



MEMO

TO Chief Executive Officers/Directors
Licensed/Registered Schools, State Board of Private Licensed Schools

FROM Nicole Campbell, Division Chief

DATE May 17, 2021

RE Private Licensed Schools Memorandum #92

**School and Program Applications
Deadlines and Expiration**

This memo revises and replaces Board Policy Memorandum #22, issued on December 4, 1989.

This memo revises and replaces Board Policy Memorandum #38, issued on August 31, 1992.

The following policies and procedures apply to all applications for approval of new diploma/certificate programs, new specialized degree programs, new school licensure/registration, site program transfers, and distance education submitted for consideration by the State Board of Private Licensed Schools:

1. It is the responsibility of the school to ensure that all materials are received by the published deadline. Applications and associated fees must be received by the Division on or before the published deadline. If either the application or the fees are not received by the published deadline, the application/fees will be held for the next subsequent published deadline.
2. Schools should not assume that application submission by the published deadline is a guarantee that the application will be placed on the next meeting agenda for Board consideration. Applications will be reviewed by Board staff, who will conduct a quantitative review and ensure the application is materially complete.
3. Board staff will provide the school with a first-level quantitative review letter that details the items missing from the application. Schools will be provided with a 10-day cure period in which to modify their application. If after the application has been modified to address the items indicated by staff, the application is deemed incomplete, the application will be held for the next subsequent published deadline and then an additional 10-day cure period will be permitted. Applications will continue to be held until Board staff is able to confirm the application is materially complete.

4. Schools should not assume placement on the meeting agenda for Board consideration will result in application approval. Applications will be reviewed by the Board and the Board reviewer will conduct a qualitative review. Applications that do not meet quality expectations will not be approved.
5. Application expiration:
 - a. Published deadline submission date – Applications are considered ‘active’ when both the application and associated fees are received, effective on the published deadline submission date. The application may remain active for twelve (12) months following the published deadline submission date in which the application was received. Initial or deferred applications not receiving ‘approved’ or ‘approved pending’ status within twelve months will expire. The school would be required to again submit the required application fees to continue the application process.
 - b. Approved pending, requiring Board revisions – Applications receiving ‘approved pending’ status will remain active for twelve months following the status change. Applications which are not finalized within twelve months after receiving ‘approved pending’ status will expire. The school would be required to submit a new application and the required fees to start the approval process over.
 - c. Approved pending, requiring AST/ASB review – Specialized degree applications are subject to the same expiration timeframes noted above. Specialized degree applications receiving ‘approved pending AST/ASB review’ status will remain active for twelve months following the status change. Applications which are not finalized within twelve months after receiving ‘approved pending AST/ASB review’ status will expire. The school would be required to submit a new application and the required fees to start the approval process over.
 - d. For guidance on the expiration of all other applications, including specialized degree applications, please contact your school’s assigned Board Administrator.