



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 and initial application packet
 - See Initial Application Packet Request Form
- Applicant registers for a Training Webinar
- Applicant requests an online system log-in
- Applicant creates and uploads required application materials via the online system.
 - See PSC-14 Application Requirements Checklist
- Application Assessment: Applicant submits initial application to Staff at the Board of Regents via the online system.
 - Assessments are considered at any point in January, March, May, July, September, and November.
- Fee Submission: When an application is assessed as materially complete, fees must be received by the end of the month. Reminder fees are non-refundable.
- Reviewer Assignment: During the first week of February, April, June, August, October, and December
 - Primary Reviewers are assigned to applications only when the application is materially complete in the online system and all fees have been received.
- Review and Revision Period
 - Staff's goal is for the review and revision period for each application to be completed in 3 months. This is a GOAL, not a promise. If an applicant does not make required or recommended corrections, does not supply additional requested materials, or misses deadlines, this period will take longer.
 - Within two weeks of an assignment, the first review of an application is completed.
 - Applications are reverted and deadlines for revisions as set and Staff will communicate and meet individually with applicants to explain what needs to be addressed.
 - These steps are repeated until an application is ready to be placed on a Commission Agenda.
 - While the review and revision process normally takes about 3 months, it can take up to 11 months. At 11 months, an application will be assigned to the next Commission's agenda, regardless of whether staff deem it complete and compliant.
- The Commission Meeting
 - 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.**
 - 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 and 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 decide to defer the application to the next scheduled Commission meeting, allowing the school time to provide the additional information.
 - Recommend 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.
 - The school does not need 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.

Sample TimeLine

November 10th	Application Packet requested and sent
December 12th	Applicant attends training and receives online system log-in
January 15th	Application Submitted
January 18th	Application assessed and determined to be materially incomplete; reverted to Applicant
January 25th	Application Submitted again
January 26th	Application assessed and determined to be materially complete; fees requested
January 31st	Fees received
February 1st	Primary Reviewer assigned
February 15th	First review completed and revisions sent back to school, application reverted
March 1st	Application materials resubmitted
March 15th	2nd review completed and revisions sent back to school, application reverted
April 1st	Application materials resubmitted
April 15th	3rd review completed; application materials deemed complete and compliant; application assigned to next Commission Agenda
May 9th	Application heard by the Commission, school representative presents; application recommended for approval, assigned to next open Board Agenda
June 12th	LA Board of Regents votes to approve the license application and the School is now licensed and can begin advertising and enrolling students immediately

Application Expirations

An unsubmitted application document that has not been worked on for six months will be marked as expired in the system and user access suspended. Applicants may request access again by attending a new training webinar.

After an application has been in the review and revision stage for 11 months, it will be placed on the Commission Agenda, regardless of whether staff are able to deem it complete and compliant. The Commission will decide whether the application is ready for licensure, should be deferred and granted more time, or if it should be denied.