



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Education Licensure Commission

APPLICATION FOR INITIAL EDUCATIONAL LICENSE

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
Education Licensure Commission

Dear Prospective Applicant:

Operating a post-secondary educational institution in the District of Columbia requires a license issued from the Education Licensure Commission (ELC). The licensure process has several steps and requires a thorough assessment of an institution to ensure quality education, sound business practices and compliance with set laws and regulations. The first action required to ensure efficient and timely processing of an application is **mandatory attendance at the Workshop for Initial Applicants. Attendance is required before an application will be accepted by the ELC office.** The workshops are offered monthly, at the State Education Office, to inform interested parties of the filing procedures and facilitate greater efficiency in application processing.

- The workshops are 2 hours in length and include a review of the role of the ELC, application filing process, and renewal requirements. In addition, the regulations governing licensing institutions in the District of Columbia will be discussed.

You may obtain a copy of the application, guidelines, and instructions from the Web site at www.seo.dc.gov under the Education Licensure section.

Please contact Zita Rostas at zita.rostas@dc.gov or 724-2069 to register for the next available workshop.

Sincerely,

Robin Y. Jenkins
Program Manager
Education Licensure Commission

INTRODUCTION

The Education Licensure Commission (ELC Commission) was established to serve as a regulatory, consumer protection entity to license institutions offering post-secondary education and training in Washington, DC. The office is a program of the State Education Office (SEO).

The ELC assures quality by establishing standards in education, ethical business practices, fiscal responsibility, health, and safety. The ELC protects the public against transient, unethical, deceptive, and fraudulent educational institutions.

The regulatory authority is executed by five D.C. residents appointed by the Mayor of the District of Columbia as Commissioners. SEO staff members support and implement the policies of the Commission.

The primary functions of the Commission are to license and regulate post-secondary educational institutions, enforce post-secondary education laws and regulations, investigate complaints against institutions, and maintain closed institutions' student records.

Licensing requires evaluation of institutions to determine the capability to offer educational programs. An intensive assessment of the institution in a variety of areas is necessary to ensure quality, legitimacy, and compliance. Staff site visits and subject matter expert evaluations are a part of the licensing and enforcement process.

Investigation requires inspection and examination of an institution to determine compliance and public protection. These occur when there are complaints against institutions or unlicensed activity is detected.

The ELC seeks to ensure that students have the maximum benefit and success from an educational opportunity. The licensure process is intended to validate quality, integrity and confidence in the post-secondary educational institutions of the District of Columbia.

APPLICATION PROCESSING INFORMATION

An institution seeking initial licensure must submit the request by letter, with a complete application, the mandatory supporting documents, and required fee(s). Checks must be made payable to the DC Treasurer (degree granting institutions pay \$250.00 per year, non degree granting pay \$225.00 per year).

Complete applications can be processed and presented to the Commissioners within 45-60 days of receipt. The ELC meets at 4pm the fourth Thursday of each month (except August) to review processed applications. Institutions being reviewed will be notified of the location. **An institution cannot begin operations or advertising of a new program until the Commission has approved and affirmatively voted on the application. Operating without a license is illegal.**

The application must be legible and presented in the following style:
(applications received out of compliance will be returned unprocessed)

- Six entire copies must be submitted.
- The content (forms, documents, responses, publications) must be in a three ring binder/notebook.
 1. The notebook/binder must have a table of contents.
 2. The notebook/binder must be divided into the sections as indicated in parts II and III.
 3. Each section must be clearly marked with tabs/indices.
- If any of the required information is contained in an existing publication such as a catalog or handbook, make an indication in that section (with the page and location of the information) and include the document in an appendix.
- The application must be signed and all parts completed.

PART I

REQUEST FOR INITIAL LICENSE APPROVAL

Application is Being Submitted By:

(Name of Institution)

Address: _____

(City, State, Zip Code)

Website: _____

Principal Contact: Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Type of Educational Institution: (check all that apply)

Incorporated for-profit Non-profit Post-secondary non-degree

Degree granting College Branch Campus of existing institution: (IF YES,

PROVIDE CONTACT INFORMATION FOR MAIN CAMPUS)

Name of main campus contact Phone Fax

Address City State zip code

Type of Credential to be offered:

Certificate Associate's degree Bachelor's degree Masters Degree

Doctorate

Schools that are corporations or partnerships must complete the following section:

Partnership

Corporation

List of partners or officers:

President or Partner: _____

Vice-president or Partner: _____

Secretary or Partner: _____

Treasurer or Partner: _____

Attach a list of the names, addresses, telephone numbers of the owner(s), officers, members of the board of directors, managing employees and any other persons or business entities having a ten percent (10%) or more ownership interest in the school.

If the institution is a branch or satellite of an existing institution, is the existing institution accredited?

Yes ___ Attach a copy of accreditation letter with expiration date.

No ___

Pending ___ Attach the name of the accrediting organization and a summary of the current status of the application.

All applicants must complete the certification:

Certification

“I hereby affirm that the answers given in this application are true and accurate and complete. Further, I am authorized to sign this application on behalf of the institution named herein. I have read, and agree to comply with the District of Columbia’s laws and regulations governing corporations and educational institutions regulated by the Education Licensure Commission.”

Print or type name

Signature/Date

Title

PART II

INSTRUCTIONS

In order to complete this section, provide a detailed narrative describing your institution's compliance with the standards. This information should be presented in the same order as the compliance criteria listed below and should be organized in a notebook with a table of contents and clearly marked tabs/indices. The legislation governing the postsecondary level educational institutions in Washington DC are located on the Education Licensure Commission page of the DC State Education Office website at www.seo.dc.gov.

Applicants: create a three ring binder/notebook divided into the sections listed below in bold and insert the required statement or documents in each section.

Cover Letter

- The governing body of the institution must write a letter to the Commission authorizing the application and designating the person(s) who will maintain liaison with the Commission and certifying that the entire application including enclosures and attachments is accurate and current. A sample letter is enclosed in Part III of this application.

Integrity

A school shall comply with all applicable laws and regulations of the District of Columbia, with the conditions of any tax exemption, student or other financial assistance from a public agency, license or permit and with the requirements of this chapter.

Documents required:

- The chief administrator of the school must sign the enclosed Ethics Statement and Certificate of Non-Discrimination (see Part III) and include them in this section of the application;
- The Request for Name Approval (enclosed in Part III) must be completed and signed by the Chief Administrative Officer of the institution and included in this section. The school's official name must be appropriate to the level of study offered but not in conflict with D.C. Code, Title 29, Corporations, Section 618.

Mission

An educational institution shall have a mission statement which clearly describes its mission and purposes, the goals of the institution with regard to the instruction of its students, any specialized research and public service, its point of view and any special constituencies that it serves.

Documents required:

- Provide a 1-2 page statement outlining the mission and goals of the institution and insert this into the application in the section marked Mission.

Control

An educational institution shall clearly delineate the responsibilities for control of the operation of the institution and its programs, identifying the policies to be established severally or jointly, by its governing body, the chief executive officer, other administrative officers, faculty members, students and others.

Documents required:

- The application should contain a statement that outlines the responsibilities of the above mentioned groups or individuals for the control and operation of the institution. If this information is contained in an already existing publication such as a faculty handbook or catalog, make note of that in this section, state the page locations of the information requested, and include a copy of the document in the appendix of the application;

Administration

An educational institution shall be adequately organized and administered to achieve its mission and goals.

Documents required:

- Submit an organizational chart showing the principal subdivisions of the school, the title and name of the principal officer for each subdivision, written position descriptions for administrative positions, resumes for each individual fulfilling these positions, and clearly written administrative policies.

Finances

An educational institution shall have adequate resources to achieve its mission and goals. Submit a statement in this section which outlines the requirements in the following documents.

Documents required:

- A statement describing which school administrators have authority and accountability for allocating financial resources; how the financial division of the administration will be staffed, and the policies and procedures that will be used for budgeting and accounting for resources;

- An institution that exists as a licensed institution in another jurisdiction must provide a copy of the last annual audit by an independent certified public accountant, or other financial statement acceptable to the Commission;
- Provide a financial plan that demonstrates that the school is appropriately capitalized, that accurate assessments have been made regarding projected operating costs and that the individual, partnership or corporation has the financial capacity to support the operation;
- Complete the forms enclosed in Part III stating the One Year Projection of Income and Expenditures;
- A description of the arrangements for assuring strict compliance with any student or institutional financial assistance provided by government agencies;
- Non-degree schools must insert their surety bond form(s) in this section (see Part III).

Faculty

A school shall have a sufficient number of full-time teaching appointments to ensure continuity and stability of the educational program and to provide adequate educational association between students and faculty. The faculty shall have academic and teaching qualifications appropriate to their positions. Degree school requirements for instructors can be found in Chapter 21, Section 2104.7. Non-degree school requirements for instructors are located in Chapter 22, Section 2209.2

Documents required:

- In this section, submit resumes for each proposed faculty member and indicate which courses they will be teaching.

Instructional Program

The curricula and programs of study shall provide sequences of subjects leading to competence appropriate to each level of study and the requirements for degrees and certificates shall be clearly delineated.

Documents required:

- Include in this section a full syllabus with course objectives and methods of evaluating student performance for each course offered;
- Submit an outline of each program offered listing the courses required to complete the degree or certificate;
- The program description should include information such as the number of students in each class/session; the type of instruction being offered-classroom instruction, labs, practicum etc.;

- In the event that a clinical/ practicum is part of the instructional program, a copy of a written agreement between the school and the partner organization must be submitted with the application.

Library

An educational institution shall meet the following requirements for library resources:

- It shall provide access to an adequate collection of such books, periodicals, newspapers, teaching aids, audio-visual material and other learning and reference resources as the Commission deems necessary for the programs and courses offered;
- Where appropriate, access to on-line library resources should be made available to students;
- Provide seating and workspace for quiet study by a reasonable proportion of students and faculty.

Documents required:

- A statement indicating the type of library resources available to students.

Admissions

The institution shall have clearly delineated, fair and objective standards for admission; the basis for admission shall be documented in the student's record; the decisions regarding admission shall be made by employees of the school who have no direct financial interest in whether a particular individual is admitted.

Documents required:

- Provide a statement regarding the institutions admissions requirements for each program or degree.
- A copy of the Application for Admission.

Retention

A school shall make reasonable efforts to assure that students admitted to instruction are retained until completion of the program.

Documents required:

- A statement showing how the institution plans to document student retention;
- Non-degree schools must report their retention rate to the Commission as part of their license renewal process.

Job Placement

A school shall maintain records of each student who obtains employment or advancement within a time period to be specified by the Commission as a result of instruction received at the school.

Documents required:

- A statement showing how the institution plans to document job placement;
- Non-degree schools must report its placement rate as part of its application for license renewal.

Physical Plant and Equipment

An educational institution shall maintain in the District of Columbia a physical plant appropriate for the programs that it proposes to offer and comply with all applicable Federal and District laws and regulations with respect to building and fire codes and zoning and housing regulations.

Documents required:

- An institution must submit a copy of the Certificate of Occupancy (obtain from the DC Department of Consumer & Regulatory Affairs) for the facility in which the instruction will take place;
- The permit must be accompanied by a plan, blueprint, diagram or photos stating the square footage and showing the arrangement of classrooms and offices and other space in the structure.

Catalog

The institution must comply with the District's regulations regarding the biannual publication of a catalog.

Documents required:

- Non-degree school applicants must submit a camera ready copy of their catalog that complies with Chapter 22, Section 2216;
- Degree school applicants must submit a camera ready copy of their catalog that complies with Chapter 21, Section 2104.14.

Student Records

An institution shall develop a system allowing the maintenance of student records that is in compliance with, in the case of non-degree schools, Chapter 22, Section 2217 and for degree schools, Chapter 21, Section 2104.16.

Documents required:

- Non-degree schools must submit a copy of their enrollment contract with their application.

Publicity and Advertising

The school must submit to the Commission for approval copies of all advertising intended to be used, including transcripts of all radio and television commercials. Institutions may not start advertising until the Commission approves their license request. All publications and advertising must comply with the regulations for degree and non-degree schools in Chapter 21, Section 2106.16 and Chapter 22, Section 2218.

Documents required:

- The institution must submit a copy of any advertisement intended to be used if the school receives a license to operate in the District of Columbia.

Refund Policy

The school shall furnish to the Commission a schedule of its tuition and fees, and its pre-paid tuition plan and refund policy.

Documents required:

- Non-degree institutions must submit for review a refund policy that complies with the standard outlined in Chapter 22, Section 2219.

Credit Transactions

A school may not use any contract provision, oral or written representation or other device or means to deny or abridge the benefits of any applicable Federal or District law regulation designed to protect consumers or credit purchasers.

Documents required:

- Schools submitting copies of enrollment agreements must ensure that the agreement complies with this standard.

PART III
FORMS

**INCOME
ONE-YEAR PROJECTION**

ITEMIZATION OF INCOME

**AMOUNT
(in whole dollars)**

Tuition ¹	_____
Fees	_____
Books sold to students	_____
Supplies and materials sold to students	_____
All additional income (please itemize below) ²	_____

¹ Reduce tuition to reflect anticipated student attrition and delinquent student accounts

² Additional income includes the following: _____

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:

In addition to my/our compliance in all respects with the provisions of District of Columbia law regarding the licensing of degree and non-degree schools, 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

**EXPENDITURES
ONE-YEAR PROJECTION**

Itemization of Expenditures	Amount (in whole dollars)
Salaries and Benefits	
	Salaries
	Staff Benefits
Recruitment and Marketing	
	Advertising
	Postage
	Telephone
	Other
Equipment and Facility	
	Equipment
	Utilities
	Mortgage or rent
	Insurance
	Maintenance and repairs
	Other equipment and expenses
Books, Materials and Supplies	
	Books
	Materials and Supplies
Financial Obligations	
	Loans
	Capitol Stock
	Refunds to withdrawn Students
	Other Financial Obligations
Taxes	
	State and Local Taxes
	Federal taxes
	Employee Payroll taxes
	Other taxes
Any Additional expenditures (identify below)	
	Total Expenditures

GOVERNMENT OF THE DISTRICT OF COLUMBIA
EDUCATION LICENSURE COMMISSION



REQUEST FOR NAME APPROVAL

The Education Licensure Commission approves the name for use in the organization and operation of an educational institution in the District of Columbia. Please list the name being proposed for the institution.

SAMPLE COVER LETTER FOR INITIAL APPLICATION

Commission Chairperson
Education Licensure Commission
of the District of Columbia
441 4th Street, N.W., Suite 350 North
Washington, DC 20001

Date

Dear _____:

- | | |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Authorization by governing board | 1. The Board of Trustees of the XYZ incorporated in 2003 in (name of Jurisdiction) on January 1, 2005 adopted a resolution authorizing me to file this application for licensure in the District of Columbia. |
| 2. Initial or renewal and scope of license | 2. We seek a license to confer the Bachelor of Arts degree in music and in fine arts, as well as the Associate of Arts in modern dance. |
| 3. Affiliations | 3. We are affiliated with the ZXZ College in the state of North Carolina where the home campus is duly authorized to operate. |
| 4. Accreditation Status | 4. No accreditation is required at this time / The School is accredited by XYZ accrediting authority. Neither the home campus nor any of its branches have been denied a license by any jurisdiction within the past ten years. |
| 5. Cite all enclosures | 5. Our application includes the following documents:
(1) Home campus catalog, 2005.
(2) Page proofs of D.C. Catalog, 2006.
(3) Audited financial statement for the period ending December 31, 2005 certified by an independent accounting firm.
(4) Budget (forecast) for the DC campus, approved by the Board of Trustees at the same January 1, 2005 meeting mentioned above.
(5) A description of how we are meeting or plan to meet the nine criteria for licensing (DC Regulations, numbered to match the criteria).
(6) A copy of the home campus faculty handbook, July 2003.
(7) A copy of the student handbook (page proof). |

6. Filing Fee
6. (Also enclosed is a check for \$250 payable to the D.C. Treasurer, nonrefundable processing fee).
7. Nominees
7. Our three nominees to serve on the evaluation team are: _____, _____ and _____.
Copies of professional vitae for each of our nominees are enclosed.
8. Authorized contact
8. We are confident that our application is complete, and we welcome inquiries for such additional information as you may need. Should I be unavailable, please feel free to contact Dean _____ who can be reached on _____.
9. Certification
9. I certify that this application, and all six documents cited in this letter are accurate and complete, current and true.

10. Signature

Sincerely,

(title)

DISTRICT OF COLUMBIA EDUCATION LICENSURE COMMISSION

NON-DEGREE POSTSECONDARY SCHOOL BOND

KNOW ALL PERSONS BY THESE PRESENTS, That we, (1) _____
doing business in the District of Columbia at (2) _____ as principal; and
(3) _____ doing business at (4) _____
and incorporated in(5) _____, 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 principal of any law or regulation in force in the District of Columbia relating to the operation of a Non-Degree Postsecondary School in the full and just sum (to be determined by Chapter 22, Title 16, D.C. Code of Municipal Regulations, Section 2225.4), of (6) _____ thousand dollars (\$ _____) 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 _____ day of _____, in the year of our Lord two thousand and _____ the effective date this bond to be _____, _____, 20 _____, and shall expire on _____, _____, 20____.

WHEREAS, the above bounden (7) _____ desires to operate a Non-Degree Postsecondary School in the District of Colombia.

NOW, THEREFORE, the conditions of the above obligation are such that the above bounden licensed school 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 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)

(8) _____ (SEAL)
WITNESS WITNESS

(9) _____ (SEAL)

By: (10) _____
PRESIDENT DATE

(11) _____
SECRETARY DATE

(12) _____ (SEAL)

By: (13) _____
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

Number indicates blank spaces to be filled out on bond.

- (1) Full name (middle initial) of individual. If partnership, full name (middle initial) of each partner. If corporation, name of corporation in exact form as it appears on corporate seal.
- (2) Street address(es) at which business is conducted. If business operates at more than one location, each business address must appear on this bond. A separate bond is not required for each location.
- (3) (4) & (5) Name of surety bond company, business address and State of Incorporation.
- (6) Amount of surety required is as follows:

<u>Number of Students Enrolled</u>		<u>Annual Net Tuition Received</u>	<u>Amount of Surety</u>
50 or less	and	\$100,000 or less	\$5,000
51 to 150	or	\$100,001 to \$1,000,000	\$10,000
151 or more	or	\$1,000,001 and up	\$20,000

- (7) Same as (1): Full name (middle initial) of individual. If partnership, full name (middle initial) of each partner. If corporation, name of corporation in exact form as it appears on corporate seal.
- (8) Two (2) witnesses sign in the event applicant is an individual or partnership. Witnesses are not required when applicant is a corporation.
- (9) Signature of partner, if partnership.
- (10) If corporation, signature of President or Vice President. If partnership, signature of 2nd partner.
- (11) If corporation, signature of Secretary or Assistant Secretary of corporation, attesting to signature of President or Vice President.
- (12) Name of Surety Company and its corporate seal affixed so that it is clearly visible.
- (13) Signature of Attorney-in-Fact for Surety Company. Power of Attorney on behalf of agent signing required to be attached to each bond

NOTE: PLEASE INITIAL AND SEAL ANY CORRECTION OR DELETION MADE ON BOND.