



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
25 Hall Street
Concord, NH 03301
TEL. (603) 271-8508

ACQUISITION, SALE, OR MERGER GUIDELINES

April 15, 2024

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.

ACQUISITION, SALE, OR MERGER GUIDELINES

Please submit to the Office of Career School Licensing the following information as required by Hede 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 Hede 303.01-303.04:
 - Facility locations, descriptions, and inspection reports
 - Registration with the secretary of state
 - School's mission
 - Organizational chart
 - 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.