



MEMO

TO Training providers authorized to operate under the State Board of Private Licensed Schools
FROM Nicole Campbell, Chief, Division of Postsecondary Proprietary Training
DATE November 14, 2024
RE Private Licensed Schools Policy Memorandum #92 (revised 11/14/2024)

Applications Submission Deadlines and Expiration

This memo revises and replaces Board Policy Memorandum #92, issued on May 17, 2021.

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 submission deadline date, no later than 2pm. Applications and associated fees must be received by the Division on or before the submission deadline. If either the application or the fees are not received by the submission deadline, the application/fees will be held for the next subsequent published deadline.

Submission deadline dates are firm and requests for extensions will not be accepted. All schools are provided with the same opportunities and timelines for submission and consideration.

All applications must be received by 2pm on the day of the submission deadline date. Staff will do their best to provide technical assistance as needed leading up to the submission date and time; however, submission of the applications is ultimately the responsibility of the school, not staff. Schools are encouraged not to wait until the submission deadline to submit their applications.

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 conduct quantitative review. This review is provided as a mechanism to ensure that the applications are materially complete and can advance for Board review. The issues noted should not be considered a complete or comprehensive list, nor should the school consider the issues identified as exclusively those that will be addressed during Board review. It is important that school personnel be able to demonstrate to the Board that they are fully capable of offering quality programs and services to students, as well as that the school has the internal infrastructure and qualified administrators, faculty, and staff to successfully operate the school. Therefore, it is ultimately the school's responsibility to prepare quality applications and defend those applications during Board review. Schools will be provided with a 10-day cure period in which to modify their

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application.

If after the application has been modified to address the items indicated by staff, and 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 submission deadline date/time – Applications are considered ‘active’ when both the required application(s) and associated fees are received by the published submission deadline date and by 2pm.

The application(s) may remain active for twelve (12) months, permitting the applications to be reviewed for up to four (4) consecutive Board meetings.

Initial or deferred applications not receiving ‘approved’ or ‘approved pending’ status within four (4) consecutive Board meetings will expire. The school would be required to again submit the necessary application fees to continue the application process.

- b. Approved pending, requiring 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 new application(s) and the necessary application fees to start the application 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 new application(s) and the necessary application fees to start the application process over.

For additional guidance, please contact your school’s assigned Board Administrator.