INITIAL LICENSE APPLICATION

POSTSECONDARY INSTITUTIONS ACADEMIC DEGREE-GRANTING DOMICILED IN LOUISIANA 2023



BOARD OF REGENTS STATE OF LOUISIANA

LICENSE APPLICATION FOR NEW POSTSECONDARY ACADEMIC DEGREE-GRANTING INSTITUTION

This license application is designed to provide the Board of Regents with information pertaining to criteria and requirements for licensure of postsecondary, academic degree-granting institutions in the state of Louisiana pursuant to R.S. 17:1808. This information must be provided prior to licensing. Institutions must answer all questions on the application. If the space provided for any question is insufficient, please attach additional sheets, as necessary.

If a digital submission is submitted, hard copies of notarized elements must be submitted with payment.

Completed license applications should be returned to:

Courtney Britton Louisiana Board of Regents P.O. Box 3677 Baton Rouge, LA 70821-3677

Or

Important Guidance for Institutions Providing Instruction Through Distance Education

The Louisiana Board of Regents (BoR) is entrusted with the oversight of licensure of postsecondary academic degree-granting institutions operating in the state of Louisiana pursuant to R.S.17:1808. An in-state institution that provides its educational offerings exclusively via distance learning modalities (i.e., computer, other telecommunications devices, or mail correspondence courses) must demonstrate sufficient physical presence in Louisiana in order to be considered domiciled here and eligible for licensure by the BoR. Institutions wishing to offer online/distance education without having a permanent physical location with substantial administrative capacity in Louisiana are not eligible for licensure in Louisiana.

Criteria for determining whether a potential applicant institution is eligible for licensure include – but are not necessarily limited to – the following:

- 1. The institution's main base of operations is at a permanent physical location in Louisiana with regular business hours of operation.
- 2. The Louisiana physical location has the administrative capacity to perform student services (admissions, financial aid, advising) required for the kind of educational offerings provided.

An initial non-refundable fee of \$1,500 must be submitted with the application, paid by company or institutional check or money order, made payable to the Louisiana Board of Regents. A non-refundable renewal fee of \$1,500 is due on the anniversary of the approval of the initial license. Every two years, in addition to paying the annual fee, institutions must also submit for approval a License Renewal Application.

NAME AND ADDRESS OF PROPOSED INSTITUTION

Name of Institution		
	()	
Street or P. O. Box	Area Code	Telephone Number
	()	
City, State and Zip Code	Area Code	FAX Number
PRINCIPLE CONTACT OF STAFF MEMBER WHO IS RESPONS	IBLE FOR INST	TITUTIONAL LICENSURE:
Name and Title:		
Phone Number:		
Email Address:		

PROPOSED INSTITUTION'S WEBSITE ADDRESS (please submit URL, despite unpublished state of website)

Agency Agency Please briefly describe reasons for seeking accreditation with the agency listed above, preliminary research completed to date and next steps for seeking accreditation should licensure be granted. PROPOSED INSTITUTION'S MISSION STATEMENT

REGIONAL, NATIONAL AND/OR PROFESSIONAL AGENCY (U.S. DEPARTMENT OF EDUCATION RECOGNIZED) THAT THE INSTITUTION PLANS TO SEEK ACCREDITATION

INSTITUTIONAL CATALOG

Attach a copy of the proposed institution's catalog.

I. FACULTY

This section deals with general information on faculty.

In addition to providing the information requested below, <u>please provide a curriculum vita for all employed faculty.</u>

1. Indicate number of total faculty, full-time faculty, and part-time faculty currently employed by the proposed institution. **Do not leave blank, if response is 0, please list 0.**

Total Number of Faculty	
Number of Faculty Employed on a Full-Time Basis	
Number of Faculty Employed on a Part-Time Basis	

Note: A full-time faculty member is defined as an individual who works a minimum of forty hours per week for the institution with at least fifty percent of his/her work responsibility assigned to academic instruction and/or research functions.

2. Of the faculty listed in Item #1, indicate the number who possess the following academic degrees from accredited institutions recognized by the United States Department of Education.

HIGHEST EARNED DEGREE	FULL-TIME FACULTY	PART-TIME FACULTY	TOTAL FACULTY
Doctorate			
Special/Professional			
Master's			
Bachelor's			
Other			

II. ACADEMIC PROGRAM STANDARDS

1.	By checking the box, the proposed institution agrees, if granted an operating license, to
	provide prospective students and other interested persons with the following information.

- 1. Admission policies.
- 2. Program descriptions and objectives.
- 3. Schedule of tuition, fees, and other charges.
- 4. Cancellation and refund policies.
- 5. Other material information about the institution and its programs which may impact a student's enrollment.

=: Officer types of motification the proposed motification plans to provide	2.	Check types of inst	ruction the pro	posed institution	plans to provide:
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Correspondence	Classroom Laboratory	
Classroom Lecture	Independent Study	
Online	Other	

3.	Provide a listing of all academic programs the proposed institution plans to offer during the first three years of operation:
4.	By checking the box, the institution certifies that they have the capabilities to annually submit to the Board of Regents student-level data for each student, in a format prescribed by the

- a. Withdrawal data,
- b. Program completion/graduation data,

Board of Regents. Student-level data includes:

- c. Student demographic information (including full name, date of birth, social security number, sex, race/ethnicity),
- d. Type of credential earned.

	LITIES AND MAINTENANCE
	1. By checking the box, if granted an operating license, the proposed institution agre to maintain or provide access to appropriate administrative, classroom, laboratory spa appropriate equipment and instructional materials to support quality education based the type and level of program being offered. Facilities must comply with all health and safety laws and ordinances.
	2. By checking the box, if granted an operating license, the proposed institution agree to maintain and/or provide student access to an appropriate library collection with adequate support staff, services, and equipment. Any contractual agreements with libraries not directly affiliated with the institution shall be available in writing to the Bo of Regents.
opera	e provide a brief description of the proposed institution's facilities during the first three years ation and depict how they support the institutional mission and programs offered. Indicate if try includes classrooms, offices, labs, etc.
	NCIAL AND ADMINISTRATIVE OPERATIONS
	NCIAL AND ADMINISTRATIVE OPERATIONS Attach the current résumé of the proposed institution's chief executive officer.

	3.	Attach a copy of this year's financial review for the proposed institution. Note: The proposed institution's financial review must be prepared in accordance with standards established by the American Institute of Certified Public Accountants.
	4.	Attach a copy of the organizational chart representing the governance structure of the proposed institution, including names
v.	_	checking the box, the proposed institution agrees that it has reviewed and will adhere to all and requirements for licensure in the State of Louisiana, as outlined in
	https:	//regents.la.gov/wp-content/uploads/2022/01/Compiled-Rules-and-Reg.pdf

PLEASE NOTE

An initial non-refundable fee of \$1,500 must be submitted with the application, paid by company of institutional check or money order, made payable to the Louisiana Board of Regents. A non-refundable renewal fee of \$1,500 is due on the anniversary of the approval of the initial license, along with a report on the proposed institution's accreditation progress. An institution will have three years to gain accreditation.	le
I DO HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS DOCUMENT IS TRUE TO THE BEST OF MY KNOWLEDGE. ALSO ENCLOSED IS CHECK/MONEY ORDER # FOR \$1,500.00 MADE PAYABLE TO THE LOUISIANA BOARD OF REGENTS.	
PRINTED NAME:	
Chief Executive Officer	
SIGNATURE:	
Chief Executive Officer	
SUBSCRIBED AND SWORN TO BEFORE ME THIS DAY OF, 20	
Notary Public	

RETURN LICENSE APPLICATION AND NON-REFUNDABLE FEE TO:

Courtney Britton Louisiana Board of Regents P.O. Box 3677 Baton Rouge, LA 70821-3677

Or

Courtney.britton@laregents.edu

In the event conditional licensure is granted by the Louisiana Board of Regents, the proposed institution will be required to post a surety bond in the amount of ten-thousand dollars (\$10,000.00) issued by a surety authorized to do business in the State of Louisiana. The bond will remain in effect until regional/national accreditation is granted.

Required items checklist:

Non-refundable fee of one thousand five hundred dollars (\$1500.00) made payable to the Louisiana Board of Regents.
Curriculum vita for employed faculty.
Copy of proposed institution's catalog.
Current résumé of proposed institution's chief executive officer.
Copy of this year's financial review.
Copy of the organizational chart representing the governance structure of the proposed institution including names. (May provide on flash drive)