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School Closure Plan:
Overview

In accordance with 230 CMR 13.02(1)(k), a private occupational school must include a School Closure Plan with its initial application for licensure. In addition, a school must submit an updated plan with each renewal application. By regularly updating DPL on the status of student records, landlord contact information, and accreditation requirements (if applicable), this information, together with the information to be provided by a school at the time of closure via the School Closure Form, will minimize the risks to students in the event of a school closure, whether planned or unplanned.

A School Closure Plan shall include the following information:

- 1) Record Maintenance and Transfer (See attached Record Maintenance and Transfer Form):**
The school will identify the location of records, how records are secured, and where backups of data exist. Additionally, the school will indicate how it intends to securely convey all records to DPL in the event of a closure.
- 2) Landlord Information (if applicable) (See attached Landlord Contact Information Form):**
The school will notify DPL of the landlord's contact information for each location at which the school is operating. This will assist DPL in the event of a closure and DPL needs access to the premises in order to retrieve student records.
- 3) Accreditation Requirements (if applicable):**
An accredited school must attach the accrediting agency's requirements for school closures and teach-outs, including standards, policies, and forms.

____ (initial) The school hereby attests to having read the School Closure Form, which is available on DPL's website, and understands the requirements in the event of the school's closure.

This information is, to the best of my knowledge, true and accurate, and contains no misrepresentations or falsehoods. Misrepresentations or falsehoods shall be sufficient cause for denial, suspension, or revocation of the license.

Signature*

Date

Title

School

*This document must be signed by the owner, director, or authorized agent.



School Closure Plan: **Record Maintenance and Transfer**

This form will indicate to DPL how your school will store student records and how those records will be securely conveyed to DPL in the event of a closure. If any information on this form changes in between renewal periods, your school may file an updated document with DPL.

1) Student Records:

- a. Indicate method of storing students' academic records: Electronic, hard copies, or both.
- b. For hard copies:

- i. Location of records: _____

- ii. How the physical records are secured: _____

- c. If the school has received a waiver from DPL to maintain some or all records electronically.¹

- i. Name and version of electronic system/program:

- Name: _____

- Version: _____

- ii. Indicate whether records may be exported to Excel or Access: _____

- iii. How often backups of data are/will be conducted: _____

- iv. Where backups of data are stored: _____

- v. Location of server: _____

2) Proposed Method to Transfer Records:

In the event of a closure, your school must securely convey all student records to DPL. Secure conveyance is **not** submitting hard copies or unsecured electronic copies via first class mail or email. Secure conveyance methods include:

- Submitting a password locked CD-Rom or thumb drive;
- Emailing a password secured Excel (preferred), PDF, or Adobe file;
- Certified or registered mail; or,
- Another method of secure conveyance that has been pre-approved by DPL.

- Indicate how the school intends to securely convey all student records to DPL in the event of a closure.

¹ Schools that have not requested a waiver, but would like to do so should complete a School Closure Plan: Electronic Records Request Waiver Form.

This information is, to the best of my knowledge, true and accurate, and contains no misrepresentations or falsehoods. Misrepresentations or falsehoods shall be sufficient cause for denial, suspension, or revocation of the license.

Signature*

Date

Title

School

*This document must be signed by the owner, director, or authorized agent.

To ensure timely delivery, please address all correspondence as follows:

Massachusetts Division of Professional Licensure
Office of Private Occupational School Education
1000 Washington Street, Suite 710
Boston, MA 02118-6100

School Closure Plan: **Landlord Contact Information**

Dear School Owner or Director:

In the event of a school closure, the Division of Professional Licensure (DPL) must obtain access to the school's student records in order to assist students with teach-outs, transfers, refunds, or insurance claims. If school representatives are unavailable to provide the records, DPL may need to contact the school's landlord in order to gain access to the premises to obtain the records. Please note that schools must complete one form for each location at which the school operates.

School Address: _____

Name of Landlord

Phone/Facsimile Number

Address of Landlord

Email Address

This information is, to the best of my knowledge, true and accurate, and contains no misrepresentations or falsehoods. Misrepresentations or falsehoods shall be sufficient cause for denial, suspension, or revocation of the license.

Signature*

Date

Title

School

*This document must be signed by the school's owner, director, or authorized agent.

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