

# North Dakota State Board for Career and Technical Education Policies

## Authorization to Operate Postsecondary Career Schools

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### Section 100 Introduction; Statutory Authority

NDCC ch 15-20.4 pertaining to postsecondary career schools names the State Board for Career and Technical Education as the entity charged with powers and duties related to the authorization of career schools to operate in North Dakota.

### Section 200 General Regulations

- 200.1 All postsecondary career schools, as defined in North Dakota Century Code section 15-20.4-01(7), which intend to operate in this state, shall obtain authorization to operate in the state of North Dakota unless exempt under North Dakota Century Code section 15-20.4-02.
- 200.2 Postsecondary career schools claiming to be exempt under North Dakota Century Code section 15-20.4-02 shall apply for an exemption from regulation using the format provided by the State Board for Career and Technical Education.
- 200.3 Postsecondary career schools not operating in this state may make voluntary application for authorization to operate a postsecondary career school in this state.
- 200.4 The application for postsecondary career schools operating in North Dakota or seeking voluntary authorization to operate shall include:
- a. The name, address, and organizational structure of the postsecondary career school, a copy of the articles of incorporation, and the names and addresses of the current owners and corporate officers. Applicants operating in North Dakota must also enclose a copy of a current certificate from the North Dakota Secretary of State verifying registration. The State Board may, at its discretion, require a private school owner to undergo a criminal background check.
  - b. The location(s) where instruction will be offered.
  - c. Career schools granting associate in applied science degrees, diplomas, or certificates, must provide evidence of accreditation by an organization

recognized by the United States Department of Education. Career schools seeking provisional authorization to operate, see subsection 6.

- d. Catalogs, which shall include:
  - (1) Name and address of the postsecondary career school and date of publication.
  - (2) Names of administrative and instructional staff, governing body and officials.
  - (3) Entrance requirements and standards of progress.
  - (4) Outline of each program or course of instruction including course objectives and subjects or units in each course.
  - (5) A current schedule of tuition and other fees and the procedures for collecting and refunding tuition.
  - (6) Policies governing attendance, grading and student dismissal.
  - (7) Refund policy as specified in North Dakota Century Code 15-20.4-06.
  - (8) Regular applicants must provide the name and contact information for the school's accrediting body. The accrediting body must be an organization recognized by the United States Secretary of Education.
- e. Renewal applicants must provide placement data indicating whether program completers have obtained employment in the field for which they have trained, an unrelated field, or are unemployed.
- f. A description of costs and payment methods.
- g. A copy of the enrollment contract or agreement.
- h. A current financial statement showing that the financial resources of the postsecondary career school are such as will ensure the fulfillment of its instructional and business obligations for at least a one-year period of operation. The financial statement must include 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. The information submitted must be signed by the accountant who prepared it and must contain that person's address, e-mail address and telephone number. Applicants for initial authorization to operate must submit a projected income statement for two years of operation.
- i. A list of administrative and instructional staff and their qualifications.
- j. A description of available space, facilities, equipment, and provisions for the health and safety of students.
- k. Copies of current promotional literature.
- l. Enrollment data.

- m. A student complaint procedure with detailed instructions. The instructions must contain contact information for the North Dakota Department of Career and Technical Education, including: Administrator, Postsecondary Career Schools, Department 270, 600 East Boulevard Avenue, Bismarck, North Dakota 58505-0610; (701)328-2678. This information must be provided to the student in the school's catalog, student handbook, or other format readily accessible to the student.
- n. A surety bond issued by a surety company authorized to conduct business in this state, running to or through the State of North Dakota, by and through the State Board for Career and Technical Education, for the protection of the contractual rights of the students. The amount of the surety bond must be at least ten percent of the career school's total gross income as computed on the Gross Income Statement in Appendix A. The minimum bond, however, may not be less than ten thousand dollars, regardless of gross income. The bond must be in the amount of at least ten thousand to one hundred fifty thousand dollars, as determined by gross income. Career schools may provide a bond in an amount exceeding the required amount.

A career school that has no previous gross income from operating in this state that is seeking an initial, provisional authorization to operate must provide a bond in an amount no less than ten thousand dollars, and may, at its own discretion, provide a bond exceeding ten thousand dollars.

If the board determines that a higher level of bonding is warranted for consumer protection purposes, the board may require a bond in an amount that exceeds the amount derived from calculations as described above.

Bonds must be in a format provided by the board. The career school must present evidence of payment of the bond premium for the renewal period.

- o. Non-refundable fees: the initial application fee for private career schools is one thousand dollars; the renewal fee is five hundred dollars. Career schools seeking board approval for new programs, for additional credential levels, or for substantial changes to existing programs may be assessed additional fees relating to the cost of external review services. The fees must be paid by check or money order made payable to the North Dakota Department of Career and Technical Education.
- p. Any other information the board determines to be appropriate and necessary.

200.5 The board may submit application materials to designated experts for review and recommendation.

200.6 The State Board for Career and Technical Education will not grant a provisional authorization to operate to any out-of-state postsecondary career school seeking to establish operations in North Dakota unless that career school, in its state of origin, has achieved accreditation as described in subdivision c of subsection 200.4. A postsecondary career school located in North Dakota seeking its first authorization to operate may be issued a provisional authorization to operate on an annual basis until the career school becomes eligible for accreditation by a recognized accrediting agency. Applicants seeking an initial provisional authorization to operate must provide the name of the accrediting agency

selected, documentation of intent to undergo accreditation procedures by said agency, and a timetable for completion of accreditation procedures that is reasonable and based upon the accrediting agency's procedures. Applicants seeking renewal of a provisional authorization to operate must demonstrate substantial progress towards accreditation. The State Board will determine, based upon procedures established by the selected accrediting agency, whether substantial progress has been achieved. Only upon accreditation shall a career school become eligible for a regular authorization to operate.

- 200.7 No career school seeking an exemption from oversight by the State Board for Career and Technical Education shall be issued such exemption unless it is approved by the appropriate state authority to operate in its state of origin, and holds accreditation recognized by the United States Department of Education.
- 200.8 All authorizations to operate expire on the thirtieth day of June next following the date of issuance. Applications to renew an authorization to operate must be submitted to the board at least ninety days prior to the expiration date in a format prepared and furnished by the board.
- 200.9 The board shall issue a letter to the applicant indicating approval of the application for authorization to operate upon determination that they have met the board's requirements. Those career schools denied an authorization to operate will receive written notice informing them of denial as well as the reasons for the denial.
- 200.10 A person or persons purchasing a career school already operating as an approved career school shall comply with all the requirements for securing initial authorization to operate. Authorization does not automatically transfer to the new owner. Notification of a change of ownership should be made to the board requesting approval prior to the time the ownership change takes place.
- 200.11 The director of a career school authorized to operate by the State Board for Career and Technical Education shall notify the board immediately if the career school discontinues or plans to discontinue its operation in the state.

**Section 300 Distance Education**

- 300.1 The board recognizes that requirements for facilities, equipment, and methods of instruction for distance education programs differ from traditional programs delivered on-site. However, so far as applicable, the career school will adhere to the basic standards as outlined in this chapter as well as to applicable practices set forth in the Interregional Guidelines for the Evaluation of Distance Education: <http://www.msche.org/publications/Guidelines-for-the-Evaluation-of-Distance-Education-Programs.pdf>.
- 300.2 Career schools offering distance education programs seeking authorization to operate shall include the following additional items in the application:
- a. The names and descriptions of programs of study intended for delivery by distance education modalities.
  - b. A complete description of the types of distance modalities to be used.

- c. The names and qualifications of those providing technical assistance or support to students taking coursework via distance modalities.

**Section 400 Curriculum Requirements**

- 400.1 Educational objectives of programs of instruction should be clearly defined and simply stated. They should briefly indicate what the specific education program or course of instruction can do for reasonably diligent students.
- 400.2 If the program of instruction prepares students for an occupation, the program shall conform to standards and training practices generally accepted by the occupation for which students are being prepared.
- 400.3 Each curriculum shall be outlined in detail listing entrance requirements, course objectives, subjects or units in the course, type of work or skill to be learned as applicable, and length of the program in quarter credits, semester credits or clock hours. A “clock hour” is defined as comprising a period of sixty (60) minutes with a minimum of fifty minutes of instruction.
- 400.4 The programs offered by the career school are restricted to those specifically approved under its authorization to operate and at the location offered. Career schools may apply to the board for approval of new programs by submitting required application information in a format prepared by the board.
- 400.5 A career school seeking authorization to add a specialization to a program the board has previously approved may submit an application using the same format as for new program approval. Authorization to offer a new specialization within an approved program may be approved administratively upon receipt of a positive recommendation by the executive officer of career and technical education. An application to add a specialization to an authorized program does not require board approval unless requested by the executive officer of career and technical education.
- 400.6 A career school may not discontinue any program of instruction without a sixty-day notice to the board. The length or major content of any approved program of instruction may not be altered without notification to the board.
- 400.7 All programs of instruction shall be reviewed and evaluated by the board as part of the annual renewal process.

**Section 500 Administrative and Instructional Staff**

- 500.1 The career school must designate an individual as the director. That individual shall be directly responsible for the content and method of instruction, supervision of instructors, organization of classes, equipment, proper maintenance of student records, and student affairs.
- 500.2 An assistant director shall serve in the capacity of the director in his or her absence from the career school and shall be charged with similar responsibilities. One or more persons may be designated as the assistant director.
- 500.3 The director and assistant director must, through training or experience, have educational qualifications and work experience as a wage earner related to their areas of responsibility.

- 500.4 The director and assistant director must be high school graduates or equivalent and must have any two of the following qualifications:
- a. A baccalaureate degree with a major in education or in a field in which training is offered.
  - b. Qualified experience for a minimum of two years in a specific field for which training is offered.
  - c. Two years of successful teaching experience in a specific field for which training is offered.
  - d. A minimum of one year of actual experience administering a career school or supervisory experience.
- 500.5 An instructor must have at least one of the following qualifications or an acceptable combination thereof:
- a. A baccalaureate degree with a major in education or in a field in which training is offered.
  - b. Qualified experience for a minimum of two years in a specific field for which training is offered.
  - c. Two years of successful teaching experience in a specific field for which training is offered.
- 500.6 When a director, assistant director, or instructor is employed, the career school shall submit to the board appropriate information relative to the training, experience, and employment record of the individual within thirty days after employment.
- 500.7 The board must be notified in writing by the career school of the dismissal or resignation of a member of the administrative or instructional staff within thirty days thereof.

**Section 600 Business Practices**

- 600.1 All correspondence, forms, and applications relating to the authorization of postsecondary career schools must be sent to the Department of Career and Technical Education, Fifteenth Floor, Capitol Building, 600 East Boulevard Avenue Department 270, Bismarck, ND 58505-0610. All original letters, surety bonds, forms, or applications shall become a part of the records of the board and may be retained by it. The mailing of letters, applications, forms, or other papers shall not constitute receipt of the same by the board unless sent by registered or certified mail, return receipt requested.
- 600.2 The career school must prominently display its current authorization letter, course approval, and schedule of operation where it may be inspected by students, the board, and representatives of the board.
- 600.3 Adequate records of the students' attendance, experience, scholarship, and progress, must be permanently retained by the career school. The career school

must make progress and attendance records available to students at their request and at a time convenient to the career school, and periodically issue grades and or progress reports.

- 600.4 Student records shall be retained and held subject to inspection by the board or its representatives at any time during the scheduled hours of operation of the career school.
- 600.5 The career school must make available to the board, at any time it is requested to do so, any and all relevant information concerning the operation of the career school.
- 600.6 All applications for enrollment in a postsecondary career school must be made in writing on forms provided by the career school.
- 600.7 The career school may not enter into an agreement, either verbal or written, to provide part-time employment as inducement for enrollment.
- 600.8 If production work is necessary as part of the career school's educational program, every effort shall be made to avoid unfair competition with private enterprise.
- 600.9 Failure to comply with North Dakota Century Code chapter 15-20.4 relating postsecondary career schools or the board's policies will result in such action by the board as is warranted under the circumstances.

**Section 700      Publicity and Advertising**

- 700.1 Each career school shall use or advertise through any advertisement or piece of promotional literature only its authorized name and address.
- 700.2 A career school may not advertise or imply that it is "supervised", "recommended", "endorsed", or "accredited", by the board, or that it is in any way endorsed by the state of North Dakota. The career school may advertise that it is operating under North Dakota Century Code chapter 15-20.4 or by authorization of the State Board for Career and Technical Education.
- 700.3 A career school may not state in its advertising any tuition or fees in an amount other than that which is on file with the board.
- 700.4 The terms "institute" or "college" must not be used in the name of the career school or in describing the career school unless there is written evidence from the board authorizing the use of such designation.
- 700.5 No owner, partner, officer, or employee acting on behalf of any career school shall make, prepare, or present any fraudulent statement, misrepresentation, or misleading statement of fact with respect to its tuition, its personnel, its courses and services, or the occupational opportunities for its graduates.
- 700.6 A guarantee of placement for graduates must not be promised or implied by any career school or representative thereof. No career school, in its advertising or through its employees, shall guarantee or imply the guarantee of employment before enrollment, during the pursuance of the course, or after the course is completed. No career school shall guarantee any certain wage.

**Section 800            Tuition and Fees**

800.1            Each career school must furnish the board with a schedule of its tuition and fees, identification of any supplementary costs, and methods of payment.

**Section 900            Refund Policy**

900.1            Each career school must furnish the board with a refund policy which complies with North Dakota Century Code section 15-20.4-06.

900.2            A career school shall make an appropriate refund within thirty days of the date the student fails to enter or terminates training.

**Section 1000           Records Management**

1000.1           The career school shall establish and maintain policies and procedures and have available for inspection a record keeping system as it relates to any required records referred to throughout these rules, including records relating to administration, instruction, and students.



**NORTH DAKOTA STATE BOARD FOR CAREER AND TECHNICAL EDUCATION**

**POSTSECONDARY CAREER SCHOOL PERFORMANCE BOND**

BOND NO: \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS: That we \_\_\_\_\_  
(Name of career school)

located at \_\_\_\_\_ as principal (hereinafter  
(Street) (City) (State) (Zip)

called Principal), and \_\_\_\_\_ of \_\_\_\_\_  
(Name of Surety Company) (Street) (City) (State) (Zip)

a corporation duly licensed to do business in the state of North Dakota, as Surety (hereinafter called Surety), are held and firmly bound unto the STATE OF NORTH DAKOTA, (hereinafter called Obligee), in the sum of \_\_\_\_\_ DOLLARS, lawful money of the United States of America, for payment of which, well and truly to be made, we bind ourselves, each of our heirs, executors, administrators, representatives, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION that whereas the Principal has been duly authorized to operate, has applied or intends to apply for authorization to operate a postsecondary career school pursuant to Chapter 15-20.4 of the North Dakota Century Code.

NOW, THEREFORE, if the Principal and its employees shall faithfully and honestly comply with all of the provisions under said law, all rules and regulations promulgated in pursuance thereof, and shall faithfully perform all contracts and agreements entered into between the Principal and all persons enrolling as students with the Principal, then this obligation shall be void, otherwise, the obligation shall remain in full force and effect.

Any person injured by the breach of conditions of such bond may bring an action on the paid Bond in the name of the State of North Dakota for the use of such person so injured to recover legal damages suffered by reason of such breach; provided, however, that the aggregate liability of the Surety for all such damages shall, in no event, exceed the sum of said bond.

This bond is a continuing obligation and shall cover the full period or periods of said authorization of the Principal under NDCC 15-20.4, including the present and all renewal authorizations which the Principal may be granted; provided, however, that it is expressly agreed that nothing contained herein shall be construed to reduce the liability of the Principal or Surety below the penal sum set forth above for each and every period for which the Principal received authorization the same as if a new bond in the said penal sum were entered into for each and every separate period.

This bond may be cancelled at any time by the Surety giving written notice of such cancellation by registered mail to the North Dakota State Board for Career and Technical Education and to the Principal, and all liability hereunder shall terminate ninety (90) days after receipt by the North Dakota State Board for Career and Technical Education of such notice, except that the liability of the Principal and Surety shall apply as provided herein to any acts or omissions which may have occurred prior to the effective date of such cancellation.

SIGNED AND SEALED with our seals and dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Name of Principal)

by: \_\_\_\_\_  
(Signature for Principal)

Countersigned by: \_\_\_\_\_  
(Title of Person Signing)

\_\_\_\_\_  
(North Dakota Resident Agent)

\_\_\_\_\_  
(Name of Surety Company)

\_\_\_\_\_  
(Agent's Address) by: \_\_\_\_\_  
(Attorney-in-Fact/Surety)

Attorney-in-Fact must attach a valid Power of Attorney from the Surety.

If Principal is a corporation, officer signing must attach resolution authorizing execution.

**ACKNOWLEDGEMENT OF PRINCIPAL**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

IF BY INDIVIDUAL  
USE THIS FORM

before me appeared, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_, known to me to be the person who is described in and who executed the within instrument as principal, and he acknowledged to me that he executed the same.

- OR -

IF BY CO-PARTNERSHIP  
USE THIS FORM

personally appeared \_\_\_\_\_  
known to me to be one of the members of the co-partnership of \_\_\_\_\_  
and the person who is described in and who executed the within instrument for and in behalf of said co-partnership as principal, and he acknowledged to me that he executed the same for said co-partnership.

- OR -

IF BY CORPORATION  
USE THIS FORM

personally appeared \_\_\_\_\_  
known to be to be the \_\_\_\_\_  
of the corporation that is described in and that executed the within instrument as principal, and he acknowledged to me that such corporation executed the same.

(SEAL)

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_

**ACKNOWLEDGEMENT OF SURETY**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_,

before me, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_, and \_\_\_\_\_ known to me to be the \_\_\_\_\_, and \_\_\_\_\_ respectively of the corporation that is described in and that executed the within instrument as surety, and they acknowledged to me that such corporation executed the same.

- OR -

personally appeared \_\_\_\_\_ known to me to be the person who is described in and whose name is subscribed to the within instrument as the attorney-in-fact of \_\_\_\_\_, and he acknowledged to me that he subscribed the name of \_\_\_\_\_ thereto as surety, and his own name as attorney-in-fact.

(SEAL)

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_