



# KENTUCKY COMMISSION ON PROPRIETARY EDUCATION

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

## RENEWAL APPLICATION TO OPERATE A RESIDENT COMMERCIAL DRIVER LICENSE TRAINING SCHOOL

### INSTRUCTIONS

1. This application shall be typed or printed legibly and completed in its entirety.
2. This application and all supporting material shall be submitted with an application fee in accordance with 791 KAR 1:025. This fee is 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.485 and 791 KAR 1:025
5. This completed application must be submitted to the Kentucky Commission on Proprietary Education by mail 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	

Since the last renewal, has any administrator, owner or officer been associated with a school that closed?  Yes  No

If Yes, please explain.

Since the last renewal, has the school, any administrator, owner or officer of the school been cited to cease and desist operations [by any act or practice of any federal or state agency]?  Yes  No

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

Since the last renewal, has the school been refused approval by a federal, state, or accrediting agency?  Yes  No

If Yes, please explain.

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





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### OWNER INFORMATION

Type of Ownership Entity     Corporation     Limited Liability Company     Partnership     Individual

Name of Ownership Entity \_\_\_\_\_ Date and 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 \_\_\_\_\_

Has ownership changed since previous application?     Yes     No

If Yes, please complete APPLICATION TO TRANSFER OWNERSHIP OF A SCHOOL (PE-21).

### HOURS OF OPERATION

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

### STUDENT AND PERSONNEL INFORMATION

Present Enrollment	
Total Enrollment from July 1 through June 30 during the immediate past school <u>year</u>	
Number of Graduating Students from July 1 through June 30 during the immediate past school year	
Number of Full-Time Instructional Staff who hold CDL Instructor License	
Number of Part-Time Instructional Staff who hold CDL Instructor License	



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### STUDENT AID

List all student aid proceeds received  
for July 1 Through June 30, by program

	Dollar Amount	Number of Students
KEES		
College Access Program		
KY Tuition Grant		
KY National Guard Tuition Assistance		
Other KY		

### FEDERAL

	Dollar Amount	Number of Students
PELL Grants		
Federal Work Study Program		
Federal Student Loans		
Other Federal		

**TOTAL STATE AND FEDERAL ASSISTANCE \$ \_\_\_\_\_**



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### PROGRAM INFORMATION

List all programs **previously approved** by the Commission:

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

### SUPPORTING MATERIAL

- SCHOOL SURETY BOND (PE-26) or Continuation Certificate for School Surety Bond with the bond number listed or an irrevocable letter of credit at a financial institution in the minimum of Twenty Thousand Dollars (\$20,000.00), marked Exhibit A.
- BLANKET AGENT SURETY BOND (PE-27) or Continuation Certificate for Blanket Agent Surety Bond with the bond number listed, in the minimum amount of Five Thousand Dollars (\$5,000.00) for each agent/recruiter soliciting in Kentucky, marked Exhibit B.
- APPLICATIONS for RENEWAL of LICENSURE as a CDL Training School Skills Instructor (PE-35) and RENEWAL PERMIT to act as Agent (PE-19), marked Exhibit C
- Student enrollment form, complete with the school's refund policy as stated in the school catalog, marked Exhibit D.
- FORM FOR INSTRUCTIONAL STAFF & KEY ADMINISTRATIVE PERSONNEL (PE-11) for classroom instructors and key administrative personnel only, marked Exhibit E.
- Electronic copies of all students' transcripts and students' accounts for each student who has attended the school since the end of the immediately preceding renewal period, marked Exhibit F.
- If your school is accredited, a copy of the certificate or letter of accreditation provided by your accrediting agency, marked Exhibit G.
- 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, marked Exhibit H.
- Copy of current liability insurance policy including a list of all equipment with appropriate vehicle identification numbers (VIN), marked Exhibit I.
- Copy of all advertisements currently published in print or in broadcast, marked Exhibit J
- JOB PLACEMENT REPORTING (PE-) marked Exhibit K
- Copy of Article of Incorporation and Assumed Name paperwork marked Exhibit L



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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, marked Exhibit K:

Insert  
Page  
Number

### 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 Students regarding the process for filing a complaint with the Kentucky Commission on Proprietary Education

Policy for 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).



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### ANNUAL RENEWAL LICENSE FEES

Annual renewal license fee for Resident Commercial Driver License Training Schools shall be based on "Gross Revenue." Gross Revenue shall mean the total amount of tuition earned by a School for all courses or training less any tuition refunds paid to students during the immediate past school year, July 1 through June 30

All agent permit fees and CDL skills Instructor permits are submitted annually. An application must be completed for each agent/instructor/recruiter. There is no proration of any fees and all fees are non-refundable.

This school has computed the enclosed annual renewal license fee in the amount listed below in accordance with 791 KAR 1:025

	Amount
Total Revenue - total tuition earned from July 1 through June 30 from the immediate past school year	
Less Tuition Refunds Paid to Students from July 1 through June 30	
Gross Revenue from July 1 through June 30	
<b>TOTAL ANNUAL RENEWAL LICENSE FEE</b>	

### 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 Chapter 1.

School Official Name \_\_\_\_\_ Title \_\_\_\_\_ School Official Signature \_\_\_\_\_ Date \_\_\_\_\_

State Of \_\_\_\_\_

Affix notary stamp here

County Of \_\_\_\_\_

Signed and sworn before me on this \_\_\_\_\_ day

of \_\_\_\_\_, 20 \_\_\_\_\_

My commission expires: \_\_\_\_\_

Notary Signature

