



**RI**

**Office of the  
Postsecondary  
Commissioner**

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**APPLICATION FOR RENEWAL OF PROPRIETARY SCHOOL APPROVAL**

**For Operational Year September 1, 20\_\_ to August 31, 20\_\_**

Name of Company: [Click here to enter text.](#)

Operating Name of School: [Click here to enter text.](#)

Type of School (check one):  Profit  Non-Profit

Type of Ownership (check one):  Individual  Partnership  Corporation

LLC  LLP  Franchise

School Address: [Click here to enter text.](#) Phone: [Click here to enter text.](#)

Web Address for School: [Click here to enter text.](#) E-mail: [Click here to enter text.](#)

Name of Chief Administrator/primary school contact: [Click here to enter text.](#) Phone: [Click here to enter text.](#)

Address: [Click here to enter text.](#) E-mail: [Click here to enter text.](#)

School Owner's Social Security Number or Business's Federal Employer Identification Number: [Click to enter text.](#)

"I certify that the information contained in this application packet is true and correct to the best of my knowledge and if the above information changes, RIOPC will be notified of the change within 10 business days."

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

A school seeking renewal of approval must be in operation and must make application to the Rhode Island Office of the Postsecondary Commissioner (OPC) annually **by July 31st**. Application forms will be supplied to approved schools by OPC; in addition application and related forms may be downloaded from the website at <https://www.riopc.edu/page/proprietary/>. Applications for renewal shall include the following materials:

**Please use the list below as a checklist when compiling the information for submission.**

Applications will not be considered complete until all items have been received.

- Completed application form.
- Completed and notarized anti-discrimination compliance agreement.
- A renewal fee of \$200.00 in the form of a non-refundable check or money order payable to the Rhode Island Office of the Postsecondary Commissioner.
- Current **audited** financial statements (prepared by a certified public accountant or a licensed public accountant) accompanied by a notarized statement signed by the owner, indicating that the information is true and correct. In addition, **auditors must provide in the footnotes to the financial statements the procedure for calculating maximum unearned revenue net of accounts receivable at any point during the year** (see *Standard 10.4* of the regulations for more information). *Note:* Rather than submitting financial statements as part of the annual renewal package, schools must supply **audited**

annual financial statements **within 120 days of fiscal year end date. Please enter fiscal year end date here:** [Click here to enter a date.](#)

- Evidence of continued bonding through the upcoming year. Bonding requirements are described in *Standard 10.4* of the regulations. **Include the formula the school uses to calculate the amount of the bond and the reasonableness of the data used in the calculation.**
- Certification from the deputy fire marshal and local building inspector that the school adheres to the regulations as established by these agencies. New certifications should be sought well in advance of the lapsing of current certifications. Schools that offer Massage Therapy and Cosmetology programs should be inspected annually by the Department of Health. To schedule an inspection, please contact **Ellen Ruggieri at 401-222-4713 or [Ellen.Ruggieri@health.ri.gov](mailto:Ellen.Ruggieri@health.ri.gov).**
- Updated school calendar for each program offered.
- Program enrollment and completions summary. Please supply one form for each approved program; if no students were enrolled for the reporting period, please indicate "0" on the form. *Note:* Rather than submitting these data as part of the annual renewal package, accredited schools may supply annual enrollment and completions data consistent with the requirements of and concurrently with the submission of these data to their accrediting agencies.
- Information on the most recently available pass rate of the school's graduates on any licensure or certification examinations required by the state of Rhode Island for employment in the field for which the school provides training. *Note:* Rather than submitting these data as part of the annual renewal package, accredited schools may supply annual pass rate data consistent with the requirements of and concurrently with the submission of these data to their accrediting agencies.
- Recent data regarding the placement rates for the school's graduates in occupations related to their courses of study. *Note:* Rather than submitting these data as part of the annual renewal package, accredited schools may supply annual placement rate data consistent with the requirements of and concurrently with the submission of these data to their accrediting agencies.
- Statement regarding school's accreditation status, including effective dates.
- One copy of the current student enrollment agreement (for each program, if separate).
- One copy of the current school catalog. Write or type the following statement on the cover of the catalog, **"This is to certify this catalog as being true and correct in content and policy."** Immediately under the statement, you must **sign your name and date.**
- Updated approval information form (supplied by OPC with the renewal packet). This form reflects the current information recorded by this office. Any changes to this information should be made directly on the form and supporting documentation attached to it. Note that many changes are subject to prior approval (see section on *Prior Approval for Changes* in the *regulations*). If no changes are required, please indicate this directly on the form. Sign and date the form.
- Schools must have a **School Closure/Teach-Out Plan** approved by RIOPC that includes specific provisions for the teaching out of currently enrolled students and the disposition of all student records in the event of closure (see *Standard 13* of the regulations for more information). **This plan must be renewed and approved each year. If another school agrees to assist with the teach-out plan, signatures from each proprietary school that is part of the agreement must be included.**
- Any other materials that the commissioner deems appropriate.
  - One copy of forms used for student record-keeping purposes. Indicate if forms are kept electronically, manually, or a combination of both formats.

The commissioner has the authority to approve the request for annual renewal. Any school that fails to follow the procedures for annual renewal of approval will be subject to the procedures outlined in the section on *Administrative Penalties and Revocation of Approval* (see below *Schedule of Administrative Penalties*).

### **Schedule of Administrative Penalties**

If a school fails to meet the standards set forth in the regulations, the commissioner may impose an administrative penalty of up to \$100 per day for each violation, in accordance with a published schedule of administrative penalties (see below).

<b>Violation</b>	<b>Penalty per day</b>
Failure to secure prior approval for chief administrative officer	\$100
Failure to secure prior approval for academic program	\$100
Failure to secure prior or concurrent approval for advertising	\$100
Failure to maintain current bonding	\$100
Failure to submit building, fire or health (if required) certifications on time	\$100
Failure to submit financial statements on time	\$50
Failure to secure prior approval for change in ownership	\$50
Failure to secure prior approval for instructor	\$50
All other violations of standards	\$50

Refer to the *Regulations Governing Proprietary Schools in Rhode Island*, Section III for a description of procedures relating to administrative penalties.