

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

Courtney.britton@laregents.edu

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

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

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, please provide a curriculum vita for all employed faculty.

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.

III. FACILITIES AND MAINTENANCE

1. By checking the box, if granted an operating license, the proposed institution agrees to maintain or provide access to appropriate administrative, classroom, laboratory space, appropriate equipment and instructional materials to support quality education based on 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 agrees 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 Board of Regents.

Please provide a brief description of the proposed institution’s facilities during the first three years of operation and depict how they support the institutional mission and programs offered. Indicate if the facility includes classrooms, offices, labs, etc.

IV. FINANCIAL AND ADMINISTRATIVE OPERATIONS

1. Attach the current résumé of the proposed institution's chief executive officer.

2. Indicate the type and amount of insurance coverage held by the proposed institution and the name and address of the issuing agent.

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. By checking the box, the proposed institution agrees that it has reviewed and will adhere to all criteria 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 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, along with a report on the proposed institution's accreditation progress. An institution will have three years to gain accreditation.

=====

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)