



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

**TECHNICAL ASSISTANCE HANDOUT**  
**For Prospective Applicants**  
**For Private Occupational School Licensure**

This handout provides a brief overview of the steps toward applying for an initial private occupational school license. This handout is not intended to be comprehensive.

The steps below provide a very basic overview of the initial licensure process. Each of these steps are described in more detail later in this handout.

- Step 1:** Determine whether you need to be licensed as a private occupational school
  - Step 2:** Obtain a financial eligibility determination from the Office of the State Auditor
  - Step 3:** Complete DPL's application for a private occupational school license and pay application fee
  - Step 4:** Meet requirements from any other agency that may also oversee your program or school
  - Step 5:** Obtain surety
  - Step 6:** DPL site visit
  - Step 7:** Obtain and maintain occupational school license
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**FIRST, HERE IS BASIC BACKGROUND INFORMATION FOR THE OFFICE OF PRIVATE OCCUPATIONAL SCHOOL EDUCATION:**

The DPL's website address is [www.mass.gov/dpl/schools](http://www.mass.gov/dpl/schools) and our general email address is [Occupational.Schools@mass.gov](mailto:Occupational.Schools@mass.gov).

For your reference, here are links to our statute (M.G.L. Chapter 112, Section 263) <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter112/Section263> and to our regulations (603 CMR 3.00) <https://www.mass.gov/service-details/statutes-and-regulations-office-of-private-occupational-school-education>. Please read through them as the information can be very helpful as you review the policies, forms, and technical assistance handouts on our website.

Once you have familiarized yourself with the basics, you can use the following link to quickly access all application forms <http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/schools/procedures.html> and our on-line licensing system, ePlace <http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/schools/licensure/eplace-submit-license-app.html>; we highly recommend bookmarking these links for future access.

**SECOND, HERE IS A LITTLE MORE DETAIL ABOUT THE BASIC STEPS FOR APPLYING FOR AN OCCUPATIONAL SCHOOL LICENSE:**

- Step 1:** If you are unsure whether your organization must apply for a private occupational school license, please refer to the License Determination request form found here <https://www.mass.gov/files/documents/2016/07/wv/licensure-determination-form.pdf>. If DPL determines that your organization must apply for licensure, please proceed to the next step.
- Step 2:** Download a financial determination application from the Office of the State Auditor's (OSA) website <http://www.mass.gov/auditor/about-the-state-auditors-office/occupational-schools.html>. If you have any questions about the financial application, the OSA's office is located at One Winter Street, 9<sup>th</sup> Floor, Boston, MA 02108, and is currently staffed by:



Director Tom Meagher, [Thomas.Meagher@MassMail.State.MA.US](mailto:Thomas.Meagher@MassMail.State.MA.US), 857-242-5529 and  
OSA Occupational School Analysts:  
Justin Anderson, [Justin.Anderson@Mass.Mail.State.MA.US](mailto:Justin.Anderson@Mass.Mail.State.MA.US), 857-242-5395,  
Shantell Cox, [Shantell.Cox@MassMail.State.MA.US](mailto:Shantell.Cox@MassMail.State.MA.US), 857-242-5522  
Kimberly Tonel-Wong, [Kimberly.Tonel-Wong@MassMail.State.MA.US](mailto:Kimberly.Tonel-Wong@MassMail.State.MA.US), 857-242-5551.

We strongly encourage you to complete the OSA's application **as soon as possible** since there is no need for you to go through the remaining steps if the OSA determines you are not financially eligible to apply for licensure.

- Step 3:** Complete and submit DPL's application and the one-time application fee. The online application process and application forms can be found here <http://www.mass.gov/ocabr/government/oca-agencies/dpl-lp/schools/procedures.html>. The amount of the application fee is \$2,500 (if you are **not** a registered Non-Profit in the State of MA) or \$1,250 (if you **are** a registered Non-Profit in the State of MA – you will need to provide documentation of such registration as well).
- Step 4:** If offering a program that is also overseen by another state or federal agency, contact that agency to obtain any necessary approvals. For example, if you intend to offer a Nurse Aide or Nursing Assistant Training (NAT) program, you will need to contact Melissa Pardee at the DPH, at 617-753-8036 or [melissa.pardee@massmail.state.ma.us](mailto:melissa.pardee@massmail.state.ma.us). DPH has a separate application process that must also be completed as the DPH and DPL have joint oversight of NAT schools. Please refer to the Technical Assistance Handout specific to prospective NAT schools, which can be found here <http://www.mass.gov/ocabr/docs/dpl/os/forms/technical-assistance-handout-nurse-aide-training-approval-tracking-sample.pdf>
- Step 5:** Once the OSA has completed its review of your financials, they will also determine the level of surety you must obtain for the protection of the students. This amount will be indicated in the final paragraph of your approval letter from the OSA. DPL recommends obtaining a surety bond to comply with this requirement, as they are the easiest to obtain and to maintain. The blank surety bond form for you to send to your insurance company is available on our website. If you choose another form of surety, there are forms and directions for each available on our website.
- Step 6:** Once your application with DPL is complete and you have obtained any additional third party approvals needed, DPL will schedule a site visit to inspect the school.
- Step 7:** If approved, DPL will issue you an occupational school license, which will be valid for two years. Every two years you will be required to renew your license by submitting an online renewal application and pay a renewal fee. As a condition of DPL licensure, you will be required to submit a financial application to the OSA every year. You will also be required to maintain surety, building and fire inspection reports, and, as needed, you will be required to submit the appropriate documentation for new instructors, employees, instructional locations (branches), etc.

After reviewing the information above and on DPL's website, if you have questions, please email or call us to speak with a staff member about your initial application.