



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

## **INITIAL AND RENEWAL LICENSE APPLICATION AND CHECKLIST**

Notice to Applicant:

In order to expedite the processing of your application, we encourage you to attend a free Licensing 101 session, registration for which is available at [www.mass.gov/dpl/schools](http://www.mass.gov/dpl/schools) (click on Information for Schools).

Please review and complete the checklist below to be sure all necessary documents have been submitted. Please include the checklist as part of your application and attach the necessary documents in the order given below. We cannot process incomplete applications nor can we return any originals that you send, so please keep copies for yourself. We look forward to evaluating your application.

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- ☐ Application and Checklist (this document **is** the application and checklist)
  - ☐ Attachment A: Check or money order enclosed payable to the Commonwealth of Massachusetts
  - ☐ Attachment B: Renewal Fee Calculation Worksheet (renewal applications only)
  - ☐ Attachment C: Private Occupational School Licensure Affidavits; completed, signed, and dated
  - ☐ Attachment D: Revenue Enforcement and Protection Affidavit (REAP); completed, signed, and dated
  - ☐ Attachment E: Ownership Documentation
  - ☐ Attachment F: Ownership List
  - ☐ Attachment G: Building inspection approval report; completed, signed, and dated; with use group code, for each branch
  - ☐ Attachment H: Fire Inspection approval report; completed, signed, and dated; for each branch
  - ☐ Attachment I: Enrollment Agreement
  - ☐ Attachment J: Course Calendar
  - ☐ Attachment K: Policy Statements
  - ☐ Attachment L: Fee Schedule
  - ☐ Attachment M: Program and Course Approval Form
  - ☐ Attachment N: Detailed Course List (initial application only)
  - ☐ Attachment O: Instructional Equipment List, for each branch
  - ☐ Attachment P: Instructor List, including Instructor Approval Forms and documentation for all new Instructors
  - ☐ Attachment Q: Employee List
  - ☐ Attachment R: Sales Representatives List, if applicable
  - ☐ Attachment S: School Branch List, if applicable
  - ☐ Attachment T: Program/Course Catalogue
  - ☐ Attachment U: Federal Student Aid Approval Letter, if applicable
  - ☐ Attachment V: Accreditation Letter, if applicable
  - ☐ Attachment W and X: Lease and Floor Plan, for each location (initial applications only)
  - ☐ Attachment Y: Surety (new applicants) or Change in Surety (renewal applicants) in the amount determined by the State Auditor

**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)



## **APPLICATION FOR INITIAL LICENSE OR RENEWAL OF APPLICATION**

The information requested in this application must be furnished by the school owner or by an officer authorized to act on behalf of the school. DPL cannot accept incomplete applications. Please note that schools applying for an initial license may not advertise, recruit, enroll students, or operate until licensed by DPL.

### **Application is hereby made for the following license, and enclosed is a check or money order (Attachment A) for: (check one)**

**o Initial License.** (See *Schedule of Filing Fees for the Office of Private Occupational School Education* for the appropriate amount.)

If applying for an initial license, financial statements must be submitted to the Office of the State Auditor before submitting this application to the DPL. The Auditor's forms with instructions for completion are available from the Office of the State Auditor, Division of Proprietary Schools at 617-727-6200: <http://www.state.ma.us/sao/schools.htm>. The Auditor will determine whether the applicant is financially qualified to apply for a private occupational school license. In addition, the Auditor determines the amount of surety the school must hold; and, the school must submit proof surety to DPL in the form of a bond, letter of credit, or certificate of deposit prior to its opening date. Sample forms and instructions are available on the DPL website.

Financial application was submitted to the State Auditor on (date): \_\_\_\_\_.

**o Renewal of License #**\_\_\_\_\_. As Attachment B, attach the Renewal Fee Calculation Worksheet available on the DPL website. The Office of the State Auditor will send you forms to complete and submit to the Auditor regarding your financial status. If the Auditor deems a change in the amount of surety is necessary, proof of the change must be submitted to DPL in the form of a bond rider, or amended letter of credit or certificate of deposit within thirty (30) days of the Auditor's letter. Renewals will not be issued until surety is in effect. DPL cannot issue or renew a license to operate without the State Auditor's certification of financial solvency and the requisite surety in effect. Yearly financial application was submitted to the State Auditor on (date): \_\_\_\_\_.

### **School Information:**

1. Name of Company\_\_\_\_\_

2. Operating Name of School (d/b/a)\_\_\_\_\_

3. Address of Main Campus (responsible for compiling application)

\_\_\_\_\_

4. Telephone No. \_\_\_\_\_ 5. Fax No. \_\_\_\_\_

6. Email address \_\_\_\_\_ 7. Website Address \_\_\_\_\_

8. Type of School. (check one)      oProfit      oNon-Profit

**9. Type of Ownership.** (check one)    oIndividual    oPartnership    oCorporation    oLLC    oLLP  
oFranchise

**10. Ownership Documentation.** As Attachment E, attach the applicable ownership documentation.

- a) Corporations must submit certified copies of their Articles of Incorporation.  
(Note: Corporations that are operating (not as schools) and now want to offer courses must amend their articles of organization with the Secretary of State's Office. Please enclose a copy of the certified amendment.)
- b) LLCs must submit certified copies of their Articles of Organization.
- c) Partnerships must submit a notarized copy of their partnership agreement and Articles of Organization.
- d) Individual owners must submit consent to do business from the city/town clerk.
- e) All schools that are doing business under a name other than the business's name must submit a certified copy of the d/b/a (doing business as) certificate from the city/town clerk for *each* location.
- f) Franchises must submit an executed copy of their franchise agreement.

**11. Ownership List.** As Attachment F, using the form available on the DPL website, submit a list of all principals, owners, officers, and members of the school. Owners shall include holders of 25% or more of stock for privately held corporations, or, in the case of an LLC, a 25% or more share of ownership as outlined in an operating agreement or other such schedule. This information must also be provided for any business holding entity. Pursuant to Chapter 106 of the Acts of 2012, DPL may have access through the Department of Criminal Justice Information Services to data about convictions and pending criminal cases of all school principals, owners, directors, officers, and members of the business entity, as appropriate for the organizational ownership of the school.

**12. Building Inspection Report and Use Group.** As Attachment G, enclose a copy of the school's current Certificate of Inspection, or use the Building Inspection Report Form available on the DPL website. **The report must include the Building Use Group in accordance with 780 CMR 304 or 305, the regulations for building codes.** If the use group is not present on your inspection report, call your local building inspector's office for a determination of the Use Group. The Use Group code determines how often your facility must be inspected and will therefore inform DPL of how often to require building inspections (e.g., annual, biennial) from you; some schools may no longer be required to submit annual building inspection reports.

**13. Fire Inspection Report.** As Attachment H, enclose a copy of the school's current Certificate of Inspection, or use the Fire Inspection Report Form available on the DPL website.

**14. Enrollment Agreement.** As Attachment I, enclose an Enrollment Agreement on school letterhead that complies with M.G.L. c. 255, §13K (please check the sample enrollment agreement on the DPL website to be sure you are using the most up to date language).

**15. Course Calendar.** As Attachment J, enclose a course calendar for the current year detailing when each course will be offered.

**16. Policy Statements.** As Attachment K, enclose on school letterhead, or marked within the school catalogue (if using catalogue, please note page numbers in chart below), policies for the following:

Policy	Page #
a. attendance pursuant to 603 CMR 3.11;	

b. grading pursuant to 603 CMR 3.11;	
c. satisfactory progress pursuant to 603 CMR 3.11;	
d. school rules and regulations;	
e. guidance and counseling policies;	
f. job placement;	
g. school calendar (showing dates of courses, days off or any other breaks); and	
h. student complaint resolution process pursuant to 603 CMR 3.18.	

- 17. Fee Schedule.** As Attachment L, using the form provided on the DPL website, indicate the charges for tuition, books, supplies, equipment, laboratory use, etc.
- 18. Program/Course Approval Form.** As Attachment M, using the form provided on the DPL website, for each program and/or course for which the school will be separately charging.
- 19. Detailed Course List.** As Attachment N, using the form provided on the DPL website (initial applicants only).
- 20. Instructional Equipment List.** As Attachment O, using the form provided on the DPL website, submit a list of equipment available for instructional purposes.
- 21. Instructors, Employee, and Sales Representatives Lists.** Please submit these lists as Attachments P, Q, and R using the forms available on the DPL website. Include **all** presently employed instructors, employees, and sales representatives. Pursuant to Chapter 106 of the Acts of 2012, DPL may have access through the Department of Criminal Justice Information Services to data about convictions and pending criminal cases of all school principals, owners, directors, officers, and members of the business entity, as appropriate for the organizational ownership of the school.
- 22. Branch List.** As Attachment S, using the form provided on the DPL website.
- 23. Student Enrollment.** (Renewal applications only) From (month/year) \_\_\_\_\_ to \_\_\_\_\_  
Number of students enrolled as of date of report: \_\_\_\_\_  
Student/Instructor ratio for this period: \_\_\_\_\_
- 24. Program or Course Catalogue.** As Attachment T, enclose a copy of the school's catalogue.
- 25. Federal Student Aid Approval.** As Attachment U, enclose a copy of approval letter.
- 26. Accreditations Approval(s).** As Attachment V, enclose a copy of approval letter(s).
- 27. Lease and Floor Plan.** As Attachments W and X, enclose a copy of the fully executed lease agreement and a copy of the floor plan.
- 28. Surety.** As Attachment Y, initial applicants must enclose the original surety document in the amount determined by the State Auditor. Renewal applicants must submit proof of continuation or any increase in surety as determined by the State Auditor.

\_\_\_\_\_  
The information contained within this application is, to the best of my knowledge, true and factual. This application contains no misrepresentations or falsehoods. Misrepresentations or falsehoods shall be sufficient cause for denial, suspension, or revocation of the license.

Signed under the penalties of perjury.

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
School

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