate from any governmental body or accrediting agency (41, 005.02A)
- A list of owners, ownership structure, controlling officers, and managing employees (41, 005.02)



ASSURANCE STATEMENTS

Directions: Initial next to each statement as applicable.



BUILDING and SAFETY CODE STATEMENT

____ I hereby certify for the school for which this application is being completed, all buildings, workspace and equipment are in compliance with local fire, building, health, and safety requirements, and are adequate to accommodate the educational programs of this school.



BACKGROUND STATEMENT

____ I hereby verify that, to the best of my knowledge, none of the following persons have any felony convictions. Any persons having twenty-five (25) percent or more ownership of this school, the resident director, or any of the administrative staff members.

Reference: Items required to accompany application for authorization to operate:

Title 92, Nebraska Administrative Code, Chapter 41, 005:

005.02B A statement verifying that none of the following persons have any felony convictions:

005.02B1 Any persons having twenty-five (25) percent or more ownership of the applicant school as provided in section 004.03;

005.02B2 Resident director as defined in section 002.26;

005.02B3 Administrative staff members as defined in section 002.01.



PPCS CATALOG CHECKLIST

Please List Page

Number for each items below:



- ____ Name of school (004.09A)
- ____ Address of school (004.09A)
- ____ Catalog number (004.09B)
- ____ Date of publication (004.09B)
- ____ Table of contents (004.09C)
- ____ Names of owners and officers (004.9D)
- ____ Governing boards (004.09D)
- ____ School calendar – holidays, enrollment periods, beginning and ending dates of terms (004.09E)
- ____ Description of the school’s facilities and equipment used for training (004.09F)
- ____ Specific statement of program objectives for each program offered (004.09G)
- ____ Description of educational services offered (004.9H)
- ____ Tuition (004.9H)
- ____ Fees (004.9H)
- ____ Length of program (004.9H)



NEBRASKA

DEPARTMENT OF EDUCATION

www.education.ne.gov
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
TEL 402.471.2295
FAX 402.471.0117

- Enrollment procedures (004.9I)
- Entrance requirements (004.9I)
- Late enrollment if permitted (004.9I)
- Description of the school's placement assistance. If no assistance is offered, the school must state this fact (004.09J)
- Attendance policy (004.09K)
- Minimum attendance requirements (004.09K)
- Measurement of satisfactory progress policy (004.9L)
- Evaluation of satisfactory progress policy (004.9L)
- Grading system (004.9L)
- Readmission policy (004.09L2)
- Probation policy (004.09L3)
- System of making progress reports to students (004.09M)
- Student conduct policy (004.9N)
- Causes for dismissal (004.9N)
- Conditions for readmission (004.9N)
- Credit granted policy for previous education, training or experience (004.09O)
- Refund policy (004.9P)
- Method of determining the official date of termination (004.09P)
- Procedure for addressing student complaints (004.09Q)
- Complaint statement "The student may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education." (004.09Q)
- Supplemental pages (004.09R)
- Effective date of supplemental dates (004.09R)

If the applicant school is owned by an individual, this application should be signed by the owner. If owned by a partnership, it should be signed by the managing partner. If owned by a corporation or association, by one of the authorized officers. I have read this application, and the statements therein made are true to the best of my knowledge, information, and belief.

(Name of School Official)

(Title of School Official)

(Signature of School Official)

(Date)

NOTE: Incomplete application packets/forms will be returned

THIS FORM SHOULD NOT BE REWODED

FOR ADDITIONAL FORMS PLEASE GO TO OUR WEBSITE AT <https://www.education.ne.gov/PPCS/PPCS%20Forms.html>