



# NEBRASKA

## DEPARTMENT OF EDUCATION

### RENEWAL OF AUTHORIZATION TO OPERATE APPLICATION

NAME OF SCHOOL: \_\_\_\_\_

#### ITEMS TO BE SUBMITTED

(initial next to any item that you are submitting for review)

- \_\_\_ Renewal of Authorization to Operate Application (this document – all three pages completed)
- \_\_\_ School Databases (included in your renewal notification letter) with applicable updates
- \_\_\_ Renewal Fee (\$220.00 license fee + \$75.00 per program) (41,005.09 & Appendix A)
- \_\_\_ Branch Locations (if applicable) Complete separate branch application
- \_\_\_ Branch application fee: \$135.00 (Appendix A)
- \_\_\_ Enrollment Agreement – Contract that will be signed by agent & student (41, 005.09E & 42.005.02E)
- \_\_\_ Catalog or Draft Catalog with required information (see catalog checklist attached page #2) (41.004.09, 005.09A)
- \_\_\_ Financial Statements - Must be prepared in accordance with Generally Accepted Accounting Principles (GAAP) (41,004.12 & 41,005.09G)
- \_\_\_ Agent surety bond (\$5,000 per agent) or other security agreement – submit continuation statement showing bond is in force (42, 005.02B).

#### REQUIRED DOCUMENTS IF DIFFERENT FROM LAST YEAR:

(initial next to any item that you are submitting for review)

- \_\_\_ Significant Program change complete PPCS Form 160 – Revised Program Application
- \_\_\_ Non-significant Program change – mark change on database
- \_\_\_ Advertising (41,004.13 & 41,005.09A) – published or proposed to be published
- \_\_\_ Sample Student Transcript (Academic or Financial) (41,004.15)
- \_\_\_ Equipment List for Training Purposes (major items) (41,004.02B & 41,005.05)
- \_\_\_ Credentials Sample (Certificate/Diploma/Associate Degree)
- \_\_\_ Application for Administrator/Director (41, 004.04 & 41, 005.07) – if different from database
- \_\_\_ Floor Plan (41, 005.04)
- \_\_\_ Instructor list – no longer with school and shown on the database (or cross out instructors on database)
- \_\_\_ Instructor Applications (41, 004.05 & 41,005.06) – for any new instructors
- \_\_\_ Classroom locations & description, if different from main campus and don't appear on database
- \_\_\_ Agent Applications (new agents only)
- \_\_\_ Names, addresses, and current status of all schools which each applicant (owners, controlling officers, and managing employees) 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.

If your school is required to submit the Tuition Recovery Cash Fund form and fee, a form will be directly mailed to your school

## **ASSURANCE STATEMENTS**

**Directions:** Initial next to each statement as applicable.

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### **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. (92NAC41, 004.02A)

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### **BACKGROUND STATEMENT**

\_\_\_\_ I hereby verify that 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. (92NAC41, 005.02B)

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### **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)
- \_\_\_\_ 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)

**Please send complete application packet to:**

**Nebraska Department of Education  
 Private Postsecondary Career Schools  
 P.O. Box 94987  
 Lincoln, NE 68509-4987**

**\*Note: Incomplete application packets/forms will be returned\***

**THIS FORM SHOULD NOT BE REWORDED**