



KENTUCKY COMMISSION ON PROPRIETARY EDUCATION

300 Sower Boulevard, Frankfort, Kentucky 40601
(502) 564-4185 <http://kcpe.ky.gov>

APPLICATION FOR NON-RESIDENT SCHOOL INSTRUCTIONS

1. This application must be typed or printed legibly and completed in its entirety.
2. This application and all supporting material must be submitted with the application fee in accordance with 791 1:025. Upon submission of this application a contribution to the Student Protection Fund is also required in accordance with 791 KAR 1:025. The application fee and contribution must be paid separately. These fees are nonrefundable. All fees must be paid by check or money order made payable to the Kentucky State Treasurer. **DO NOT SEND CASH.**
3. Attach continuation sheets if more space is needed to provide information.
4. Refer to KRS 165A.340(3); 165A.360(1), (2); 165A.400; 165A.450; and 791 KAR 1:025
5. This completed application may be submitted to the Kentucky Commission on Proprietary Education either by mail or by delivery to 300 Sower Boulevard, Frankfort, Kentucky 40601. In addition; a complete copy of this application and all supporting materials must be scanned and submitted electronically

SCHOOL INFORMATION

School Name _____ Date _____

Street Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Fax Number _____ Website Address _____

Administrative Contact Person Name _____ Title _____

Administrative Contact Person Address _____ City _____ State _____ Zip Code _____

Administrative Contact Phone Number _____ Fax Number _____ Email Address _____

Type of School/Program(s) Offered _____ Date School Was Established _____

Is this a Correspondence or Distance Learning School? Yes No

Has the school been licensed in any other state as a resident or non-resident school? Yes No

If Yes, please explain.

Has any administrator, owner or officer ever been associated with a school that closed? Yes No

If Yes, please explain.

Has the school, any administrator, owner or officer of the school ever been cited to cease and desist operations? Yes No

If Yes, please explain and list state(s).

Has the school ever been refused approval by a federal, state, or accrediting agency? Yes No

If Yes, please explain.



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List names of approvals by all federal agencies, state agencies and accrediting agencies.

OWNER INFORMATION

Type of Ownership Entity Corporation Limited Liability Company Partnership Individual

Name of Ownership Entity _____ Date & State of Incorporation _____

Street Address _____ City _____ State _____ Zip Code _____

School Owner Name _____ Percent of Ownership _____ Telephone Number _____

Street Address _____ City _____ State _____ Zip Code _____

School Owner Name _____ Percent of Ownership _____ Telephone Number _____

Street Address _____ City _____ State _____ Zip Code _____

ADMINISTRATION AND SUPERVISION

List name and title of all management, administrative, and supervisory personnel.

Chief Administrator Name _____ Title _____

Instructional Program Contact Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

HOURS OF OPERATION

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							



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TOTAL NUMBER OF INSTRUCTIONAL STAFF

Attach a list, marked Exhibit A, of instructional staff and classes to be taught.

Number of Full-Time Instructional Staff	
Number of Part-Time Instructional Staff	

TOTAL NUMBER OF AGENTS/RECRUITERS

Attach a list, marked Exhibit B, of agents/recruiters soliciting students in the Commonwealth of Kentucky.

Number of Full-Time Agents/Recruiters	
Number of Part-Time Agents/Recruiters	

PROGRAM INFORMATION

List title of program(s) Please be specific with Type of Program and Length of Program using the criteria below:

Certificate – (1) Undergraduate Certificate <1 Year (2) Undergraduate Certificate 1 – 2 Years or (3) Undergraduate Certificate 2- 4 Years.

Diploma – (1) Undergraduate Diploma <1 Year (2) Undergraduate Diploma 1 – 2 Years or (3) Undergraduate Diploma 2- 4 Years.

Name of Program	Type of Program Certificate/ Diploma / Associate Degree	Length of Program	Contact/Clock or Credit Hours





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Are the above Programs offered at any other campus locations? If yes please explain and list state(s)

Amount of operating capital available to sustain on-going operations.

SUPPORTING MATERIAL

- ① SCHOOL SURETY BOND (PE-26) or an irrevocable letter of credit at a financial institution in the minimum amount of Twenty Thousand Dollars (20,000.00)
- ② BLANKET AGENT SURETY BOND (PE-27) in the minimum amount of Five Thousand Dollars (\$5,000.00) for each agent/recruiter soliciting in Kentucky
- ③ APPLICATION FOR PERMIT TO ACT AS AN AGENT (PE-19) for each agent/recruiter.
- ④ Student enrollment form, complete with school's refund policy as stated in the school catalog.
- ⑤ Sample of certificate, diploma, and/or associate degree issued upon successful completion of program(s).
- ⑥ FORM FOR INSTRUCTIONAL STAFF & KEY ADMINISTRATIVE PERSONNEL (PE-11) for instructional staff and key administrative personnel only.
- ⑦ Complete equipment inventory listed by course or program.
- ⑧ A description of the space and facilities including a floor plan indicating the dimensions of all classrooms, activity areas, laboratories, and school office area.
- ⑨ Minimum instructor qualifications.
- ⑩ School financial statement. Submit a financial statement certified by an independent accountant.
- ⑪ Fire inspection report indicating compliance with all fire and life safety codes. A certificate of compliance from the local health department shall be submitted for schools utilizing food/kitchen areas for instruction.
- ⑫ School catalog, bulletin, brochure, or other publication distributed to students. This document must be certified as true and correct in content and policy by the appropriate school official and must contain the following information:
 - ⑬ JOB PLACEMENT REPORTING (PE-)
 - ⑭ Copy of Article of Incorporation and Assumed Name paperwork.



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Catalog Requirements

- _____ Title and date of issue.
- _____ Official name of the school, its governing body, officials, and faculty.
- _____ Calendar showing legal holidays, beginning and ending dates of when classes are offered and other important dates.
- _____ Policy regarding enrollment dates, and specific entrance requirements for each course or program.
- _____ Policy regarding attendance, including but not limited to, absences, make-up work, and tardiness.
- _____ Policy regarding standards of academic progress required of the student.
- _____ Policy regarding withdrawal, dismissal and re-entry.
- _____ Policy regarding transcript request.
- _____ Detailed schedule of fees, including but not limited to, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, and deposits.
- _____ Refund policy as stated in the student enrollment form.
- _____ Outline for each program offered listing all courses in the program as well as the contact/clock or credit hours for each course.
- _____ Description for each course in a program.
- _____ Policy regarding granting credit for previous education, training and experience.
- _____ Statement regarding transfer of credits.
- _____ Policy for Kentucky students regarding the process for filing a complaint with the Kentucky Commission on Proprietary Education.
- _____ Policy for Kentucky students regarding the process for filing a claim against the Student Protection Fund and a statement notifying students of the existence of the Fund (included on the Student Enrollment Agreement)

CERTIFICATION

I certify that the information provided on this application as submitted to the Kentucky Commission on Proprietary Education is true and correct in its entirety. In addition, I hereby pledge to follow all standards set out in KRS Chapter 165A and all rules and regulations set out in 791 KAR 1:025.

School Official Name

Title

School Official Signature

Date