



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
Division of Educator Support and Higher Education
Office of Career School Licensing
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ACQUISITION, SALE, OR MERGER GUIDELINES

February 4, 2019

Please be advised that pursuant to Heds 304.05(b), a school is required to notify the Office of Career School Licensing of an acquisition, sale, or merger. To assist you in submitting the information, feel free to use the guide found on page two of this document. Please be sure to review 304.05(b) and Heds 303.01-303.04 in its entirety.

Please include the applicable fee, \$650, as outlined in the fee schedule in Heds 304.06(a), Table 304-1, in addition to supporting documentation.

ACQUISTION, SALE, OR MERGER GUIDLEINES

Please submit to the Office of Career School Licensing the following information as required by Hedc 304.05(b). Please be sure to include the date, the name and address of the institution, and the name, email address, and contact phone number of the administrator.

1. A description and explanation of acquisition, sale, or merger.
2. Correspondence to and from an accrediting agency regarding the changes, if applicable.
3. Any changes to the following information as required in Hedc 303.01-303.04:

- Facility locations, descriptions, inspection reports, and safety plans
- Registration with the secretary of state
- School's mission
- Organizational chart
- Credentialing requirements for faculty
- Programs/courses
- Number of instructional hours
- School's policies and procedures
- Annual gross tuition
- Surety indemnification

4. List of applicable documents:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

5. Applicable fee of \$650.