

CONNECTICUT DEPARTMENT OF HIGHER EDUCATION

Private Occupational School Approval Unit
61 Woodland Street, Hartford, CT 06105

If you have any questions after reviewing the instructions and the forms, you may speak to a member of the POSA Unit Staff at (860) 947-1816.

BASIC INSTRUCTIONS

1. Read the application carefully
2. Answer each question/page, even if you must mark "N/A" (Not Applicable)
3. Provide all information as requested.
4. Keep copies of all items submitted.
5. Complete and return all pages of the application. (For existing schools this must be 120 days prior to expiration authorization.)
6. Enclose check for the correct amount indicated on page POSA AP Page 7.
7. Return the completed application to the address indicated above.
8. Please note that all signatures submitted to the Department to the Department must be original.

SPECIFIC ADDITIONAL INSTRUCTIONS

The following are specific additional instructions for completing certain pages. Also review any direction that may be at the top of each form. **NOTE FOR CURRENTLY APPROVED SCHOOLS: DO NOT SUBMIT CHANGES THAT WOULD BE CONSIDERED AS REVISIONS SUBJECT TO THE PROVISIONS IN THE REGULATIONS AND THAT REQUIRE ACTION BY THE CONNECTICUT COMMISSIONER OF HIGHER EDUCATION IN THE APPLICATION PACKET FOR RENEWAL OF AUTHORIZATION.** (Submit any revisions separately, e.g.: changes in program curriculum, tuition price, hours of instruction, program name, location offered, etc.)

Name of school (POSA AP Page 7):

Be certain to provide the complete name of the school. If the school is granted authorization the school name will be the name included on the Certificate of Authorization and published in the Department's school directory.

Ownership (POSA AP Pages 7-8):

Disclose the type of ownership of the school (sole proprietorship, partnership, board, association, limited liability company or corporation) and disclose on the form all ownership interests and percentage(s) (if applicable).

Certificate of Incorporation or Certificate of Legal Existence (POSA AP Page 8):

For a school that is owned by a newly-formed corporation or limited partnership, a copy of the Certificate of Incorporation or other business registration (e.g.: Certificate of Authority) that has been issued by the Connecticut Secretary of State must be filed. If the corporation or a Limited Partnership was formed over a year prior to the application, then the school must obtain a "current" (issued within the last year and since any prior filing) Certificate of Legal Existence. These documents can be obtained from the Secretary of the State, attn. Administrative Offices, P.O. Box 150470, Hartford, Connecticut 06115-0470. Requests must be made in writing. For specific information on obtaining these documents call the office of the Secretary of State (860) 509-6212. Requests should be made well in advance of the application due date, since it may take several weeks for a response.

Application Fee (POSA AP Page 7):

The initial application fee should be mailed with the application. There is a fee for a new school, change of ownership, for the addition of a campus branch, and for renewal of authorization for the main campus and any branches. There is no fee for the addition of classroom sites (that is, where less than a full program is offered).

Additional Facilities (POSA AP Page 9):

The school must list all locations other than the main campus address for the school, whether branch campus, additional classroom site, or student housing.

Letter of Credit* (POSA AP Page 10):**

New applicant schools must submit an original Irrevocable Letter of Credit (a copy is not acceptable) with the application or under separate cover to the address provided above. See sample provided on POSA AP Pages 11-12.

*****DO NOT SUBMIT THE DOCUMENT TO THE OFFICE OF THE STATE TREASURER *****

Renewal applicants, who are still required to maintain an Irrevocable Letter of Credit in Accordance with Section 10a-22c of the Connecticut General Statutes must submit a copy of their current Letter of Credit with the application or proof from the institution that the Letter has been renewed for an additional uninterrupted period.

Insurance (POSA AP Page 13):

The school must be covered by insurance to at least standard underwriting limits as indicated on the form and in the law. Attach to the form proof that the school is protected by insurance. This must be current (not expired) at the time the application is filed. The school must provide proof of continued coverage as the insurance expiration date is approaching.

Fire Marshal Approval (POSA AP Page 14):

The premises of the school must comply with all local and state fire marshal codes. Use this form for certification by the local fire marshal that the facility is in compliance with laws. The page requires an original signature from the fire marshal. A copy of this page without an original signature is not acceptable. Note: A letter indicating that the facility has been inspected by the local Fire Marshal and is in compliance with the Connecticut Fire Safety Code may be submitted in lieu of this page. The letter must be on official letterhead paper and have the original signature of the Fire Marshal. **Note: For schools that have branch campus(es) or additional classroom site(s), a form must be submitted for each location. Note: The form that is filed must be “current”-i.e., - certified within the past year. There is an ongoing requirement to have each facility that is part of the school inspected annually and to submit a “current form each and every year.**

Zoning Officer Approval (POSA AP Page 15):

The premises of the school must comply with all local and state zoning codes. Use this form for certification by the local zoning enforcement officer that the facility is in compliance with the laws. This page requires an original signature from the zoning enforcement officer. A copy of this page, without an original signature, is not acceptable.

Note: A letter indicating that the facility has been inspected by the local Zoning Enforcement Officer and is in compliance with the Connecticut Zoning Code may be submitted in lieu of this page. The letter must be on official letterhead paper and have the original signature of the Zoning Enforcement Officer. Note: For schools that have branch campus(es) or additional classroom site(s), a form must be submitted for each location. **Note: Once the original form has been submitted, in subsequent application filings your school may submit a copy of the original unless and until there have been substantial or material changes in the facility. If there are substantial or material changes or for a change of address for a branch or classroom site a new form must be submitted.**

Disclosure of Criminal Record (POSA AP Page 16-17):

The School Owner, School Director and Campus Director must each complete this form if they are different individuals. The commissioner may deny a certificate of authorization if the person who owns or intends to operate a private occupational school has been convicted in this state, or any other state, of larceny in violation of section 53a-122 or 53a-123; identity theft in violation of section 53a-129b or 53a-129c; forgery in violation of section 53a-138 or 53a-139; or has a criminal record in this state, or any other state, that the commissioner reasonably believes renders the person unsuitable to own and operate a private occupational school.

Revocation History (POSA AP Page 18):

The school must disclose the involvement of any school Director, Owner, or Principal who has acted in a similar capacity at a private occupational school in Connecticut or another state (if such school would have met the criteria for a private occupational school in Connecticut had the school been located in Connecticut) which had its Certificate of Authorization revoked or the privilege to operate as a private occupational school canceled by that state. This disclosure is independent

of the disclosure on the School Director form (POSA AP 1.8) and the Campus Director form (POSA AP 1.8.5).

Campus Roster (POSA Page 19):

List the names of all employees of the school having contact with students and their position (and multiple positions for the same individual if necessary), on a campus by campus basis. Your school may need to attach sheets to the Campus Roster. Your school will need to submit a Campus Roster for each approved campus.

School Director Form (POSA Page 20-22):

This form is to contain information on the CHIEF ADMINISTRATOR of the school (main campus and all branches). Note that the Disclosure section must be completed. Each subject area offered by the school as occupational training must be itemized, and the name of a person must be provided for each subject area indicating the minimum level of experience as required by law. If the School Director does not have qualification in a particular area, then indicate the individual with the experience. Submit a resume with this completed page as evidence of training and experience. Note that it is the responsibility of the school to hire only an appropriately qualified individual as School Director.

Campus Director Form (POSA Pages 23-25):

This form is to contain information on the ON-SITE ADMINISTRATOR of each campus (main or branch). Note that the Disclosure section must be completed. Submit a resume with this completed page as evidence of training and experience. Note that it is the responsibility of the school to hire only appropriate qualified individual(s) as Campus Director(s).

Instructor Form (POSA Pages 26-27):

All items on this page must be completely filled out. Submit a resume with this completed page as evidence of training and experience. Ensure all relevant employment experience which directly related to meeting the required twenty-four months of experience (within the ten years immediately preceding instruction) requirement in the subject/skill area to be taught is included. Be certain to describe duties and responsibilities as clearly as possible. Note that the programs or courses to be taught must be specifically listed to ensure that the instructor is teaching in a field in which he/she is qualified. In addition, indicate if this instructor will serve as the Department Head or Supervising Instructor, which information is vital to ensure that there is a person who meets the requirements in terms of the minimum experience for each subject area of vocational training offered by the school as disclosed on page 21 of the School Director Form, POSA AP Pages 20-22, where the School Director is lacking the minimum experience in the subject area. Note that it is the responsibility of the school to hire only appropriately qualified individual(s) as Instructor(s).

Request for Waiver of Instructor Approval Qualifications (POSA Page 28):

This form is used in conjunction with the Instructor Form POSA Page 26-27 when applying for a waiver of instructor approval qualification(s) under Section 10a-22k(k)(2)(C) of Regulations of State Agencies.

Recruiter Form (POSA Pages 29-30):

A Recruiter Form must be completed for each person who will be involved in soliciting enrollments, which includes the signing of the Enrollment Agreement (contract) on behalf of the school. Note that the Connecticut law recognizes a Recruiter as an agent of the school and the school is responsible for the actions of the Recruiter in recruiting students. It is the responsibility of the school to hire only appropriately qualified individual(s) as Recruiter(s).

Program/Course List (POSA Page 31):

List all programs offered at each campus that require approval as occupational instruction. Complete a separate form for the main campus, each branch campus or additional location. Follow the instructions listed at the bottom of the form to indicate time of training, length of training, and delivery of instruction. Include the dollar amount for tuition only.

Program/Course Information (POSA Page 32):

Be sure that the form is completely filled in and that all of the required documents are attached. This must include the curriculum for the program, including the name(s) of all course(s). Do not rely on a description of the program in the Catalog. The curriculum (or a summary depending on the length) must be attached to the form. The equipment list should include only that equipment used to teach the particular program. The instructional materials list should include

only those materials used to teach the particular program. The admissions requirements should apply only to qualification for admission in the particular program. Include a separate page for each scheduling of a program (e.g.: day and evening schedules). Note, for the “Total Charges” section, the items listed must be for the totals for entire program, not per semester, term or module: indicate total tuition and an accurate and complete “breakout” of all additional charges which are not included in the stated tuition price.

Library Materials (POSA Page 33):

Provide a list of materials available in your school library. There must be some reference materials available to instructor(s) and students.

Student Records (POSA Page 34):

Include copies of the forms that are used or have been developed for use for record keeping by the school for “student records”. The student records developed by the school must contain, at a minimum, the following information for each student:

- (a) Application for admission
- (b) Enrollment Contract/Agreement*
- (c) Interview form, if used
- (d) Admission/achievement test, if used
- (e) Health Form(s)
- (f) Attendance form *
- (g) Permanent transcript/grade record form*
- (h) Transcript Release form*
- (i) Student payment record form
- (j) Incident Counseling form
- (k) School Disclosure of Information Form – student acknowledgment of information:
 - a. Background Check Required – assault, larceny etc.
 - b. Driving Record Check Required – driving violations, suspension
 - c. Conditions required for employment in field of training
 - d. License or Certification required and Agency Responsible

Enrollment Agreement/Contract (POSA Pages 35-36):

The Enrollment Agreement (contract) must contain, at a minimum, the items noted on this checklist form. Include a copy of the actual or draft Enrollment Agreement(s). Be certain to indicate on the space next to each item on the form where that item is located on the Enrollment Agreement (e.g.: the paragraph number on the Enrollment Agreement or assign letters of the alphabet and indicate the letters on the form and on the Enrollment Agreement). Note: the Enrollment Agreement is the legal document that defines the rights and obligations of the school and the rights and obligations of the student.

Catalog (POSA Pages 37-38):

The Catalog must contain, at a minimum, the items noted on this checklist form. Include a copy of the school Catalog. Be certain to indicate on the space next to each item on the form where that item is located in the Catalog (e.g.: the page number of the Catalog or assign letters of the alphabet and indicate the letters on the form and in the Catalog. Note: if the school elects to have another publication such as a “student handbook” the school still must provide the required information in the Catalog. If publishes, the school must also provide a copy of their student handbook.

Diploma/Certificate/Student Progress (POSA Page 39):

This form requires that you provide responses for two items. First, include a copy of the educational credential (e.g.: diploma or certificate) that your school will award to be graduate upon successful completion of the program. Second, indicate what item(s) will be given to the student who withdraws in good standing prior to completing the program and to

the student who completes the program but does not meet graduation requirements. Note: A private occupational school may not refer to the educational credential as a “degree”.

Complaints/Inquiries (POSA Page 40):

Attach a copy of the school policy regarding complaints and inquiries. The school should state an internal policy toward investigation and possible resolution. The school must have a policy that informs the student or potential student of the right to contact the Connecticut Commissioner of Higher Education and provide the address and telephone number of the Department. Note: This policy must be posted at all times at all locations of the school (main campus, branches, and classroom sites).

Fees (POSA Page 41):

The school must disclose whether the school will be or does charge public customer(s) for any service that will be provided by the student or product that will be produced by the student during the training at the school

Advertising (POSA Page 42):

School advertising must be factual and meet generally acceptable standards for professional conduct. The advertising must comply with law on advertising standards and shall not use “blind,” “help wanted” or “employment columns” in print or electronic mediums. Attach copies of actual or drafts for proposed advertisements, including fliers and brochures and telephone book advertisements. Note: Advertising must contain the complete school name and address as listed on the Certificate of Authorization. Note: Testimonials used in advertising must be documented as to source and date made. **Note: References to any trends in the job market or careers or vocational training must be attributed to the source and date of the study, research, or publication.** Note: New school applicants may not advertise unless and until approved as a private occupational school.

Affidavit of Non-discrimination (POSA Page 43):

The school must submit an affidavit that the school will not discriminate against students or others. This form must be completed with an original signature and the signature of the director notarized. A copy of this form from a submission for a previous period will not be accepted.

Affidavit of Requirements for School Closure (POSA Page 44):

The School Owner, School Director and Campus Director must each complete this form if they are different individuals. Duplicate as appropriate. This affirmation is required to affirm the school administration’s knowledge of their responsibilities in the event of a school closure.

Designation of Agent of Service and Maintenance of Records (POSA Pages 45-46):

The school must submit a statement of designation of a school agent for the service of process. This form must be signed by the authorized school official making the designation and the official must indicate in Section (A) the capacity in which he/she is authorized to make such designation. The person who has been selected as the agent must also sign Section (B) this form as well as Section (C) with regard to maintaining, preserving and protecting school records; recognition of the Commissioner or the Commissioner’s designee’s right to inspect records; and the school’s responsibility of record preservation in the event of closure. In section (D), indicate the method of record preservation. Note: A new affidavit must be submitted with each renewal application and at such time as information therein changes.

Financial Documentation (POSA FIN Page 1-13):

For a renewal application, submit only the most recently due actual financial statements as of the time of filing the application. For new school applicants, projected financial statements are due and possibly also actual financial statements. See the details on the form for new applicants or renewal applications.