

NH DEPARTMENT OF EDUCATION  
DIVISION OF EDUCATOR SUPPORT AND HIGHER EDUCATION  
OFFICE OF CAREER SCHOOL LICENSING  
101 PLEASANT STREET  
CONCORD, NH 03301  
PHONE (603) 271-6443

**LICENSE RENEWAL APPLICATION**

Please note this 2-year *License Renewal Application* is hereby made to 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, Heds 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 Heds 303.02. *License Renewal Applications* must be submitted **at least 90 days prior** to the expiration date of the school's current license.

**REFERENCE MATERIALS**

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

Heds 300: [http://www.gencourt.state.nh.us/rules/state\\_agencies/heds300.html](http://www.gencourt.state.nh.us/rules/state_agencies/heds300.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: \_\_\_\_\_

**STUDENT INFORMATION**

The numbers below should be based on all program(s)/course(s) offered by your school during its most completed year.

*Total number of:*

New Hampshire students enrolled: \_\_\_\_\_

Out-of-state students enrolled, if applicable: \_\_\_\_\_

New Hampshire students who completed the programs/courses: \_\_\_\_\_

Out-of-state students who completed the programs/courses, if applicable: \_\_\_\_\_

Full time students: \_\_\_\_\_

Part-time/half-time students: \_\_\_\_\_

*In the following section, please check off all of the following required items included in this application.*

**INITIAL LICENSE CRITERIA (Hedc 303.01)**

- An updated registration with the New Hampshire Secretary of State

**ANNUAL FILING (Hedc 303.04)**

- The annual gross tuition for the reporting year FY \_\_\_\_\_ is: \$ \_\_\_\_\_
- A notarized copy of the school's surety bond, irrevocable letter of credit, or term deposit is attached.
- Payment for the renewal licensure fee is attached. *Please make checks payable to: Treasurer, State of NH*

*In the following section, please check all items that have changed since the school's last submitted filing to the Office of Career School Licensing. At the end of this form, please list and attach supporting documentation for each of the items checked.*

**CHANGES TO INITIAL LICENSE CRITERIA (Hedc 303.01)**

Pursuant to Hedc 303.01, the following items have changed:

- 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

**CHANGES TO STUDENT PROTECTION AND DISCLOSURES (Hedc 304.01)**

Pursuant to Hedc 304.01, the following items have changed:

- 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 of the applicable The of study 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 list the documents submitted with this application that support any changes reported above.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

*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**