



BOARD of REGENTS
STATE OF LOUISIANA

LA Proprietary School Initial Application Process Guide

Proprietary School Law and Code outline the required elements for an initial license application. Additional information can be found in application info guides, but the application process is outlined below.

Application Process for Initial Licensure

- Potential applicant requests an initial application packet
 - See Initial Application Packet Request Form
- Applicant creates and collects required application materials
 - See PSC-14 Application Requirements Checklist
- Applicant submits application to Staff at the Board of Regents office during the 1st – 5th of an upcoming calendar month
 - The PSC-14 should serve as the table of contents for the application.
 - A physical application should have 22 tabs or dividers.
 - Application materials should be free of staples, plastic sleeves or any other materials that would serve as hinderance to Staff scanning application materials.
- Initial Assessment of applications will be completed in the next two business days following the 5th of each calendar month
 - If an application is missing any elements listed on the PSC-14, then an application is returned in its entirety to the applicant. They may resubmit the application during a future submission period when they have all the required materials.
 - If a full application is submitted, it will be assigned to a primary reviewer during the initial assessment.
- Review and Revision Period
 - This period could take weeks or months, depending on the applicant's adherence to requirements and to revision deadlines.
 - Within two weeks of submission, an application will be reviewed by the primary reviewer and the financial specialist.
 - The Initial Revisions will be provided to the school and the primary reviewer will arrange to go over all required revisions, answer any questions, and set a deadline for the return of the materials.
 - These steps are repeated until an application is ready to be placed on a Commission Agenda.
 - An application will typically not be placed on the first Commission Agenda available after submission.
- The Commission Meeting
 - While Staff work with the applicants to make sure that an application could be considered complete and compliant, the Advisory Commission on Proprietary School reviews materials and makes their recommendations to the Board.
 - The Commission is scheduled to meet every two months, starting in January.
 - Applications are considered for the agenda two weeks prior to a scheduled meeting. Deadlines set during this week should be strictly adhered to or an applicant might not make their desired meeting.
 - A representative from the proposed school must be available to attend the Commission meeting.
 - The Commission will be provided copies of the application materials prior to the meeting and will ask the representative any pertinent questions to determine if the application is indeed complete and compliant.

- The Commission will evaluate an application to make sure that it adheres to requirements, always with the following goal in mind: ***to promote high-quality instruction, consumer protection, and student success.***
- The Commission may make one of three decisions:
 - Deferral of Application - They need additional information to make an informed decision and defer the application to the next scheduled Commission meeting, allowing the school time to provide the additional information.
 - Recommendation for Approval – They recommend that the proposed school receive a license.
 - Do not Recommend for Approval – They do not recommend that the proposed school receive a license.
- The Board of Regents Meeting
 - Recommendations from the Commission are placed on the next available Board Agenda – which might not be the next scheduled Board meeting.
 - A representative from the proposed school is ***not*** required to attend the Board meeting.

The Board is the licensing body, so a potential school is not licensed until the Board votes on their application.

Notes to Consider about the Process

- This is a general overview of the process, but extenuating circumstances could mean that the process works differently for a particular applicant.