

STATE OF MAINE

**APPLICATION FOR PRIVATE BUSINESS, TRADE
OR TECHNICAL SCHOOL**

RENEWAL OF LICENSURE

(Responses may be referenced to pages in accompanying school catalog or other official publication. Use additional pages as necessary. Please Note: *The renewal of licensing process may include an on-site evaluation as appropriate*).

1. Name of School: -----

Address: -----

Owned by: -----

Subsidiary of: -----

Address: -----

Telephone: ----- Fax: -----

-

E-Mail: ----- Web Site: -----

-

2. Chief Administrative Officer - (If there has been a change in CAO since last filing
List or Attach Training and Experience)

Name: -----

-

Title: -----

-

3. Solicitor(s) - (If there has been a change since last filing, attach list of any new
solicitors authorized by the school to recruit students in Maine (if
applicant is an out-of-state school).

Name: -----

-

Address: -----

doe/r2

4. Type of School: ----- Remains the same. (If changed, attach an explanation).
5. Licensing Fee: ----- Enclosed is a licensing fee in the amount of \$50. Checks are to be made payable to the Maine Department of Education.
6. Surety Bond: ----- A valid surety bond equal to the greater of 10% of the gross receipts from tuition in the 12 months prior to application for renewal or \$20,000. as required by 20-A M.R.S.A. 9502. **[Note: For schools that participate in state or federal financial aid programs, except the Federal Direct Student Loan Program, the bond must be in favor of the Finance Authority of Maine. For all other applicants, the bond must be in favor of the Department of Education.]**
7. Certificates of Inspection: ----- Valid certificates from the local fire department or the State Fire Marshall and the local code enforcement officer (also the state health department if food is prepared and provided on the premises) remains in effect. There have been no changes and revocation has not occurred. **[Note: Certificates remain valid for four (4) years from the date of initial issuance unless revoked by one or more of these agencies.]**
8. Financial Statements: ----- There has been no change in the financial stability of the school since the date of the last approval. **[Note: If the school participates in state or federal financial aid programs, the application must include the school's most recent financial audit conducted by a certified public accountant unaffiliated with the school. When the school does not participate in these programs, internally prepared financial statements signed by the applicant are acceptable.]**
9. Accreditation Is the school currently accredited? ----- Yes ----- No
If there has been any change in accreditation status please specify below:

-
10. School Calendar: ----- Enclosed is a copy of the school's current calendar showing school semesters/terms and current enrollment dates.

doe/r3

11. Curriculum: ----- Enclosed is a copy of any changes in the school's curriculum showing the content of the subject(s) taught, the type of work or skills to be learned, equipment and instructional materials involved.

12. Student Records: ----- Enclosed is a copy of any change in forms used for student record maintenance purposes. **[Note: A cumulative academic record must be maintained for each student that is separate from financial and other records].**

13. Admissions Requirements: ----- Enclosed is a copy of any changes in catalogs, advertisements, promotional material, circulars, enrollment or application blanks and contract forms.

14. Graduation Requirements: ----- Enclosed is a copy of any change in graduation requirements.

15. Attendance Policy: ----- Enclosed is a copy of any change in attendance policy.

16. Standards of Progress: ----- Enclosed is a copy of any change as related to the following standards of progress.

- The grading system of the school.
- The minimum grades considered satisfactory and the minimum level of achievement necessary to graduate.
- The academic probation policy.
- The readmission policy for students dismissed for unsatisfactory progress.

17. Qualifications of Instructors: ----- Enclosed is a list of current instructors by name, subject(s) taught, education/training, and experience.

18. Total Costs: Current Tuition and Fees: -----
-
 Current Room and Board: -----
-
 Other (Specify): -----
-

doe/r4

19. Refund Policy: ----- Enclosed is a copy of any change in the school's refund policy.

[Note: The Chief Administrative Officer must certify that:

A. Information has been included in all school brochures and handbooks provided to students and information has been posted in a location in the school frequented by students advising students of their rights to receive refunds and where to direct any complaints the students have concerning their education. (Enclose copies of school brochure(s) and handbook(s); provide a copy of the posted information).

Signature: _____

Title: _____

B. The _____ school is in compliance with all applicable federal and state laws and regulations.

Signature: _____

Title: _____