



BOARD of REGENTS  
STATE OF LOUISIANA

## PSC-14

### Proprietary School License Requirements Checklist

- (1) PSC-1 – Proprietary School Application – Essential School Information
- (2) PSC-2 – Notarized Commitment Statement
- (3) Documentation of the legal structure of the school
  - a. Secretary of State Documentation
  - b. Listing of owners and percentage of ownership or corporate ownership structure.
- (4) School's Business Plan
  - See the Business Plan Guide for specific requirements.
- (5) Financial Items
  - a. A current audited balance sheet of the school prepared by an independent, certified public accountant within six months prior to the date of the initial application for licensure.
  - b. Certification by a school official that all information contained in the balance sheet is true and correct.
- (6) Verification of surety bond coverage (PSC-3)
- (7) Certificate of occupancy or its equivalent issued by the local governing authority
- (8) Enrollment contracts or agreements
  - See Enrollment Agreement Guide and Refund Policy Guide.
- (9) Proposed published materials
  - a. Advertisements including website or social media, flyers, bulletins, etc.
  - b. Sample certificates or diplomas the students will earn.
  - c. Any other published materials which will be transmitted to the public or prospective students.
    - *Note: Website cannot be live until after Board's vote to grant you a license.*
- (10) Current accreditation granted by a nationally or regionally recognized accrediting agency approved by the U.S. Department of Education, if applicable.
- (11) The school catalog
  - See the Catalog Guide for specific requirements.
- (12) List of equipment available for instruction for each program.
- (13) Instructor Applications and Documentation
  - a. Completed PSC-9 for each instructor
  - b. Supporting documentation of requirements for each instructor
- (14) Solicitor (Recruiter) Applications and Documentation
  - a. PSC-4 for each solicitor (must be notarized)
  - b. Proof of \$1,000 surety bond per solicitor either via a blanket bond (PSC-6) **OR** individual bond (PSC-5).
  - c. \$100 fee per solicitor. (To be renewed each year.)
- (15) Notarized affidavit stating that the owner(s) has not plead guilty or been found guilty of a felony
  - a. PSC-9 – Including Section B
- (16) PSC-17 - Initial License Tuition Refund Affidavit
- (17) Any other information required and requested by staff, based on specific programs/situations
  - Common Other Items include, but are not limited to:
    - a. Bill of Sale for Change of Ownership applications
    - b. Copies of Lease Agreements
    - c. Signed clinical site agreements
    - d. Approval letters from other government agencies, such as the Department of Health and Hospitals
- (18) License fee of \$2,000 – Made payable to “Louisiana Board of Regents”
- (19) Student Protection Fund fee of \$1,000 – Made payable to “Student Protection Fund”
- (20) Application Process Attestation