



Becoming a Licensed Proprietary School in Louisiana

A business (for-profit or non-profit), operating in Louisiana, that provides 20+ clock hours of occupational training is considered a Proprietary School under state law and is required to become licensed unless otherwise exempt. ***The legislative and regulatory intent is to promote high-quality instruction, consumer protection, and student success.***

A Proprietary School license will take several months to obtain, and a business cannot advertise, recruit, or enroll students without a license. Operating without a license can result in a fine of up to ***\$500 a day***.

What is the process?

1. Submit application packet request form and the required fee. A \$25 fee is required for each prospective license. Form found here:
https://www.laregents.edu/wp-content/uploads/2023/04/PropPacketRequest_2023.pdf
2. Once Staff receive the form and fee they will send the application packet digitally, which contains ALL required forms and ***crucial*** requirements for your catalog, enrollment agreements and business plan.
3. Review the packet and schedule a call with a staff member to address any questions or concerns, discuss your timetable, and if there are any other agencies with regulatory authority over any of your proposed programs.
4. Begin work on your application materials. Staff recommend starting with a business plan. Other requirements that can be time-consuming are the audited balance sheet and getting the required surety bonding.
5. New applications may be submitted between the 1st-5th of each month. Please note that all fees are ***non-refundable***, even if a school voluntarily withdraws their application, or an application for a license is denied.
6. Assessments of submitted applications will be completed within two business days after the 5th of the month. A full application must be submitted. A partial application will be returned to the applicant and may be submitted with missing items during a later submission period. ***One missing item will lead to a returned application.***
7. Full applications become active applications and will enter the review and revision phase. Staff will complete a thorough review for completion and compliance and required revisions will be sent within two weeks.
8. Once returned, your revised application materials will be reviewed again, and additional revisions will be sent out. This part of the process is variable and depends heavily on the quality of your application in relation to requirements, your adherence to deadlines and instructions, and how thoroughly you make all required revisions. The review and revision process is typically 2-4 months long but can be longer.
9. Two weeks prior to each scheduled Commission meeting, Staff will assess the state of all applications. Any applications staff consider complete and compliant at that time, will be added to the next Commission agenda. Any incomplete or non-compliant applications will stay in the review and revision cycle.
10. When your application is added to a Commission meeting agenda a school representative is required to attend and speak at the Commission meeting. Meetings are held in Baton Rouge approximately every two months.
11. The Commission will vote on your application in one of the following ways: 1) recommend for approval, 2) do not recommend for approval, or 3) defer the application to the following meeting and request additional materials or revisions from the applicant.
12. The Commission is an advisory body, and the Board of Regents is the licensing body. Other than a deferral, the commission's recommendation is sent to the Board at their next meeting with an open agenda. This will be 3-8 weeks after the Commission meeting.
13. Once the Board votes to approve a license you may begin advertising, recruiting and enrolling students immediately. Congratulations!

Average Timeline

Application Packet(s) Requested and Sent (Steps 1-2)	1 – 3 weeks
School completes all requirements listed on the PSC-14 form and submits materials to BoR office (Steps 3-4) *	3 – 5 months*
Submission and initial assessment. (Steps 5-6)	1 week
BoR staff’s initial review and first set of revisions sent. (Step 7)	1-2 weeks
Continued review and revision process. (Step 8) **	4 – 16 weeks
Complete and compliant application materials are sent to the Commission for consideration and the school representative presents at the meeting. (Steps 9-11)	2 weeks
Time between the Commission’s recommendation and the Board Meeting.	3 – 8 weeks
Total Average Time frame:	6 – 9 months

*These steps are completely controlled by the school and can vary considerably depending on the type of program to be offered and the existing business and/or experience a school owner might have.

** This step is heavily dependent on the school’s ability to make required corrections and meet deadlines.

Common Questions and Concerns

- The PSC-14 form is your checklist for a full application.
- Required fees include an initial \$2000 license fee and initial \$1000 contribution to the student protection fund. **Fees are non-refundable**, even if an applicant voluntarily withdraws their application.
- The **audited** balance sheet is required by law. A compilation or review is **not** acceptable. The audit must be completed no more than six months prior to the submission of your application.
- Rushing to meet a submission deadline often leads to a partial application, which will be returned. As such, it is beneficial to take all the time needed during step 4, to make sure a full application is submitted initially.
- Staff cannot pre-review application materials during step 4, but they are available to answer questions about application requirements and materials.
- Two weeks before a scheduled commission meeting, all open applications will be evaluated by staff to determine if they could be considered complete and compliant. Even small remaining edits or a singular missing document will mean an application stays in the Review and Revision process. **Deadlines set during this week will be strictly enforced.**
- The meeting dates are “scheduled” dates. Lack of quorum or extenuating circumstances could result in a schedule change. Staff will notify agenda applicants as soon as possible in the rare instance this occurs.