



APPLICATION FOR AUTHORIZATION TO OPERATE A PRIVATE CAREER SCHOOL

DEPARTMENT OF CAREER AND TECHNICAL EDUCATION
SFN 15312 (11-2018)

INSTRUCTIONS

Enclosed are the required forms and supporting materials to apply for authorization to operate a **private career school** in the State of North Dakota. These include the North Dakota Century Code, Section 15-20.04, the State Board for Career and Technical Education's policies pertaining to postsecondary career schools and a checklist of required materials.

Fees:

Initial authorization to operate: \$1,000

Renewal authorization: \$ 500

Submit:

The completed application along with required supporting materials and fee payment to:

North Dakota State Board for Career and Technical Education
Private Postsecondary Career Schools
State Capitol Building, 15th Floor
600 East Boulevard Avenue, Department 270
Bismarck, ND 58505-0610

Checklist of Required Documents – Career Schools

- 1. Application Fee:** Initial - \$1,000 Renewal - \$500
Make check payable to: North Dakota Department of Career and Technical Education.
- 2. Career School's Identification and Affidavit:** Complete, sign and submit the enclosed form, notarized as indicated.
- 3. Current Financial Statement:** Submit one copy of a current balance sheet, income statement, and adequate supporting documentation prepared on an accrual basis by an independent public accountant or a certified public accountant. New applicants should include a projected income statement for two years of operation.
- 4. Gross Income Statement:** See Appendix A, ND State Board for Career & Technical Education Policies, page 9.
- 5. Surety Bond:** Bond shall be in the format provided on pp. 10 and 11 of the ND State Board for Career & Technical Education Policies. Use the Gross Income Statement (Appendix A, ND State Board for Career & Technical Education Policies) to calculate the required amount. Renewal applicants, provide documentation of the continuing bond premium payment.
- 6. Advertising:** Provide copies of all media advertising, promotional literature, brochures or other promotional materials currently used or expected to be used over the next year. (See Section 700, Publicity and Advertising, ND State Board for Career & Technical Education Policies.) Include social media advertising and marketing.
- 7. Catalogs:** Submit one copy of the school's catalog. Catalogs must meet the standards specified in item #200.4 (d) of the ND State Board for Career & Technical Education Policies. (Note: Item 200.4 (d) (7), Refund Policy, may be provided to North Dakota students separately if not printed in the catalog.)
- 8. Accreditation: Career schools granting associate of applied science degrees, diplomas or certificates must submit evidence of accreditation by an organization recognized by the United States Department of Education.**

Applicants Seeking Initial Provisional Authorization: Provide the name of the accrediting agency from which the school will seek accreditation, documentation of intent to undergo accreditation procedures, and a timetable for completion of accreditation which is reasonable and in accordance with the selected agency's procedures.

Applicants Seeking Renewal of Provisional Authorization: Provide the name of the selected accrediting agency, the primary contact person, email and street address, telephone number, a list of items accomplished towards accreditation and dates accomplished, timeline specifying month and year of accreditation benchmarks including estimated date of site visit and target date for achieving accreditation.

- 9. Enrollment Agreement:** Enclose a copy of the student enrollment contract or agreement.
- 10. Costs:** Provide a detailed description of costs to be incurred by potential students and acceptable methods of payment.
- 11. Administrative and Instructional Personnel:** List the names of administrative and instructional personnel and their qualifications, including degrees earned, teaching experience and occupational experience. (See Section 500, Administrative and Instruction Staff, ND State Board for Career & Technical Education Policies.)
- 12. Programs:** Provide a list of the specific programs offered. (See Section 400, Curriculum Requirements, ND State Board for Career & Technical Education Policies.) For each curriculum, list the following:
 - a) Entrance requirements
 - b) Course objectives
 - c) Subjects or units in the course
 - d) Career objectives associated with completion of the course
 - e) Length of the program in quarter or semester credits or in clock hours (See Section 400.3 ND State Board for Career & Technical Education Policies.)

Note: New programs require Board approval; request form from the ND State Board for Career and Technical Education.

- 13. Enrollment:** For each program of instruction offered, provide the current enrollment, the maximum enrollment, and the names of current students who are residents of the state.
- 14. Facilities:** Provide a complete description of the career school's facilities located in North Dakota. Describe the career school's provisions for the health and safety of students, attaching copies of inspection reports required by state or federal law. Renewal applicants, enclose copies of inspection reports, as applicable.
- 15. Equipment:** Provide a complete list of any tools or equipment available for instruction. Provide a complete description of any equipment used for distance education delivery, if applicable. Note type, quantity and age of equipment.
- 16. Educational Credential:** Provide a copy of the educational credential to be issued to successful graduates.
- 17. Placement:** Describe any placement services provided. Include a placement summary for last year's graduates, including graduation date, current employment status, employer and job title.
- 18. Statement of Compliance-Refund Policy:** Return the signed Statement of Compliance: Refund Policy. Enclose a copy of this policy in the format it is provided to students by the career school, or note where it is contained in the catalog or enrollment agreement. (See NDCC 15-20.4-06, Refund of tuition fees.)

- 19. Multiple Location Information:** If the career school operates more than one site in North Dakota, provide the following information:
1. The name, address, and telephone number of any location not listed in #2, Career School's Identification and Affidavit.
 2. The name, home address, and telephone number of the Administrative Director for any site not listed in #2, Career School's Identification and Affidavit.
 3. Instructional staff and programs: include information as required in items 11 and 12, above, if staff and/or programs differ from information reported in items 11 and 12.
 4. Include information on enrollment, facilities and equipment (see items 13-15) for any additional sites.
- 20. Distance Education Requirement:** List the names of the programs intended for distance delivery, the modalities (equipment or means of delivering distance instruction) to be used for distance delivery, and the names and qualifications of those providing technical support for distance education students.



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Career School's Identification and Affidavit

Date	Career School Name		
Address			
City		State	ZIP Code
Director's Name		Work Telephone Number	Home Telephone Number
Home Address			
City		State	ZIP Code

Career School Ownership Information

Complete the appropriate section according to ownership:

- Proprietorship, Complete Section A
- Partnership, Complete Section B
- Corporation, Complete Section C

Section A – Proprietorship (List name and home address of the proprietor.)

Name of Proprietor		
Home Address		
City	State	ZIP Code

Section B – Partnership (List names, titles and home addresses of all partners in the partnership. Attach additional sheet if more space is needed.)

Name	Title		
Home Address			
City	State	ZIP Code	

Name	Title		
Home Address			
City	State	ZIP Code	

Name	Title		
Home Address			
City	State	ZIP Code	

Section C – Corporation (List name and title of the corporate officers with their respective home addresses. Attach additional sheet if more space is needed.)

Name	Title		
Home Address			
City	State	ZIP Code	

Name	Title		
Home Address			
City	State	ZIP Code	

Name	Title		
Home Address			
City	State	ZIP Code	

AFFIDAVIT

If the applicant career school is owned by an individual, this affidavit is to be made by that individual; if owned by a partnership, by the managing partner; if owned by a corporation, by an authorized officer.

State of
County of
Name

being duly sworn deposes and says that (s)he is the named title (shown below) of the Career School (identified below).

Title of Position	Name of Career School
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Respecting which the forgoing application for license is made; that (s)he has read the foregoing application; and that the statements therein made are true to the best of his/her knowledge, information and belief.

Signature

Subscribed and sworn to this

Date
Notary Public
County

(SEAL)

Attachments

Private postsecondary career schools operating in North Dakota, attach a copy of a current certificate of registration from the North Dakota Secretary of State. Initial applications; provide a copy of the organization's articles of incorporation.

**STATEMENT OF COMPLIANCE
REFUND POLICY: NORTH DAKOTA
CENTURY CODE 15-20.4-06**

This is to certify that the career school (identified below located at the below address) hereby declares it will comply with the Refund Policy established by the state of North Dakota, as set forth in Chapter 15-20.4-06 (Refund of Tuition Fees).

Career School		
Address		
City	State	ZIP Code

Administrator Signature	
Title	Date

Appendix A

GROSS INCOME STATEMENT

The amount of the surety bond shall equal at least ten percent of the preceding year's gross income from North Dakota student tuition, fees, and other required career school charges, except that no career school may submit a bond in an amount less than \$10,000, regardless of income. A career school may provide a bond in a greater amount than ten percent of its gross income as its own discretion. A career school whose gross income from students enrolled in North Dakota exceeds \$1,500,000 must submit a bond in the amount of at least \$150,000.

A career school, in each annual application for authorization to operate, must compute the amount of the surety bond and verify the amount of the surety bond complies with this rule.

Identify the twelve-month period used to determine the career school's gross income (use format: mm/dd/yy) FROM TO
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Provide the school's gross income for the past year from the following sources:

Source	Amount
Tuition from students enrolled in North Dakota	
Fees, including lab, computer rental, etc. from students enrolled in North Dakota	
Other required charges received from student enrolled in North Dakota	
Total Gross Income	
Ten percent of Gross Income	

Applicants must bond at a minimum of \$10,000 regardless of the result of the final calculation, above. Applicants seeking an initial, provisional authorization to operate must provide a bond of a least \$10,000.