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**NOTICE: Updates to the License Renewal Application Process  
September 10, 2013**

The Division of Professional Licensure (DPL) and the Office of the State Auditor (OSA) have updated and streamlined the license renewal application procedures for private occupational schools.

Please be advised that, **effective September 30, 2013**, private occupational schools must adhere to the following new procedures when biennially renewing their DPL license:

1. All private occupational schools must submit to OSA the financial information it requires under M.G.L. c. 112, § 263(d) **at least ninety (90) days prior to the expiration date of the school's license.**
2. All private occupational schools must submit to DPL the renewal applications it requires under M.G.L. c. 112, § 263(e) **at least sixty (60) days prior to the expiration date of the school's license.**
3. All private occupational schools must submit to DPL, with the renewal application, **the entire renewal fee** as required by M.G.L. c. 112, § 263(e) and 801 CMR 4.02.

Schools previously were required to submit only the base fee component of the renewal fee with their license renewal application, and were billed later for any balance due. Under the new procedure, all schools must submit with the application the entire renewal fee, including both the base fee component and the applicable percentage of Annual Adjusted Gross Revenue (AAGR). Under the current fee structure, this change will affect only those schools with an AAGR greater than \$1,000,000. Please see new Renewal Fee Calculation Worksheet (revised 9/2013).

As noted above, the new procedures become effective September 30, 2013. Therefore, all schools with licenses set to expire December 31, 2013 must comply with these requirements.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact Rachael Phinney, Board Counsel, at 617-727-9715.

