

**Department of Higher Education  
61 Woodland Street, Hartford, CT 06105-2326**

**DESIGNATION OF AGENT OF SERVICE AND KEEPER OF RECORDS**

Name and Address of School: \_\_\_\_\_  
\_\_\_\_\_

Name and Title of Authorized Official: \_\_\_\_\_

Name and Title of School's Agent of Service: \_\_\_\_\_  
\_\_\_\_\_

Address of School's Agent of Service: \_\_\_\_\_

(Agent of Service – contact person responsible for all communication with the Department.)

**A. STATEMENT OF AGENT DESIGNATION**

I, \_\_\_\_\_, [as Director, President, Secretary, etc.] of the above school do hereby designate the person listed above to be the authorized school's agent of service. As such, he/she will be available at all times at the address noted above to receive certified letters sent by the Department of Higher Education to the school pursuant to Sections 10a-22a thru 10a-22k of the Connecticut General Statutes established thereunder.

I further affirm that should another person become the school's agent of service, I shall immediately notify the Department of Higher Education through the submission of a new DESIGNATION OF AGENT OF SERVICE FORM.

SIGNATURE OF AUTHORIZED OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_

**B. ACKNOWLEDGMENT OF AGENT DESIGNATION**

I hereby acknowledge that I am the designated agent of service for \_\_\_\_\_ School and agree to comply with all the requirements of Sections 10a-22a thru 10a-22k of the Connecticut General Statutes established thereunder.

SIGNATURE OF DESIGNATED AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_

**C. MAINTENANCE OF RECORDS**

(a) A private occupational school shall maintain, preserve and protect, in a manner approved by the Commissioner of Higher Education, or the commissioner's designee, all school records including, but not limited to: (1) Student or academic transcripts; (2) attendance records; (3) copies of individual enrollment agreements or contracts; (4) evidence of tuition payments; and (5) any other documentation as prescribed by the commissioner.

(b) The commissioner, or the commissioner's designee, may at any time during regular business or school hours, with or without notice, visit a private occupational school. During such visitation, the commissioner, or the commissioner's designee, may request an officer or director of the school to produce, and shall be provided with immediate access to, such records or information as are required to verify that the school continues to meet the conditions of authorization.

(c) If a school ceases to operate as a private occupational school, it shall keep the commissioner advised in writing as to the location and availability of student records or shall file all such records with the commissioner.

(d) Indicate method of student record preservation:

- 1. Fire proof safe \_\_\_\_\_ yes    \_\_\_\_\_ no
- 2. Computer maintenance (disk, CD, hard drive) \_\_\_\_\_ yes    \_\_\_\_\_ no
- 3. Evidence of sprinkler system in the school \_\_\_\_\_ yes    \_\_\_\_\_ no
- 4. Other (indicate) \_\_\_\_\_

I acknowledge I have read, understand and agree to maintain all student records as detailed in the above presented statute and will comply as required.

\_\_\_\_\_  
SIGNATURE OF THE KEEPER OF RECORDS

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
Printed Name