



**Commonwealth of Massachusetts  
Division of Professional Licensure  
Office of Private Occupational School Education  
1000 Washington Street • Boston • Massachusetts • 02118**

**INTERIM-YEAR CHECKLIST**

Notice to Licensed Schools:

Interim-year documentation must be submitted to the Division at least 60 days **prior** to the anniversary date of the school's license. In order to expedite the processing of this documentation, please complete the checklist below to be sure that all necessary documents have been submitted in the order given below. Please keep copies for yourself.

As a reminder, any proposed changes to documents submitted and approved as part of your application for an initial license or a renewed license must be approved by the Division **prior** to implementation. Please use the relevant forms available on the Division's website.

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- Interim year check list (this document **is** the checklist)
  - All financial documents required by the Office of the State Auditor (OSA) were submitted to the OSA for review on (date) \_\_\_\_\_
  - Copy of current surety (bond rider, letter of credit, certificate of deposit), if a change in surety is deemed necessary by the State Auditor, schools have 30 days from notice from OSA to submit change to Division
  - Revenue Enforcement and Protection Affidavit (REAP); completed, signed, and dated
  - Updated enrollment agreement in compliance with M.G.L. c. 255, § 13K for review and approval
  - Calendar of current year's course offerings, by date
  - Tuition list for current year's course offerings

**Please address all correspondence to:**

MASSACHUSETTS DIVISION OF PROFESSIONAL LICENSURE

**Office of Private Occupational School Education**

1000 Washington Street, Suite 710, Boston, MA 02118-6100

phone: 617-727-5811

fax: 617-727-9932

email: [occupational.schools@state.ma.us](mailto:occupational.schools@state.ma.us)

website: [www.mass.gov/dpl/schools](http://www.mass.gov/dpl/schools)

