

NH DEPARTMENT OF EDUCATION  
DIVISION OF EDUCATOR SUPPORT AND HIGHER EDUCATION  
OFFICE OF CAREER SCHOOL LICENSING  
25 HALL STREET  
CONCORD, NH 03301  
PHONE (603) 271-8508

**INITIAL LICENSURE APPLICATION**

Please note this *Initial Licensure Application* is hereby made to the Office of Career School Licensing for a license to conduct a private postsecondary career school under the provisions of RSA 188-G:1-10 and the NH Code of Administrative Rules, Hedc 300, Office of Career School Licensing. In order to receive a two-year license to operate a private postsecondary career school, the school must file this application and receive an approval letter from the commissioner of education pursuant to Hedc 303.01. *Initial Licensure Applications* must be submitted **at least 90 days prior** to the school registering a business or trade name, or soliciting students for enrollment.

**REFERENCE MATERIALS**

RSA 188-G: <http://www.gencourt.state.nh.us/rsa/html/XV/188-G/188-G-mrg.htm>

Hedc 300: [http://www.gencourt.state.nh.us/rules/state\\_agencies/hedc300.html](http://www.gencourt.state.nh.us/rules/state_agencies/hedc300.html)

**SCHOOL INFORMATION**

Name of school as will be registered with the NH Secretary of State:

\_\_\_\_\_

Tradename of school as will be registered with the NH Secretary of State, if applicable:

\_\_\_\_\_

Address of school: \_\_\_\_\_

Phone number: \_\_\_\_\_

Website: \_\_\_\_\_

If applicable, accredited by: \_\_\_\_\_

If applicable, governed by another state agency: \_\_\_\_\_

**ADMINISTRATOR**

Administrator of school: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone number: \_\_\_\_\_

*In the following section, please check off all applicable boxes.*

#### INITIAL LICENSE CRITERIA (Hedc 303.01)

An onsite visit has been completed and approved by the Office of Career School Licensing for each of the facilities that our school uses for educational instruction.

I have attached a copy of the school's:

- Registration with the NH Secretary of State
- Purpose and mission
- Bylaws, if applicable
- Organizational chart
- Description and statement of credentialing requirements for faculty
- List and address of facility(ies) used for educational instruction
- Facility safety plan for each site
- Inspection reports for each site

#### ANNUAL FILING (Hedc 303.04)

I have attached:

- A notarized copy of the school's surety bond, irrevocable letter of credit, or term deposit
- Payment for the initial licensure fee. *Please make checks payable to: **Treasurer, State of NH***

#### STUDENT PROTECTION AND DISCLOSURES (Hedc 304.01)

I have attached a CD, USB, or hard copy of:

- The admissions requirements/procedures for all programs/courses that the school seeks to offer
- The school's policy on the transfer of credit
- All beginning and end dates pertaining to the upcoming licensure period or a statement indicating that the school operates on rolling admissions
- A list and description of programs/courses, to include objectives, length, and curriculum offerings at each school location
- The schedule of tuition, fees, and all other charges
- A description of the school's grading system
- The school's refund policy and withdrawal policy
- The school's student complaint process

*Please initial in the appropriate spaces below.*

**EDUCATIONAL PROGRAM (Hedc 303.03)**

\_\_\_\_\_ The instruction of all educational programs/courses including alternate delivery, hybrid format, or both, meets the requirements as outlined in Hedc 303.03.

**ETHICAL BUSINESS PRACTICES (Hedc 304.02)**

\_\_\_\_\_ The school shall not make guarantees regarding employment to prospective students as outlined in Hedc 304.02.

\_\_\_\_\_ The school shall issue certificates within 30 days of the completion date of the programs/courses to those students who have met all of the completion requirements, including tuition payment as outlined in Hedc 304.02.

\_\_\_\_\_ The school shall not falsely mislead the public as to its name, nature of business, facilities, and equipment and shall not engage in fraudulent or deceitful practices in dealing with students or the public as outlined in Hedc 304.02.

**TUITION POLICY (Hedc 304.03)**

\_\_\_\_\_ The school shall offer and administer tuition and fees in a non-discriminatory manner as outlined in Hedc 304.03.

**STUDENT RECORDS (Hedc 304.04)**

\_\_\_\_\_ The school shall maintain student records as outlined in Hedc 304.04

**SCHOOLS UNDERGOING CLOSURE, ACQUISITION, SALE OF MERGER (Hedc 304.05)**

\_\_\_\_\_ The school shall maintain a school closure plan, including, but not limited to: a transcript/certificate for every student enrolled and a catalog for each year in existence as outlined in Hedc 304.05.

\_\_\_\_\_ The school will notify the Office of Career School Licensing of any acquisition, sale, or merger as outlined in Hedc 304.05

***Please initial the appropriate spaces below and then sign, print, and date at the bottom.***

\_\_\_\_\_ I certify that I understand that my application will not be fully processed for licensure until the application is complete.

\_\_\_\_\_ I certify that our school will not advertise, promote, or offer programs/courses to students until we are issued a license from the Office of Career School Licensing.

\_\_\_\_\_ I certify that if there are any changes to items outlined in Hedc 303.01 Initial License Criteria, our school must notify the Office of Career School Licensing prior to advertising, promoting, or implementing these changes.

\_\_\_\_\_ I certify that all information provided is true and correct in content and policy and that I have read the entirety and understand the applicability of RSA 188:G:1-10 and the N. H. Code of Administrative Rules Hedc 300.

\_\_\_\_\_  
**Administrator Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**