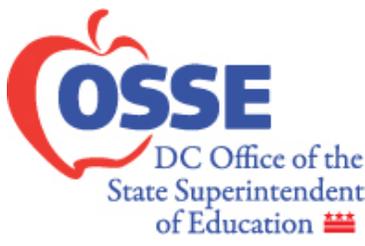


GOVERNMENT OF THE DISTRICT OF COLUMBIA
Education Licensure Commission

APPLICATION FOR AGENT'S LICENSE

810 First Street, N.E.
9th Floor
Washington, DC 20002

Phone: (202) 727-2824
Fax: (202) 724-7656
TTY: (202) 727-1675
www.osse.dc.gov



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Education Licensure Commission

[] Initial Application
[] Renewal Application

Application for Agent's License

"Agent" means any person owning any interest in, employed by, or representing for remuneration, an educational institution, whether such institution is located within or outside the District, and who solicits or offers to enroll in the District students or enrollees for such institution, or who holds himself or herself out to residents of the District of Columbia as representing an educational institution for any such purpose (DCMR § 38-1302 (1)).

A. TO BE COMPLETED BY RESPONSIBLE OFFICIAL OF THE INSTITUTION:

1. Name of Institution

2. Address of Institution

City, State, Zip Code

3. Website:

4. Principal Contact:

Name: Title:

Address:

Phone: E-mail:

Fax:

5. Type of Educational Institution: (check all that apply)
[] Incorporated For-Profit [] Non-Profit [] Postsecondary Non-Degree [] Degree Granting

6. If Branch Campus, provide contact information for main campus:

Table with 4 columns: Name and Title of Main Campus Contact, Phone, E-mail, Address, City, State, Zip Code

7. Type of credential to be offered:
[] Certificate [] Associate's Degree [] Bachelor's Degree [] Master's Degree [] Doctorate

8. Is the institution accredited?
[] No [] Yes - attach a copy of accreditation letter with expiration date.
[] Pending- attach a letter summarizing the current status of the application for accreditation.

9. Is the institution licensed to operate in all states where it is present?
[] No [] Yes - attach a copy of approvals with expiration date.

10. Has this institution ever been denied operation of an educational institution in Washington DC or any other jurisdiction?
[] No [] Yes -attach explanations on a separate sheet.

Instructions for Submitting Application for Agent's License

Please read and follow these instructions carefully. A complete and accurate application will expedite your appearance before the Commission. Please print or type the information requested.

You must submit six copies of the application and all supporting documentation. One passport size picture should also be submitted in the original application.

The following items should be submitted in the application package:

- The Agent's License Application Form. Please make sure all documents are signed.
- The Surety Bond forms, signed, stamped and dated.
- A copy of a government issued photo ID issued to the individual applying for the Agent's License.
- A letter or statement of "Good Standing" from the licensing authority of the state in which the educational institution is licensed.
- The *Statement on Reasonable Service and Business Ethics* and the *Certificate of Non-discrimination*.
- The names of the governing body of the institution, officers, an organizational chart and the by-laws of the institution.
- A statement of accountability for allocating finances, policy and procedures statement for budgeting and accounting of resources, the latest financial audit must be provided.
- A schedule of all tuitions, fees (refundable and non-refundable), service charges, or any other financial requirements from DC students; a copy of the refund policy. Non-degree schools must comply with Chapter 22, section 2219.
- A check for \$85 made out to the D.C. Treasurer.
- A picture with the name of the agent written on back.
- A copy of a student enrollment agreement with a statement of qualifications or requirements for admission.
- A statement describing the records maintenance system.

- Number of total students enrolled in the program (please specify how many of them are DC residents).
- A statement outlining the institution's plan for retaining students.
- A scanned copy of all of the above on a CD.

Return the application and all required documents to the following address:

DC Education Licensure Commission
Office of the State Superintendent of Education
810 First Street, N.E., 9th Floor
Washington, DC 20002

**DISTRICT OF COLUMBIA
EDUCATION LICENSURE COMMISSION**

**POSTSECONDARY SCHOOL BOND
(INDIVIDUAL AGENT'S BOND)**

KNOW ALL MEN BY THESE PRESENTS, That I, (1) _____
a licensed agent of (2) _____ doing business in
the District of Columbia at (3) _____ as principal; and
(4) _____ doing business at (5) _____
and incorporated in the state of (6) _____, as surety are held and firmly bound unto the
District of Columbia and unto any person who may be aggrieved by a violation by said licensed agent of any
law or regulation in force in the District of Columbia relating to an agent for a Postsecondary School in the
full and just sum of two thousand five hundred dollars (\$2,500) lawful money of the United States of America
for which payment, well and truly to be made, we bind ourselves, jointly and severally, our joint and several
heirs, executors, and administrators, successors and assigns, firmly by these presents.

Signed with our hands and sealed with our seals this (7) _____ day of _____, in the year of
our Lord two thousand and _____ the effective date this bond to be
(8) _____, _____, 20 _____, and shall expire on (9) _____.

WHEREAS, the above bounden licensed agent desires to act as an agent in the District of Columbia of
(10) _____ a Postsecondary School.

NOW, THEREFORE, the conditions of the above obligation are such that the above bounden licensed agent
shall in all respects comply with the provisions of the D.C. Education Licensure Commission Act of 1976,
D.C. Law 1-104 (D. C. Code Sec. 38-1302, et. Seq.) and regulations issued pursuant thereto, and amendments
thereto made, or which may be hereafter made, and shall pay all damages occasioned to any person by reason
of any violation of the aforesaid Act and regulations in carrying on the business for which such license is
granted.

Signed in the presence of: *(TWO WITNESSES)*

(11) _____ (13) _____ (SEAL)
WITNESS LICENSED AGENT

(12) _____ (14) _____ (SEAL)
WITNESS AUTHORIZED SCHOOL EXECUTIVE

TITLE DATE
(15) Attest _____
SECRETARY DATE

(SEAL)

(16) By: _____
ATTORNEY-IN-FACT DATE

*Authority of executing officers or attorney-in-fact for surety must be attached to bond.
Erasures, corrections and alternations must be initialed and sealed by attorney-in-fact.*

**DISTRICT OF COLUMBIA
EDUCATION LICENSURE COMMISSION**

**INSTRUCTIONS TO BONDING COMPANIES FOR PROPRIETARY SCHOOL
(INDIVIDUAL AGENT’S BOND)**

Numbers indicate blank spaces to be filled out on bond.

- 1/2 Agent's Name and Name of the School
- 3 Street address at which business is carried on.
- 4/5/6 Name of Surety Company, address and state in which incorporated.
- 7 Date that Surety Company executed bond.
- 8 Date bond is to become effective.
- 9 Expiration date of bond
- 10 Name of Proprietary School
- 11/12 Two (2) witnesses required for applicant's signature
- 13 Agent's name
- 14 Authorized school executive name
- 15 Name of Surety Company and their corporate seal affixed so it is clearly visible
- 16 Signature of Attorney-in-fact or executing officer for surety company. A power of Attorney on behalf of agent signing is required to be attached to each bond.

NOTE

Please initial and seal any corrections or deletions made on bond.

FOR INSTITUTIONS

It is the responsibility of the school to determine with reasonable certainty, in advance of the acceptance of a prospective student's enrollment, that the student meets the minimum basic admissions' qualifications to successfully assimilate the program they intend to enter.

Prior to a student's enrollment, a school shall determine, with reasonable certainty, that a prospective student is fully informed as to:

1. The graduation requirements and expected outcomes of the program they desire to take;
2. The obligations they are entering into;
3. Their responsibilities and rights under any contracts or agreements that they are given to sign.

It is the responsibility of all schools to develop an informational briefing on financial aid if it applies with special attention on the obligations of any student who applies for and accepts a financial aid grant or loan. A student who applies for financial aid through the school shall be required to attend a school's informational briefing on financial aid and sign a statement acknowledging an understanding of the financial obligations they are entering.

If a school accepts an enrollment application or an application for admission from a person who does not meet the normal basic qualifications for acceptance, it should have a record of whatever correspondence has taken place about the prospective student and of the reasons why they were permitted to enroll, and be prepared to justify its action to the Commission in accepting the enrollment, if requested.

If an agent represents more than one school, they must obtain a separate permit for each school represented.

An agent's license is valid for one year from the date it is issued, unless sooner revoked by the Commission. Agent's license must be renewed annually. The license will be mailed to the institution.

Institutions should apply for the agent's license renewal at least sixty days in advance of the expiration date of the agent's license. The responsibility for renewal of the agent's license rests with the school.

No license shall be issued to any person found by the Commission not be of good moral character. Any applicant who has pleaded guilty to or has been convicted of a felony or has pleaded guilty or has been convicted of a crime of moral turpitude must file a detailed explanation of the circumstances with the agent application and include three letters of reference from the community. The school planning to employ the applicant must validate all elements of the application and provide evidence of the authenticity of the letters of reference.

In unusual circumstances, the Commission may require that any agent submit to a background check prior to the issuance of an agent's license.

Each application for an agent's license shall be accompanied by a surety bond. The bond may be continuing and shall be continued to provide indemnification to a student suffering loss as a result of fraud or misrepresentation used in procuring the student's enrollment. The bond shall be supplied by the school as an individual or a blanket bond covering each of its agents. The amount of bond required to be filed for one agent shall be twenty-five hundred dollars (\$2,500). A school may file a blanket surety bond for all its authorized agents in an amount to be determined by the Commission, but in no case greater than fifteen thousand dollars (\$15,000).

Statement on Reasonable Service and Business Ethics

Instructions:

One of the following individuals shall certify compliance on behalf of the school with the Educational Licensure Commission's statement on reasonable service and business ethics: owner, partner, chief executive officer or director. Upon completion, insert the original in the application booklet in the Integrity section.

Recognizing that a strong private school system is an important part of the educational continuum and that a unique relationship is established between student and school, we agree to the following:

Compliance in all respects with the provisions of District of Columbia law regarding the licensing of degree and non-degree schools. In addition, *I/we will*:

- Develop and present an educational program which affords students the opportunity to develop program competencies.
- Provide a place of instruction, equipment adequate to the number of students enrolled, and other facilities which will support the educational objectives of the school.
- Maintain the school facility in compliance with all applicable health and safety regulations.
- Recruit and support a faculty and staff which is committed to student development and learning and supply this faculty and staff with the resources necessary to satisfy student learning objectives.
- Honestly promote the school and its programs by ensuring that all student publications, advertising and printed materials contain full and accurate information and that all admissions representatives are completely trained and familiar with the school and its programs.
- Monitor the activities of admissions representatives on a regular basis.
- Adhere to all the legal requirements concerning the student's education.
- Ensure the delivery of the educational program contracted for as long as the students fulfill their contracted obligations to the school.
- Cooperate with the Educational Licensure Commission to promote and advance the quality of education offered by all schools.

I _____, _____
(Print or type names) (Titles)

Do hereby affirm _____ adherence to the DC Education
(Name of School)
Licensure Commission's policy on reasonable service and business ethics set forth above.

Signature

Date

AGENT MANUAL

Dear Prospective Agent,

This manual has been developed to assist agents in the important task of helping post-secondary level educational institutions alleviate criticism and complaints relative to unlawful and unethical practices in the marketing area of the industry.

A thorough study of its contents and adherence to the statements herein will, not only contribute in this effort but, more importantly, will make your role as an agent more agreeable and profitable.

Our mutual objective is to provide the District of Columbia residents with quality postsecondary education incorporating the necessary skills required by our increasingly complex technical and social society.

We require your full compliance and cooperation.

THE ETHICAL CONDUCT OF AGENTS

Under the provisions of DCMR § 38-1302 (1) which governs the post-secondary educational institutions and their agents in Washington DC, an "agent" means any person owning any interest in, employed by, or representing for remuneration, an educational institution, whether such institution is located within or outside the District, and who solicits or offers to enroll in the District students or enrollees for such institution, or who holds himself or herself out to residents of the District of Columbia as representing an educational institution for any such purpose.

An agent shall not personally solicit a prospective student to enroll in any school unless he or she applies for and obtains a license from the District of Columbia Education Licensure Commission in accordance with DCMR § 38-1302 (1) . An agent shall not solicit a prospective student to enroll in a school other than a school specifically listed in the application and the license. An agent who represents more than one institution shall obtain a license for each school he or she represents. An agent shall carry the identification card and show it to prospective students upon request.

No school or its agent shall promise or imply a guarantee of placement or employment for graduates, nor include such a promise or implication in any advertisement; nor shall they misrepresent any aspect of the offering being made to prospective students.

An agent representing a post-secondary level educational institution in Washington DC is expected to:

1. Carefully explain to the prospective students that the institution you are representing has not been reviewed, approved, licensed or accredited by the DC Education Licensure Commission.

2. Avoid making any promises to prospective students that cannot be verified. When soliciting students, statements made by agents of the school shall not be false or misleading.
3. Have a thorough understanding of the school, its course offerings, facilities, staff and instructors' qualifications.
4. Clearly understand that *licensed or approved* and *accredited* are not the same terms and are not to be used as such. Accredited will only be used by schools who have been accredited by an accrediting body recognized by the United States Department of Education.
5. Refrain from discrediting other schools by claiming that they are guilty of dishonorable conduct, are unable to fulfill the terms of a contract, are in trouble financially, or make other derogatory comments.
6. Refrain from making exaggerated statements concerning job or employment opportunities.
7. Carefully explain to the prospective students that, in addition to course completion, there are certain employment positions requiring examinations and tests, either state or federal, to become licensed prior to being employed in specific fields.
8. Accurately state the availability of financial aid at the school, and what kind of obligation would this mean for the prospective student upon graduation.
9. Be responsible to make sure the prospective student is provided a receipt if tuition or fees collected, and a copy of the enrollment agreement along with the refund policies. Is your responsibility to explain to the prospective students the financial obligations of the enrollment along with the refund policy.
10. Refrain from offering money or other considerations to students or any other persons.
11. Refrain from any attempt to obtain a list of names of prospective students still attending any other school, in any manner other than that which is consistent with the school's policy.