## APPLICATION FOR INITIAL APPROVAL

## TO OPERATE AS A PROPRIETARY SCHOOL IN RHODE ISLAND

Name of Applicant Phone

Address E-mail

Name of Proposed School Phone

Address of School

Web Address for School

Primary Person to Contact Phone

Address E-mail

A school seeking a certificate of approval from the Office of the Postsecondary Commissioner (OPC) to operate as a proprietary school in Rhode Island must observe the following procedures and must satisfactorily meet the *Standards for the Operation of Proprietary Schools* as set forth in *Section IV* of the [*Regulations Governing Proprietary Schools in Rhode Island*](file:///C%3A%5CUsers%5Cdvelletri%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CRegulations%5CProprietary%20Regs%20063008.pdf). The procedures are as follows:

1. Complete the *Pre-Application Assessment of Financial Condition* described in *Section III* of the [*Regulations*](file:///C%3A%5CUsers%5Cdvelletri%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CRegulations%5CProprietary%20Regs%20063008.pdf)and receive authorization from the OPC to apply for initial approval.
2. Make written application to the commissioner at least six months prior to the intended date on which operation will commence.
3. Submit a non-refundable application fee of $2,000.00 payable to the RI Office of the Postsecondary Commissioner.
4. Submit the required bond with corporate surety payable to the RI Office of the Postsecondary Commissioner. The amount of the bond will be established by the commissioner. (Refer to *Standard 10.4* for information on how bonding levels are determined.)
5. Submit a completed *Application for Initial Approval* including the supporting documents listed below: (additional application and related forms can be downloaded from [*www.riopc.edu*](http://www.riopc.edu)) [Note: Documents requested below that were submitted in the pre-application process need not be re-submitted if there has been no change. However, potential schools may be asked to resubmit documents if they are not considered current by OPC staff.] The following materials are to be supplied:
	1. completed and notarized anti-discrimination compliance agreement (see *Standard 1: Owner, Officers and Personnel*);
	2. names and titles of office holders and copies of organizational documents for the proposed school and for any entity, which is an owner of the proposed school;
	3. copies of written policies pertaining to conflicts of interest (see *Standard 1: Owner, Officers and Personnel*);
	4. at least three letters of reference attesting to the good character and other qualifications of the officers and chief administrator (see *Standard 1: Owner, Officers and Personnel*);
	5. personnel information for the proposed school chief administrator and all instructors (see *Standard 1: Owner, Officers and Personnel*);
	6. proposed catalogs, circulars, application forms and student enrollment agreement forms (see *Standard 14: School Catalogs and Related Materials*);
	7. schedule of proposed tuitions and fees (see *Standard 4: Tuition and Fees, Payment Arrangements and Scholarships*);
	8. proposed calendar for a complete year, showing semesters or terms, normal enrollment dates, vacation periods and holidays;
	9. proposed curriculum for each program, showing content of courses to be taught and types of knowledge and skills to be learned (see *Standard 6: Instructional Programs*);
	10. proposed certificate or diploma formats to be used;
	11. proposed forms to be used for record maintenance purposes;
	12. proposed advertising and other promotional materials;
	13. business plan for the school;
	14. the latest audited financial statements for the school and financial projections for the period of the school’s initial business plan prepared by a certified public accountant; the financial statements must be accompanied by a notarized statement signed by the owner (or in the case of a corporation or other entity its authorized fiscal representative) indicating that the financial information is true and correct;
	15. audited financial statements for the owners prepared by a certified public accountant;
	16. current annual tax return for the school and for each owner of the school;
	17. copies of any lease agreements pertaining to instructional or other physical facilities;
	18. certification from the deputy fire marshal, local building inspector and state health department that the school plant adheres to the regulations as established by these agencies;
6. letter from the Governor’s Commission on Disabilities certifying compliance with and accessibility under the Americans with Disabilities Act (ADA) and all applicable federal and state statutes;
7. a statement concerning any accreditation or approval granted the school by a recognized agency or association;
8. any other materials that the commissioner deems appropriate to the approval process.
9. Submit payment to external consultants, if necessary. *Note*: If deemed appropriate, external consultants may be selected by the OPC in consultation with the school to review the proposal either in whole or in part. The amount of the stipends to the consultants will be mutually agreed upon in advance and will be paid by the school at the conclusion of the review.

7. The applicant will be notified by OPC of any deficiencies in the application.

1. When the application is completed, OPC staff will arrange a site visit to inspect all proposed physical facilities.
2. Upon completion of the review, OPC staff will present the results to the Commissioner of Postsecondary Education.
3. The commissioner, acting upon the recommendation of OPC’s staff, will submit a recommendation for action to the Council on Postsecondary Education.
4. The Council must approve all initial applications prior to commencement of operations.

Note: Financial statements must be accompanied by a completed notarization form.

**Return** all materials to the Rhode Island Office of the Postsecondary Commissioner.