

CHECKLIST OF REQUIRED DOCUMENTS

(Minnesota Statutes §136A.822 requires that the information below be furnished)

- ☐ **A. APPLICATION FEE.** The new school license fee is \$2,500 for schools that will offer one program its first year, or \$2,500 + \$500 for each additional program, for schools that will offer more than one programs its first year. The school license renewal fee is \$1,150 for schools offering one program or \$1,150 + \$200 for each additional program with a maximum of \$2,000 for schools offering two or more programs.
- ☐ **B. FINANCIAL.** Submit a current balance sheet, income statement, and adequate supporting documentation by an independent public accountant or certified public accountant, including a review level engagement. Our office also has the right to require audited financial statements if deemed necessary. New applicants should also include a projected income statement for two years of operation as well as 2 years tax returns for anyone involved in ownership.
- ☐ **C. TRANSCRIPTS.** Submit a copy of your institution's student transcript.
- ☐ **D. MINNESOTA SECRETARY OF STATE FILINGS.** You must provide copies of the following documents with your application: **Office of the Minnesota Secretary of State Certificate of Organization, Office of the Minnesota Secretary of State Articles of Organization, Office of the Secretary of State Notice of Registered Agent.** (see www.sos.state.mn.us)
- ☐ **E. ADVERTISING.** Provide copies of all media advertising and promotional literature and brochures currently used or expected to be used in the near future. All advertising must be approved in advance by OHE.
- ☐ **F. CATALOG.** Submit the current school catalog. *(Refer to Appendix A)*
- ☐ **G. EQUIPMENT.** Provide a list of tools and equipment available for instruction.
- ☐ **H. INSPECTION REPORTS.** Attach copies of inspection reports issued by local and state regulating agencies indicating that the premises and conditions under which students work and study at the school are sanitary and safe. An example of a form used by the city of Minneapolis is included. A Certificate of Occupancy will also satisfy this requirement.
- ☐ **I. CONTRACTS.** Provide copies of all Minnesota enrollment agreement forms and contract forms used or proposed to be used in Minnesota. **These must be approved in advance.** *(Refer to Appendix B)*
- ☐ **J. PLACEMENT SERVICE.** If you offer or advertise a job placement service, submit a certified copy of the graduate placement record and a summary of job placements. This is not required with initial license. *(Refer to Appendices C and D)*
- ☐ **K. BONDS.** Surety bonds shall be in the amount of 10% of the preceeding year's Net Student Revenue with a minimum amount of \$10,000, as specified in M.S. Chp. 136A.822, Subd. 6 Such bonds shall run to the State of Minnesota/OHE. *(Refer to Appendix E)*
- ☐ **L. SOLICITORS.** A Solicitor Permit costs \$350. The bond amount for each solicitor is (\$2,000/solicitor). An application for Solicitor's Permit must be submitted yearly along with permit fee *(Refer to Appendices F and G)*.
- ☐ **M. INSTRUCTORS.** Provide the office with each instructors name and academic degrees earned or applicable education and experience and indicate which course(s) each instructor teaches. Instructors are required to have either a baccalaureate degree in the field they are teaching or three years work experience in the field they are teaching. *(Refer to Appendix I)*
- ☐ **N. PROGRAMS.** Provide a list of the specific programs that are offered and the purposes of such instruction. Programs require prior approval by OHE. *(Refer to Appendix J)*
- ☐ **O. MULTIPLE LOCATION ADDENDUM.** Institutions operating more than one location must submit a Multiple Location Addendum for each location, along with supporting documentation and fee. *(Refer to Appendix K)*
- ☐ **P. STUDENT RECORDS.** *** Note: If your institution has a Record Plan on file with OHE that was signed after 01/01/12 you are not required to submit the Student Record Protection Plan for re-licensure at this time. Schools must either: (1) Submit a plan meeting the following: (a) copy of student records held in a secure depository; (b) an official designated to provide copies of records to students upon request; and (c) binding agreement for preserving student records if the school ceases to exist; or (2) if no binding agreement for preservation of student records exists a surety bond – or – Irrevocable Letter of Credit not to exceed \$20,000 must be filed with the office. *(Refer to Appendices L-1 or L-2)*
- ☐ **Q. NET STUDENT REVENUE STATEMENT.** You must provide a statement of the Net Student Revenue from students for the preceding calendar or fiscal year *(please see Appendix M for calculation)*. If this is your first license application submission this requirement is not necessary. *(Refer to Appendix M)*
- ☐ **R. ORGANIZATIONAL FRAMEWORK.** Submit information showing that the school has an organizational framework with administrative and instructional personnel to provide the programs it intends to offer.
- ☐ **S. ENROLLMENT.** For each course of instruction offered, provide the current enrollment. Also provide the maximum enrollment that you can accommodate with your present staff, equipment and facilities. *(Refer to Appendix N)*
- ☐ **T. WORKERS COMPENSATION.** Provide Workers Compensation insurance information. *(Refer to Appendix O)*