



District of Columbia Higher Education Licensure Commission Member Duties

DESCRIPTION:

The Higher Education Licensure Commission (HELC, the Commission) is a five-member Mayoral-appointed regulatory community protection authority charged with establishing quality postsecondary educational standards, and the licensing and monitoring of all private postsecondary educational institutions in the District of Columbia.

The HELC's responsibilities include:

- Developing standards for postsecondary education institutions aligned with nationwide regulatory practices;
- Ensuring that institutions have qualified instructors, appropriate curricula, and adequate resources to implement programs;
- Issuing or denying licenses;
- Maintaining student records from institutions that have closed and issuing transcripts;
- Investigating complaints about institutions;
- Advising the Mayor and members of the City Council on postsecondary education issues; and
- Consulting with the District's professional licensing agencies, neighboring higher education commissions, accrediting agencies and the U.S. Department of Education.

Learn more about the HELC: <https://osse.dc.gov/service/higher-education-licensure-commission-helc>

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age;
- Must be a District of Columbia resident;
- Must be able to participate in the work of the Commission. Helpful to have knowledge regarding the operation of postsecondary institutions.

MEMBER DUTIES:

- Execute consumer protection charges including licensing and institutional monitoring and review.

- Develop policy, make application decisions, and conduct disciplinary reviews.
- Meet at least eleven (11) times per year to conduct HELC business. Meetings are generally 3-5 hours in length; preparation time varies but averages three to eight hours per meeting.

PRIMARY RESPONSIBILITIES:

District boards and commissions vary in size and complexity. Because board members help shape and influence board decisions and actions, it is important that each member stays informed about issues, legislative activity, and statutes affecting their board or commission.

The guiding themes for boards and commissions members are **Service—Responsibility—Integrity**
read more: <http://mota.dc.gov/page/serving-board-or-commission>

HOW TO APPLY:

For additional information click on the link: <http://mota.dc.gov/>

Upload your resume to: <http://mota.theresumator.com/apply/SNgZ9b/ASSESSMENT-Submit-Your-Resume-For-Screening-By-The-MOTA-Team.html>

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