



2024 – 2025 Proprietary Schools Training Schedule

There are several trainings required of schools that are offered throughout the year. The schedule is below but is subject to change based on other meetings or closures. Registration links will be emailed to potential attendees every quarter.

Monthly Initial Proprietary School Application and Edvera Training

Training is required of any potential new school applicants. An applicant must attend a live webinar or register to watch the recording prior to being granted access to the online application system. Applicants should register for a webinar after they have received and reviewed their application packet materials and ideally close to when they will be ready to submit their materials to make the most out of the training. Anyone who has requested an application packet within the past 18 months will receive the quarterly registration link emails.

November 14, 2024	June 12, 2025
December 12, 2024	July 10, 2025
January 16, 2025	August 14, 2025
February 13, 2025	September 11, 2025
March 13, 2025	October 9, 2025
April 10, 2025	November 13, 2025
May 8, 2025	December 11, 2025

Quarterly Compliance Training

Newly licensed schools are required to attend a compliance training webinar within six months of obtaining their license. This training will be imperative in preparing new school staff to remain in compliance with Louisiana law and for the first annual renewal and annual data submission. Open to any licensed school and their staff. Included Topics:

- Bond coverage – Overview of riders, updates and renewals
- Staffing updates – How to renew solicitor permits and submit or update instructor documents
- Change application documents – How to properly notify staff of name, address, or program changes
- Data Collection – Overview on the different data to be maintained by schools and submitted annually
- Records training – What records should be kept under law
- Change of Ownership – How to handle any changes in ownership
- Annual renewal – How to prepare for your annual renewal and important dates to remember
- School Closure – While no new school likes to think about a closure, they do happen, so an overview of the required procedures is presented

January 31, 2025	July 15, 2025
April 25, 2025	October 24, 2025

Annual Student Data Training

Every year, all licensed schools are required to submit their student level data for the previous fiscal year: July 1 – June 30. Data due dates vary, but the submission period will be sometime in July and August of each year. At least one annual training will be presented each June.

Other Training as Needed

In 2024-2025, training for the new online system Edvera will be provided for all schools to introduce them to the system. Scheduling these trainings will be fluid and dependent on the number of schools needing training and staff's availability. Other potential training topics might include process updates, legislative requirements, staff open forum, etc.