



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

Memorandum:
Submitting Sales Representative's Initial and Renewal Applications Online

The purpose of this memorandum is to assist private occupational schools in submitting the Sales Representative Applications for initial and renewal licensure online through the ePortal.

Pursuant to M.G.L. Chapter 230 CMR 12.00-17.00, private occupational schools seeking to hire sales representatives to solicit prospective students within the Commonwealth of Massachusetts must obtain a license for the sales representative from DPL. In order to obtain a sales representative license, the school (not the prospective sales representative) must submit to DPL a completed application for licensure and surety in the amount of \$1,000 and the requisite application fee. (See [Schedule of Filing Fees](#) available on our website for the current fee).

Please review and follow these directions to submit initial and renewal applications online. If you have any questions, please contact the Office of Private Occupational Schools at occupational.schools@mass.gov or 617-701-8719.

Submitting Initial SR License Application:

Private Occupational Schools licensed by DPL may apply for an initial sales representative's license online through the school's ePortal account as follows:

1. Download and complete the following from DPL's website www.mass.gov/dpl/schools:
 - a. Sales Representative Application form
 - b. Sales Representative Information form
 - c. Sales Representative CORI and SORI form
 - d. Certificate for Blanket Bond for Sales Representative (if the school does not already have one in place)
 - e. Ethics Training (only the signed last page needs to be submitted with application)
 - f. Bond Information:
 - i. If the new representative is being added to an existing blanket bond, obtain a copy of the bond and an updated Attachment A from the insurance company, which lists the school's sales representative covered by the bond.
 - ii. If the new representative is not being added to an existing bond, please provide a bond in the amount of \$1,000 for the representative.
2. Log into the school's ePortal account at <https://licensing.mass.gov/CitizenAccess/Default.aspx>
3. Click on Manage Licenses and Permits, then click on File An Online Application.
4. Click on Office of Private Occupational School Education (at bottom of list).
5. From the drop-down menu, select Sales Representative Application; follow directions on screen to complete application.
6. Once you have submitted the application online, the ePortal screen will let you know you have done so successfully. It will also provide you with a Record Identification Number for the submission. Please email the Record ID to occupational.schools@mass.gov to inform DPL that you have submitted an application for a Sales Representative.

Once DPL has reviewed the application and run the CORI and SORI, DPL will email the school the results. If approved, the school will also receive codes allowing it to "link" the sales representative's license to its ePortal account where the school will submit any amendments and renewals for the license.



Renewing SR License:

1. Download and complete the following from DPL's website www.mass.gov/dpl/schools:
 - a. Sales Representative Application form
 - b. Sales Representative Information form
 - c. Sales Representative CORI and SORI form
 - d. Certificate for Blanket Bond for Sales Representative (if the school does not already have one in place)
 - e. Ethics Training (only the signed last page needs to be submitted with application)
 - f. Bond Information:
 - i. If the new representative is being added to an existing blanket bond, obtain a copy of the bond and an updated Attachment A from the insurance company, which lists the school's sales representative covered by the bond.
 - ii. If the new representative is not being added to an existing bond, please provide a bond in the amount of \$1,000 for the representative.
2. Log into the school's ePortal account at <https://elicensing.mass.gov/CitizenAccess/Default.aspx>
3. Click on Manage Licenses and Permits.
4. Find the Sales Representative's license number on the list, to the right of the representative's license, click on "Renew"; follow directions on screen to complete application. If a licensed sales representative is not currently linked to the account, please email occupational.schools@mass.gov with the SR's license number to request the authorization code necessary to link the SR's license to the school's ePortal account.
5. Once you have submitted the application online, the ePortal screen will let you know you have done so successfully. It will also provide you with a Record Identification Number for the submission. Please email the Record ID to occupational.schools@mass.gov to inform DPL that you have submitted a renewal application for a Sales Representative.