



**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 apply online at www.mass.gov/dpl/schools (click on Information for Schools). If you choose to apply via hard copy, please be aware that your application may take longer to process.

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.

- Application and Checklist (this document **is** the application and checklist)
- Check or money order enclosed payable to the Commonwealth of Massachusetts
- Renewal Fee Calculation Worksheet (renewal applications only)
- Ownership Documentation; Non-profit documentation; Taxpayer Identification Number
- Ownership List
- Ownership Information Form(s), with CORI, SORI, and Ethics Certification
- Instructor Certification Form(s), with CORI and SORI
- Staff Certification Form(s), with CORI, SORI, and Ethics Certification
- Building inspection approval report; completed, signed, and dated; with use group code, for each branch
- Fire Inspection approval report; completed, signed, and dated; for each branch
- Business or d/b/a Certificate
- Liability Insurance
- Enrollment Agreement
- Course Calendar
- Policy Statements
- Program and Course Approval Form
- Instructional Equipment List, for each branch
- Program/Course Catalogue, Student Handbook
- Federal Student Aid Approval Letter, if applicable
- Accreditation Letter, if applicable
- Lease or Deed
- Floor Plan, for each location (initial applications only)
- School Closure Plan
- 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

email: occupational.schools@mass.gov



TELEPHONE: (617) 727-5811

FAX: (617) 727-0139

TTY/TDD: (617) 727-2099

<http://www.mass.gov/dpl/schools>

APPLICATION
INITIAL LICENSE or RENEWAL OF LICENSE

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. The Division of Professional Licensure (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)

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 857-242-5529: <https://www.mass.gov/private-occupational-school-oversight>. 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 the original surety document to DPL in the form of a bond, letter of credit, or certificate of deposit prior to licensing. Sample surety forms and instructions are available on the DPL website.

Financial application was submitted to the State Auditor on (date): _____

Renewal of License # _____. 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 (original document) 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) Profit Non-Profit

9. Type of Ownership. (check one) Individual Partnership Corporation LLC LLP
 Franchise

10. Ownership Documentation. Attach the applicable ownership documentation.

a) Corporations must submit 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 filed amendment.)

b) LLCs must submit copies of their Articles of Organization.

c) Partnerships must submit a copy of their partnership agreement and Articles of Organization.

d) Individual owners must submit consent to do business from the city/town clerk.

e) Franchises must submit an executed copy of their franchise agreement.

11. Taxpayer Identification Number. Provide the tax i.d. for the school:

FEIN: _____; or TIN: _____; or EIN: _____; or SSN: _____

12. Non-Profit. Enclose documentation of non-profit status.

13. Ownership List. 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 M.G.L. c. 112, § 263, 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.

14. Ownership Information. For each owner, enclose an Ownership Information Form available on the DPL website.

15. Instructors. For each instructor, enclose an Instructor Certification Form available on the DPL website.

16. Staff. For each non-instructional staff person, enclose a Staff Certification Form available on the DPL website.

17. Building Inspection Report and Use Group. 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 not be required to submit annual building inspection reports.

18. Fire Inspection Report. Enclose a copy of the school's current Certificate of Inspection, or use the Fire Inspection Report Form available on the DPL website.

17. Business Certificate or Doing Business As (d/b/a) Certificate. Enclose a current copy of the school's certificate issued by the city or town in which the school intends to operate.

18. Liability Insurance. Enclose proof of adequate liability insurance.

19. Enrollment Agreement. 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).

20. School Calendar. Enclose a school calendar indicating the hours of operation and days the school is not open to students (e.g., holidays, school breaks); this may be included in the school's catalogue or student handbook.

21. Course Calendar. Enclose a course calendar for the current year detailing when each course will be offered; this may be included in the school's catalogue or student handbook.

22. Policy Statements. Enclose on school letterhead, or marked within the school catalogue (if using catalogue, please note page numbers in the section below), policies for the following:
Policies:

a. attendance pursuant to 603 CMR 3.11	_____ page#
b. grading pursuant to 603 CMR 3.11	_____ page#
c. satisfactory progress pursuant to 603 CMR 3.11	_____ page#
d. school rules and regulations	_____ page#
e. guidance and counseling policies	_____ page#
f. job placement policies	_____ page#
g. student complaint resolution process pursuant to 603 CMR 3.18.	_____ page#

23. Program/Course Approval Form. Submit a form for each program and/or course for which the school will be separately charging.

24. Board of Health Approval. Enclose a copy of the local Board of Health's approval if providing instruction in an allied health program that requires approval by the local Board.

25. Instructional Equipment List. Submit a list of equipment available for instructional purposes.

26. Program or Course Catalogue and Student Handbook. Enclose a copy of the school's catalogue and student handbook.

27. Federal Student Aid Approval. Enclose a copy of the U.S. Department of Education's approval letter; if applicable.

28. Accreditations Approval(s). Enclose a copy of approval letter(s); if applicable.

29. G.I. Bill Approval Letter. Enclose a copy of the approval letter; if applicable.

30. Lease or Deed. Enclose a copy of the fully executed lease agreement or deed.

31. Floor Plan. Enclose a copy of the floor plan.

32. School Closure Plan. Enclose School Closure Plan Form available on the DPL website.

33. Electronic Records Waiver. Enclose completed form available on the DPL website; if applicable.

34. Surety. 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.

Date: _____

Signature of owner, director or authorized agent

School Name: _____

Title