



Rhode Island Office of the
Postsecondary Commissioner

Shannon W. Gilkey, EdD, Commissioner

EXEMPTION REQUEST FORM

To be submitted with appropriate documentation when requesting an exemption from the
[Regulations Governing Proprietary Schools in Rhode Island.](#)

Exemptions are not automatic, and providers are required to apply for either approved or exempt status. The Commissioner of Postsecondary Education will determine if a school, program, and/or course qualifies for an exemption. Please see pages 4-6 of the [Regulations Governing Proprietary Schools in Rhode Island](#) for additional information on exemptions.

PROVIDER INFORMATION

Name of Provider:

Operating Name of School:

Type of School (check one): Profit Non-Profit Community-based Organization

Type of Ownership (check one): Individual Partnership Corporation
 LLC LLP Franchise

Owner of the School: Phone:

School Address: Phone:

Web Address for School: Fax:

Name of Primary School Contact: Phone:

Address: E-mail:

School Owner's Social Security Number or Business's Federal Employer Identification Number:

PROGRAM DESCRIPTION

Please provide a brief description of the program offering, including course title and description, total number of hours, tuition charge plus all required fees and purchases, etc. Attach additional pages and documentation as necessary.

ALLOWABLE EXEMPTIONS

Below is a list of exemptions allowable under the [Regulations Governing Proprietary Schools in Rhode Island.](#) Please review pages 4-6 of the *regulations* for greater detail regarding each exemption. If you believe your operation qualifies for an exemption, check the appropriate box below and sign the attestation at the bottom of this form. Attach additional pages and supporting documentation as necessary. If you need further clarification on any of the exemptions below, please email Deanna.Velletri@riopc.edu.

- Schools, programs, or courses operated by a governmental agency.
- Driver training schools licensed by the Rhode Island Registry of Motor Vehicles.
- Flight schools holding an applicable current Federal Air Agency Certificate issued by the Federal Aviation Agency.

- Health-related programs or courses offered by non-profit hospitals in Rhode Island that are accredited by the appropriate professional medically related accrediting agency recognized by the U.S. Secretary of Education.
- Emergency medical technician (EMT) programs based on the U.S. Department of Transportation’s curriculum guidelines and approved by the Rhode Island Department of Health.
- Programs and/or training leading to occupations regulated by the Rhode Island Department of Health’s Office of Health Professions Regulation for which there is no specific course or curriculum requirement for licensing but which require the demonstration of certain techniques and skills via inspection (e.g., tattooing).
- Schools, programs, or courses offering instruction exclusively in avocational, recreational, or developmental subjects.
- Employment-related training for which no tuition is charged to the student.
- Programs or courses offered for the sole purpose of preparing a person to take a professional licensure examination, such as a bar exam preparation course for a recent law school graduate. Programs or courses that prepare students for specialized certification (such as Microsoft certification) are not exempt.
- Programs or courses offered primarily to meet continuing education standards required for professional licensure as defined by law or regulation in this state and for which no college- level credit is awarded.
- Short courses of study that are no more than 100 hours or 20 days in duration and for which students are charged no more than \$1,000. An exempted short course of study is further identified as one that: 1) results in its own certificate or credential and is not part of a sequence of classes for which the enrolling organization awards any program credential or certificate, 2) does not include an opportunity or a requirement that students register for or make a financial commitment to a longer program in addition to the individual class, and 3) is not advertised as leading to any professional credential or certification unless the entity that awards the credential or certification [e.g., Microsoft or Novell] indicates that the time needed to earn the credential or certification is 100 hours or less.
- Computer training offered at no additional charge with the purchase of hardware or software to the purchaser or to the purchaser’s employee, as long as the seller is not primarily engaged in the business of providing instruction.
- Testing centers that provide examination scheduling, registration, administration, grading and results reporting only, as long as no additional instructional, student or administrative services are provided by the testing center within the borders of Rhode Island. Institutions located outside the borders of Rhode Island may use testing centers located in Rhode Island, as long as the institution does not seek to undertake any other form of operation in the state (refer to definition of operate).
- Individual instructors located within the borders of Rhode Island who provide instruction by distance learning under the auspices of an institution located outside of the state, as long as no additional on-ground instructional services or any (i.e., on-ground or at-a-distance) student or administrative services are provided within Rhode Island by the instructor. Institutions located outside the borders of Rhode Island may use individual instructors located in Rhode Island to provide instruction by distance learning, as long as the institution does not seek to undertake any other form of operation in the state (refer to definition of operate). Representatives of institutions that are regionally (e.g., New England Association of Schools and Colleges) or nationally (e.g., Accrediting Council for Independent Colleges and Schools, Accrediting Commission of the Distance Education and Training Council) accredited are allowed to disseminate information about their programs within Rhode Island as long as they collect no fees and enroll no students.
- Schools approved under other regulations established by the Rhode Island Board of Governors for Higher Education or the Rhode Island Board of Regents for Elementary and Secondary Education.
- Schools recognized by the Rhode Island Department of Elementary and Secondary Education as exempt under the provisions of 16-40-14 of the General Laws, 1956, as amended.

PROVIDER ATTESTATION

“I certify that I am the owner of the school and that the information contained in this request is true and correct to the best of my knowledge and that if any information changes, RIOPC will be notified of the change(s) within 10 business days.”

Owner’s Signature _____ Date _____

SUBMIT TO: Deanna Velletri (Deanna.velletri@riopc.edu)
 Office of the Postsecondary Commissioner
 560 Jefferson Boulevard Suite 200
 Warwick, RI 02886