

## D.C. EDUCATION LICENSURE COMMISSION

### NEW APPLICANT WORKSHOP

Please read the instructions below carefully and complete this application prior to attending the workshop. Payment of \$200.00 is due the day of workshop in the form of a check or money order made payable to the D.C. Treasurer. CASH WILL NOT BE ACCEPTED. Failure to provide payment will result in non-admittance to workshop.

PARTICIPANT(S) NAME: \_\_\_\_\_

REQUESTED WORKSHOP DATE: \_\_\_\_\_

TYPE OF PROPOSED INSTITUTION: \_\_\_\_\_

NAME OF PROPOSED INSTITUTION: \_\_\_\_\_

NON-DEGREE: (check one):                       DEGREE:

CONTACT TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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Workshop Location: 810 First Street, NE, 9<sup>th</sup> Floor, Washington, DC 20002

**MATERIALS WILL NOT BE PROVIDED AT THE WORKSHOP. Print out the following materials from the internet prior to class at [www.osse.dc.gov](http://www.osse.dc.gov), Education Licensure Commission**

1. Application for Provisional Educational License
2. Regulations Governing Institutions: DCMR, Title 5, Chapter A80 ( For Postsecondary Degree-Granting Educational Institutions)
3. Regulations Governing Institutions: DCMR, Title 5, Chapter A81 (For Postsecondary Non-Degree Schools)
4. Regulations Governing Institutions: DCMR, Title 5, Chapter A82 (Organization and Procedures of the Education Licensure Commission)
5. Regulations Governing Institutions: DCMR, Title 38, Chapter 13 (Statute Creating the Education Licensure Commission)
6. Supplemental Form: QUALIFICATIONS FOR INSTRUCTORS
7. Supplemental Form: REQUIRED FINANCIAL DOCUMENTS

**LATE ARRIVALS OF 15 MINUTES OR MORE WILL NOT BE ADMITTED TO THE WORKSHOP.**

**THIS COMPLETED FORM AND ALL COMMUNICATIONS REGARDING THIS WORKSHOP SHOULD BE E-MAILED TO: [osse.elcmail@dc.gov](mailto:osse.elcmail@dc.gov).**