



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

## **SALES REPRESENTATIVE APPLICATION PACKAGE AND CHECKLIST**

Pursuant to M.G.L. c. 112, s. 263, 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 the Division of Professional Licensure (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 (see *Sales Representative Forms* available on the DPL website) and the requisite application fee. (See *Schedule of Filing Fees* available on our website for the current fee). Incomplete applications will not be accepted by DPL.

In order to assist schools in submitting complete sales representative license applications, this checklist must be used for **each** application. Each application must include the following:

### **Section I: Prospective Sales Representative's Information**

- Completed personal information  Resume or Curriculum Vita

### **Section II: Employment and Educational History**

- Educational Qualifications: Diploma(s) or transcript(s) for highest educational degree(s) obtained  
 Proof of relevant occupational experience (also known as Proof of Trade)

### **Section III: References**

- Completed business references (all three references)  Completed personal references (all three references)

### **Section IV: Applicant's Affidavits**

- Completed Applicant's Affidavits (all affidavits on the second page of the approval form must be initialed; however, if unable to initial, a letter of explanation must be attached to the application)  
 Applicant's original signature on application

### **Section V: School's Certifications and Acknowledgements**

- Completed Private Occupational School's Certifications and Acknowledgements  
 Original signature of school's director of education or other staff responsible for overseeing hiring criteria that verifies that the application is complete. This individual is certifying to DPL that the application is complete and all required documentation is attached to the approval form.  
 **CORI Notification Acknowledgement Form**  
 **SORI Acknowledgement Form**  
 **Sales Representative Information Form**  
 **Surety** in the amount of \$1,000; DPL must receive the original surety document. Schools may hold a blanket bond to cover multiple sales representatives (see *Blanket Bond for Private Occupational School Sales Representatives* available on our website). If a Blanket Bond is being used, the application must include a Certification of Blanket Bond (see *Certificate* form on our website).

### **Application fee**

The license is for the sales representative and the school. A sales representative who works on behalf of more than one school must be licensed for each school. Sales representatives may not function in that capacity for a private occupational school until DPL issues the sales representative license.

**Please 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: 617-701-8719 email: [occupational.schools@mass.gov](mailto:occupational.schools@mass.gov)

website: [www.mass.gov/dpl/schools](http://www.mass.gov/dpl/schools)



# Sales Representative Application for Licensure

## I. PROSPECTIVE SALES REPRESENTATIVE'S INFORMATION

Name\*: \_\_\_\_\_ Phone: \_\_\_\_\_  
Last First MI

Name of School Submitting Request: \_\_\_\_\_

Proposed Hire Date: \_\_\_\_\_ School's License Number: \_\_\_\_\_ (if applicable)

\* If applicant's name differs from name on any of the educational and occupational documentation, proof of name change must also be submitted (e.g. certificate of marriage, court order).

## II. EMPLOYMENT AND EDUCATIONAL HISTORY

**Resume or Curriculum Vita:** Must be current, include dates of employment, and explicitly state the duties for each position.

## III. EDUCATIONAL QUALIFICATIONS

### A. Proof of Highest Level of Education:

1. If no college/university degree completed, include copy of applicant's high school diploma or its equivalent (e.g. GED, Adult Secondary Education Diploma, [home schooling certification](#)).
2. If college/university degree was completed, include certified copy of applicant's **transcript** (diplomas not accepted) <sup>1</sup>.
3. DPL cannot accept degrees from institutions not accredited by a U.S. Department of Education-approved accrediting agency. To determine whether a college/university is accredited, please refer to <http://ope.ed.gov/accreditation/>.
4. If highest level of education is from an institution outside of the United States, applicants must enclose a detailed equivalency report or course-by-course evaluation by a nationally recognized, independent agency. Please refer to an approved list of agencies on the [DPL's website](#).
5. If the college/university degree is being forwarded to DPL under separate cover, direct the transcripts to "DPL/[name of the school requesting the application for sales representative]." Example, "Division of Professional Licensure/American School Institute."

### B. Proof of relevant occupational experience:

Proof occupational experience is documented via a letter from current or past employer(s) on official stationery of firms where applicant was employed as a sales representative. The letter must detail the dates of employment, the position held, and the duties of the position.

## IV. REFERENCES

**Business References:** List the names and contact information for three persons qualified to comment on your work experience:

Name	Address	Occupation	Contact Phone #

<sup>1</sup> Accredited schools may request from applicants two certified copies of their transcripts; or, the school may submit a certified copy to DPL and request from DPL that the certified copy be returned. See last item on school's certifications.

**Personal References:** List the names and contact information for three persons qualified to comment on your reputation and character (cannot be the same as above):

Name	Address	Occupation	Contact Phone #

### V. APPLICANT'S AFFIDAVITS

The applicant must initial next to each item and sign below prior to submission to DPL. If the applicant does not initial each statement, attach a letter of explanation for each statement not initialed.

Initials	
	I have completed and attached the CORI Notification Acknowledgment Form for Sales Representatives.
	I have completed and attached the SORI Form for Sales Representatives.
	I have completed and attached the Sales Representative Information Form.
	I understand that private occupational schools are governed by <u>M.G.L. c. 112, s. 263</u> and <u>230 CMR 12.00-17.00</u> and any amendments and modifications thereto.
	I understand that <u>M.G.L. c. 119, § 51A</u> requires educators and others who are paid to care for or work with children, to make a report immediately to the Department of Social Services (DSS) or to the person in charge of the school or institution if there is reasonable cause to believe a child under 18 is suffering physical or emotional injury as a result of abuse, including sexual abuse, or neglect. I understand our obligations under § 51A and the penalties for failure to comply. <b>(Note: All schools accepting students under the age of 18 are obligated to be mandatory reporters.)</b>
	I understand that <u>M.G.L. c. Chapter 19C</u> requires educators and others who are paid to care for or work with disabled adults, to make a report immediately to the Disabled Persons Protection Commission (DPPC) or to the person in charge of the school or institution if there is reasonable cause to believe a disabled adult, age 18-59 years, is suffering physical or emotional injury as a result of abuse, including sexual abuse, or neglect. I understand our obligations under 19C and the penalties for failure to comply. <b>(Note: Schools may never know that a student has a disability; therefore, all schools are obligated to be mandatory reporters.)</b>
	I understand that my curriculum and facilities must be in compliance with the 1992 <u>Americans with Disabilities Act (ADA)</u> that establishes certain rights for qualified individuals with disabilities. I understand our obligations under the ADA and the penalties for failure to comply.
	I understand that any changes to our enrollment agreement, curriculum, or program(s) of study, or any information submitted with the enclosed application must be submitted for approval to the Massachusetts Division of Professional Licensure's Office of Private Occupational Education at least <b>30 days prior</b> to intended implementation date, using the proper form(s) available on the DPL website.
	Pursuant to <u>M.G.L. c. 30A, § 13(4)</u> , I understand that if I am in default of any federal student loan, I may be denied licensure.
	I understand that I cannot contact any prospective student until I receive a Sales Representative License from DPL.
	I understand that a license authorizes me to act only on behalf of the school that submitted the license application. The information contained in this application and its exhibits are true and correct and are provided under the pains and penalties of perjury. I understand that providing false or misleading information shall be sufficient cause for denial, suspension, or revocation of the license.
	I understand that I must display the license to any prospective student with whom I meet on behalf of the school.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Current Date

\_\_\_\_\_  
Printed Name of Applicant

## VI. PRIVATE OCCUPATIONAL SCHOOL'S CERTIFICATIONS AND ACKNOWLEDGEMENTS

The owner, director, or designee must attest to each of the following certifications and acknowledgments by initialing each and signing below.

Initials	
	I understand that pursuant to 230 CMR 13.04(2)(d), sales representatives are required to be of sound moral character. I hereby certify that the school has conducted a thorough pre-employment screening of the prospective sales representative, which included the verification of at least three references provided by the applicant. Based on the results of the pre-employment screening process, the school is satisfied that the applicant is of sound moral character.
	I also certify that the pre-employment screening included, but was not limited to the verification of the educational documentation and professional license(s), certification(s), or registration(s) necessary to be approved as a private occupational school sales representative.
	<u>I certify that verification of this information is included in the applicant's file at the school.</u>
	I understand that the school may not employ the applicant as a sales representative until such time as the applicant is licensed by DPL.
	I certify that if the applicant solicits prospective students on of the school prior to licensure, the school's license(s) may be subject to discipline, and the school may be required to provide refunds to all students solicited by the sales representative.
	I understand that an incomplete application will not be reviewed by DPL and will be returned to me.
	I have used the checklist to verify the completeness of this application.
	Included with this application is an original, certified transcript; if the applicant is issued a license, please return with the license. <b>(Only initial this item if the school needs the original transcript returned due to accreditation requirements.)</b>

By signing below, I acknowledge that the information provided in this application is true and accurate to the best of my knowledge and provided under pains and penalties of perjury.

\_\_\_\_\_ Date: \_\_\_\_\_

Signature

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Direct Email Address: \_\_\_\_\_ Direct Phone Number: \_\_\_\_\_

Name of Private Occupational School: \_\_\_\_\_

School's Address: \_\_\_\_\_  
Street
City
State
Zip

**If the applicant is issued a sales representative license, DPL will send the license to the school.**