



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Education Licensure Commission

# APPLICATION FOR RENEWAL, CONVERSION, OR AMENDMENT OF LICENSE

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## **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 renewal or changes to an existing license must submit the request by letter, with a complete application, the mandatory supporting documents, and required fee(s). If the application is approved for more than one year the balance is due within two weeks of approval or the license will not be issued. 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. Institutional Information**

1. Does the institution grant degrees? Yes\_\_\_\_ No\_\_\_\_

2. Application Type (check all that applies):

Renewal \_\_\_\_ Amendment for new program(s) \_\_\_\_ Amendment for new location\_\_\_\_  
Permanent \_\_\_\_ (for degree granting institutions only)

\_\_\_\_\_  
3. Name of Institution

\_\_\_\_\_  
4. Local Address, City, State, Zip Code Phone Number

\_\_\_\_\_  
5. Web Address

6. Name of Chief Executive in DC location: \_\_\_\_\_

7. Contact person for this application:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title: \_\_\_\_\_

Internet/E-mail Address: \_\_\_\_\_

8. Type of institution: Nonprofit\_\_\_\_ Incorporated for-profit\_\_\_\_ Other \_\_\_\_\_

9. Is the institution a branch or satellite of an existing institution?

Yes\_\_\_\_ Attach the location of the home campus, address, telephone number, email address, and contact person.

No\_\_\_\_

10. Composition of student body and faculty:

Number of full-time students \_\_\_\_\_Number of part-time students \_\_\_\_\_

Number of faculty: full-time \_\_\_\_ part-time \_\_\_\_\_ adjunct\_\_\_\_\_

Administration: full-time\_\_\_\_ part-time\_\_\_\_\_

11. Is the 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.

## **PART II. Mandatory Documents (REQUIRED FOR ALL APPLICANTS)**

### **SECTIONS**

1. A list of the governing/advisory board and officers.
2. A listing of tuition and fees along with the tuition refund policy.
3. A certified financial statement (within the last 12 months) that includes the following:
  - Income and expenditures
  - Resources needed to meet stated objectives
  - Current budget
4. A Surety Bond (**non degree only**). For more information, please refer to section 2225.4 in Chapter 22, Regulations Governing Non-Degree Institutions.
5. A current Certificate of Good Standing (obtain from the D.C. Department of Consumer and Regulatory Affairs).
6. A description of significant changes in the following: program budget, facilities, personnel, curricula, or policies during the past 12 months.

## **PART III. New Program(s)**

### **RESPONSES TO THE FOLLOWING ARE MANDATORY FOR NEW PROGRAM/CURRICULUM:**

#### **SECTIONS**

1. What is being added? Program \_\_\_ Degree\_\_\_ Curriculum\_\_\_\_\_
2. Rationale for offering the new program.
3. Description of how the new program relates to the overall objectives of the institution.
4. Will the new program require additional faculty? If yes, describe the number and their responsibilities.
5. Qualifications of faculty involved in the new program.
6. Outline of the curriculum for the new program.
7. Listing and summary of course(s) required for new program.
8. Will the new program require new/additional space? If yes, attach a floor plan and Certificate of Occupancy (if required).
9. Anticipated enrollment for new program.
10. Detail the financial resources that will support the new program.
11. List all student cost (tuition and fees) for the new program.
12. Any license fee and copy of Surety (if applicable).

### **CERTIFICATION**

"I hereby affirm that the answers given in this application are accurate and complete. Further, I am authorized to sign this application on behalf of the institution named. I have read, and agree to comply with the laws and regulations governing higher education institutions in the District of Columbia.

SIGNATURE OF INSTITUTIONAL OFFICIAL \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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.**