



BOARD of REGENTS
STATE OF LOUISIANA

PSC-14 Proprietary School Initial Application Requirements Checklist

All materials will be submitted via the online application management system. Potential applicants are required to attend a training webinar prior to receiving a system log-on. Information will be collected either directly via an online application document or via forms to be completed offline and uploaded as part of a complete application. Copies of offline forms and additional directions can be found on the Proprietary Schools webpage.

Materially complete applications must contain the following and be submitted via the online system for assessment.

- (1) Essential School Information
 - Name, Contact information, Industry and Legal Structure
 - Current accreditation granted by a nationally or regionally recognized accrediting agency approved by the U.S. Department of Education, if applicable.
- (2) Program Information Documents
 - Each program will be submitted for individual approval by staff as part of an application
- (3) School Personnel and Staff Application Documents
 - Owners and Directors – All owners, and anyone who is the director, campus administrator, President, etc. Requires a signed and notarized personnel affidavit (PSC-4).
 - Instructional Staff – Anyone teaching within the institution’s programs. Requires supporting documentation that demonstrates the instructor meets requirements outlined in law.
 - Solicitors – Anyone selling the programs for school or solicitor or providing influence on future students. Requires a signed and notarized personnel affidavit, proof of \$1,000 surety per solicitor via a blanket bond (PSC-6) **OR** individual bond (PSC-5), and a \$100 fee per solicitor - to be renewed each year.
- (4) Additional Documentation
 1. PSC-2 – Notarized Commitment Statement
 2. Documentation of the legal structure of the school – Requires documentation from the Louisiana Secretary of State and if applicable, a listing of owners, the percentage of ownership and corporate ownership structure.
 3. Financial Documentation – A complied, reviewed, **OR** audited balance sheet prepared by an independent, certified public accountant within six months prior to the date of the initial application for licensure; certified true and correct by school.
 4. School’s Business Plan – See the Business Plan Guide for specific requirements.
 5. Inventory List – List of equipment available for instruction for each program.
 6. Enrollment contracts or agreements – See the Enrollment Agreement Guide and Refund Policy Guide for requirements.
 7. Proposed published materials – Advertisements, including website or social media, flyers, bulletins, or 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.*) Published materials will also include a sample certificates or diplomas students will earn and sample transcripts the school will issue students.
 8. The School Catalog – See the Catalog Guide for specific requirements.
 9. Verification of surety bond coverage (PSC-3)
 10. Verification of Solicitor bond coverage (PSC-6 or PSC-5)
 11. PSC-17 - Initial License Tuition Refund Affidavit
 12. Certificate of occupancy or its equivalent issued by the local governing authority
 13. Application Process Attestation
 14. Any other information required and requested by staff on behalf of the board – Common other items include but are not limited to:
 - Bill of Sale for Change of Ownership applications
 - Copies of Lease Agreements
 - Signed clinical site agreements
 - Approval letters from other government agencies, such as the Department of Health and Hospitals
- (5) Payment of Fees (Only submit fees after online application assessed as materially complete.)
 - License fee of \$2,000 – Made payable to “Louisiana Board of Regents”
 - Student Protection Fund fee of \$1,000 – Made payable to “Student Protection Fund”
 - Solicitor Fees of \$100 (per individual)