



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Education Licensure Commission

**APPLICATION FOR
RENEWAL,
CONVERSION, OR
AMENDMENT
OF LICENSE**

810 First Street, NE
2nd Floor
Washington, DC 20002

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INTRODUCTION

The Education Licensure Commission (“ELC” or the “Commission”) was established to serve as a regulatory, consumer protection entity to license institutions offering post-secondary education and training in Washington, D.C. The office is a program of the Office of the State Superintendent of Education (OSSE).

The ELC assures quality by establishing standards in education, ethical business practices, fiscal responsibility, health, and safety. The ELC protects the public against transient, unethical, deceptive, and fraudulent educational institutions.

The regulatory authority is executed by five D.C. residents appointed by the Mayor of the District of Columbia as Commissioners. OSSE staff members support and implement the policies of the Commission.

The primary functions of the Commission are to license and regulate post-secondary educational institutions, enforce post-secondary education laws and regulations, investigate complaints against institutions, and maintain closed institutions’ student records.

Licensing requires evaluation of institutions to determine the capability to offer educational programs. An intensive assessment of the institution in a variety of areas is necessary to ensure quality, legitimacy, and compliance. Staff site visits and subject matter expert evaluations are a part of the licensing and enforcement process.

Investigation requires inspection and examination of an institution to determine compliance and public protection. These occur when there are complaints against institutions or unlicensed activity is detected.

The ELC seeks to ensure that students have the maximum benefit and success from an educational opportunity. The licensure process is intended to validate quality, integrity and confidence in the post-secondary educational institutions of the District of Columbia.

APPLICATION PROCESSING INFORMATION

An institution seeking renewal or changes to an existing license must submit the request by letter, with a complete application, mandatory supporting documents, and the required fee(s) of \$2,500.00. All checks or money orders must be made payable to the D.C. Treasurer.

Complete applications can be processed and presented to the Commissioners within 45-60 days of receipt. The ELC meets once a month (except August) to review processed applications. Institutions being reviewed will be notified of the meeting date, time and location. As part of the reviewing process, ELC staff will inspect all facilities, and may take pictures or video during the visit. **An institution cannot begin operations or advertising of a new program until the Commission has approved and affirmatively voted on the application. Operating without a license is illegal.**

The application must be legible and presented in the following style:
(applications received out of compliance will be returned unprocessed)

- Six entire copies must be submitted.
- One (1) scanned copy must be submitted on a separate CD or flash drive.
- The content (forms, documents, responses, publications) must be in a three ring binder/notebook as described below:
 1. The notebook/binder must have a table of contents.
 2. The notebook/binder must be divided into the sections as indicated in parts II and III of this application.
 3. Each section must be clearly marked with tabs/indices.
- If any of the required information is contained in an existing publication such as a catalog or handbook, make an indication in that section (with the page and location of the information) and include the document in an appendix.
- The application must be signed and all parts completed.

Send completed applications and all required documents to the following address:

DC Education Licensure Commission
Office of the State Superintendent of Education
810 First Street, NE; 2nd Floor
Washington, DC 20002

PART I. Institutional Information

1. Does the institution grant degrees? Yes ___ No ___

2. Application Type (check all that applies):

Renewal ___ Amendment for new program(s) ___ Amendment for new location ___
Permanent ___ (for degree granting institutions only)

3. Name of Institution _____

4. Local (DC) Address, City, State, Zip Code _____ Phone Number _____

5. Web Address _____

6. Name of Chief Executive in DC location: _____

7. Contact person for this application:

Name: _____ Telephone: _____

Title: _____

Internet/E-mail Address: _____

8. Type of institution: Nonprofit ___ Incorporated for-profit ___ Other _____

9. Is the institution a branch or satellite of an existing institution?

Yes ___ Attach the location of the home campus, address, telephone number, email address, and contact person.

No ___

10. Composition of student body and faculty:

Number of full-time students ___ Number of part-time students _____

Number of faculty: full-time ___ part-time ___ adjunct _____

Administration: full-time ___ part-time _____

11. Is the institution accredited?

Yes ___ Attach a copy of accreditation letter with expiration date.

No ___

Pending ___ Attach the name of the accrediting organization and a summary of the current status of the application.

PART II. Mandatory Documents (REQUIRED FOR ALL APPLICANTS)

SECTIONS

1. A list of the governing/advisory board and officers.
2. An organizational chart showing the principal subdivisions of the school, the title and name of the principal officer for each subdivision.
3. A listing of tuition and fees along with the tuition refund policy.
4. Audited financial statements (reflecting the last 12 months) that include the following:
 - Balance Sheet; Statement of Income and Expenditures
 - Current budget; Resources needed to meet stated objectives
5. The original Surety Bond (**non degree only**). For more information, please refer to section 2225.4 in Chapter 22, Regulations Governing Non-Degree Institutions.
6. A current Certificate of Good Standing (obtain from the D.C. Department of Consumer and Regulatory Affairs).
7. Faculty and Administration Resumes.
8. Retention and placement rates.
9. A description of significant changes in the following: program budget, facilities, personnel, curricula, or policies during the past 12 months. Include resumes and professional licenses, if applicable, for all new employees.
10. Current school catalog.

PART III. New Program(s)

RESPONSES TO THE FOLLOWING ARE MANDATORY FOR NEW PROGRAM/CURRICULUM:

1. What is being added? Program ___ Degree ___ Curriculum ___
2. Rationale for offering the new program.
3. Description of how the new program relates to the overall objectives of the institution.
4. Qualifications (include resumes) and responsibilities of faculty involved in the new program.
5. Outline of the curriculum for the new program and detailed syllabi for each course in the program.
6. Admission requirements and prerequisites for the new program.
7. Will the new program require new/additional space? If yes, attach a floor plan and Certificate of Occupancy (if required).
8. Anticipated enrollment for new program.
9. Detail the financial resources that will support the new program (include an operational budget).
10. List all student cost (tuition and fees) for the new program.
11. Any license fee and copy of Surety Bond (if applicable).

CERTIFICATION

"I hereby affirm that the answers given in this application are accurate and complete. Further, I am authorized to sign this application on behalf of the institution named. I have read, and agree to comply with the laws and regulations governing higher education institutions in the District of Columbia.

SIGNATURE OF INSTITUTIONAL OFFICIAL _____

PRINT NAME: _____

TITLE: _____

DATE: _____

DISTRICT OF COLUMBIA EDUCATION LICENSURE COMMISSION

NON-DEGREE POSTSECONDARY SCHOOL BOND

KNOW ALL PERSONS BY THESE PRESENTS, That we, (1) _____

doing business in the District of Columbia at (2) _____ as

principal; and(3) _____ doing business at (4) _____

and incorporated in(5) _____, as surety are held and firmly bound unto the

District of Columbia and unto any person who may be aggrieved by a violation by said principal of any law or regulation in force in the District of Columbia relating to the operation of a Non-Degree Postsecondary School in the full and just sum (to be determined by Chapter 22, Title 16, D.C. Code of Municipal Regulations, Section 2225.4), of (6) _____ thousand dollars (\$ _____) lawful money of the United States of America for which payment, well and truly to be made, we bind ourselves, jointly and severally, our joint and several heirs, executors, and administrators, successors and assigns, firmly by these presents.

Signed with our hands and sealed with our seals this _____ day of _____, in the year of our Lord two thousand and _____ the effective date this bond to be _____, _____, 20 _____, and shall expire on _____, _____, 20 _____.

WHEREAS, the above bounden (7) _____ desires to operate a Non-Degree Postsecondary School in the District of Colombia.

NOW, THEREFORE, the conditions of the above obligation are such that the above bounden licensed school shall in all respects comply with the provisions of the D.C. Education Licensure Commission Act of 1976, D.C. Law 1-104 (D. C. Code Sec. 38-1302, et. Seq.) and regulations issued pursuant thereto, and amendments to any person by reason of any violation of the aforesaid Act and regulations in carrying on the business for which such license is granted.

Signed in the presence of: (TWO WITNESSES)

(8) _____ (SEAL)
WITNESS WITNESS

(9) _____ (SEAL)

By: (10) _____
PRESIDENT DATE

(11) _____
SECRETARY DATE

(12) _____ (SEAL)

By: (13) _____
ATTORNEY-IN-FACT DATE

*Authority of executing officers or attorney-in-fact for surety must be attached to bond.
Erasures, corrections and alternations must be initialed and sealed by attorney-in-fact.*

DISTRICT OF COLUMBIA EDUCATION LICENSURE COMMISSION

INSTRUCTIONS TO BONDING COMPANIES

Number indicates blank spaces to be filled out on bond.

- (1) Full name (middle initial) of individual. If partnership, full name (middle initial) of each partner. If corporation, name of corporation in exact form as it appears on corporate seal.
- (2) Street address(es) at which business is conducted. If business operates at more than one location, each business address must appear on this bond. A separate bond is not required for each location.
- (3) (4) & (5) Name of surety bond company, business address and State of Incorporation.
- (6) Amount of surety required is as follows:

<u>Number of Students Enrolled</u>		<u>Annual Net Tuition Received</u>	<u>Amount of Surety</u>
50 or less	and	\$100,000 or less	\$5,000
51 to 150	or	\$100,001 to \$1,000,000	\$10,000
151 or more	or	\$1,000,001 and up	\$20,000

- (7) Same as (1): Full name (middle initial) of individual. If partnership, full name (middle initial) of each partner. If corporation, name of corporation in exact form as it appears on corporate seal.
- (8) Two (2) witnesses sign in the event applicant is an individual or partnership. Witnesses are not required when applicant is a corporation.
- (9) Signature of partner, if partnership.
- (10) If corporation, signature of President or Vice President. If partnership, signature of 2nd partner.
- (11) If corporation, signature of Secretary or Assistant Secretary of corporation, attesting to signature of President or Vice President.
- (12) Name of Surety Company and its corporate seal affixed so that it is clearly visible.
- (13) Signature of Attorney-in-Fact for Surety Company. Power of Attorney on behalf of agent signing required to be attached to each bond

NOTE: PLEASE INITIAL AND SEAL ANY CORRECTION OR DELETION MADE ON BOND.