

DEPARTMENT OF HIGHER EDUCATION
61 Woodland Street
Hartford, CT 06105

Out-of-State Private Occupational School Representative Permit Application

1. Name of Applicant: _____
Business Address: _____ Tel: _____
City/State/Zip: _____ Fax: _____
Home Address _____

2. Name of Institution/School: _____
Address: _____ Tel: _____
City/State/Zip: _____ Fax: _____

3. Representative Permit (check one) New Renewal Effective Date: _____
(valid for one year)

Provide ALL of the following information to the Department of Higher Education,
Private Occupational School Approval Unit.

4. a) Current evidence that the institution is authorized to give instruction in the state where it is located AND is in good standing;
b) A description of training programs provided by the sponsoring institution including current student catalog, current student enrollment agreement and current sales literature pertaining to all programs. (one copy of each item);
c) Current evidence that the institution, if incorporated:
1. is in good standing in the state in which it is incorporated;
2. is registered in good standing to do business in Connecticut.
If school information is on file in Connecticut, check here _____. If NOT, collect information in #4, complete this form and mail with fee:

5. Enclose annual non-refundable representative fee of \$500. Certified check or money order should be made payable to "CT Dept. of Higher Education" and send to address above:

6. The preceding information and enclosures are current and authentic.

_____ is authorized to (Name of Representative)
represent our institution/school, _____ in Connecticut.
The Connecticut Department of Higher Education, POSA Unit, will be notified and the authorized permit will be returned by this office when the representative is terminated.

(Signature of Authorized School/Institution Officer) (Date)

(Name Printed) (Title)

CONNECTICUT REGULATIONS, SEC. 10a-22k-11, OUT-OF-STATE SCHOOL REPRESENTATIVE

"Any representative of an out-of-state private occupational school, not authorized pursuant to Section 10a-22a through 10a-22w, of Connecticut General Statutes, and these regulations, shall not visit the residence of any prospective student, solicit enrollments, sell occupational instruction in any form or manner, make representations or give counsel to prospective students until obtaining a permit from the commissioner. Application for such permit shall be in writing and shall include the following information:

1. name, resident address, business address and telephone number of the representative;
2. name and address of the school or schools he/she represents;
3. evidence that the school is authorized to give instruction by the state wherein the school is located and is in good standing;
4. evidence that the school, if a corporation, is in good standing where incorporated, and is registered in good standing to do business in Connecticut; and
5. copies of the school catalog, sales literature, and enrollment agreement.

Upon application and submission of a fee of Five Hundred Dollars** (\$500), the commissioner shall, if all requirements are met, issue a permit to the school representative valid for a period of one year following the date of issuance. The issuance of a permit shall not be represented to indicate that the school or its courses of instruction are approved by the commissioner."

(**Please note revision to CGS Section 10a-22h(b) increasing fee to \$500.)

NOTE:

MAIL REQUEST FOR CONNECTICUT CERTIFICATE OF GOOD STANDING (plus appropriate fee) TO:

OFFICE OF THE SECRETARY OF THE STATE
CORPORATE DIVISION
30 TRINITY STREET
HARTFORD, CT 06106-1630
Phone (860) 566-2888

EXPEDITE SERVICE (May be available for an additional fee)