



Instructions Guide to Complete the: Application for Renewal of Approval to Operate and Offer Educational Programs for Non-Accredited Institutions

The top reason for application denial and lengthy application process times is an incomplete application. There are numerous reasons why an application may be deficient including incorrect information submitted, non-compliant information submitted, and missing required information/documentation. This document contains detailed instructions for completing the [Application for Renewal of Approval to Operate and Offer Educational Programs for Non-Accredited Institutions](#).

- Each section must be completed; **a response must be given for each section**. Read the requirements of each section carefully to ensure all elements are fulfilled.
- Properly marked attachments that are organized in an orderly manner can greatly expedite the review process and avoid confusion regarding responses. Any changes must be clearly identified.
- Some sections have the option of indicating that no substantial changes have occurred if the institution has not experienced any substantial changes in that area. Please check 'No' and initial on the line stating 'There are no substantial changes'. **DO NOT** submit documentation for the application sections that have been identified as having no substantial changes.

Example:

Document is attached: ___ Yes No There are no substantial changes INI (initial)

- Refer to the [California Private Postsecondary Act of 2009](#) (CEC; California Education Code; Act) and [Title 5 of the California Code of Regulations, Division 7.5](#) (5 CCR) for the exact law and regulation language.

- The **non-refundable** renewal fee for a main is \$3,500 and \$3,000 for each branch. ([CEC §94930.5 \(b\)\(1\)\(2\)](#)) Payment can be submitted in the form of check or money order. Please make checks out to the Bureau for Private Postsecondary Education or BPPE.
- The application for renewal must be submitted with the appropriate fee to the following address:
 Bureau for Private Postsecondary Education
 P.O. Box 980818
 West Sacramento, CA 95798-0818
- Provided that a complete renewal application is received by the Bureau prior to the expiration of the approval, a valid approval to operate shall continue until the Bureau has acted upon the renewal application. ([5 CCR §71475\(ii\)](#))
- An incomplete application filed under [5 CCR §71475](#) will render the institution ineligible for renewal. This includes failure to submit all required data.
- Failure of an institution to have made current payments of the assessments to the Student Tuition Recovery Fund and Annual Fees shall render the institution ineligible for renewal. ([5 CCR §71485](#))
- An approval to operate that has expired may be renewed at any time within 6 months after its expiration date. Payment of all accrued and unpaid renewal fees, late payment penalty fees, and any other fees will be due in order to renew. After an approval to operate has expired for more than 6 months, the approval is automatically cancelled and the institution must submit a complete initial application, meet all current requirements, and pay all fees that would have been due in order to timely renew, in order to become approved. ([5 CCR §71475\(ij\)](#))
- An application for renewal that is received by the Bureau more than 30 days after the expiration of the approval to operate shall be submitted with the 25 percent late payment penalty fee. ([5 CCR §71475\(hh\)\(1\)](#))
- An application for renewal that is received by the Bureau more than 90 days after the expiration of the approval to operate shall be submitted with the 35 percent late payment penalty fee. ([5 CCR §71475\(hh\)\(2\)](#))
- **Non-substantive Changes:** submit a notification of non-substantive change to the Bureau within 30 days of the change. This notification must be an official letter from the institution, signed by the current owner or contact person. Non-substantive changes include the following:
 - Change of location of less than 10 miles
 - Addition of a program related to the approved programs offered by the institution
 - Addition of a new branch 5 miles or less from the main or branch campus
 - Addition of a satellite
 - Change of mailing address
- **Substantive Changes:** submit the appropriate application with the appropriate application fee. Applications can be found on our website at <http://www.bppe.ca.gov/schools/applications.shtml>. Substantive changes include the following:
 - Change of location of 10 miles or more
 - Addition of separate branch over 5 miles from the main or branch campus
 - Significant change in method of instructional delivery
 - Change of the institution's name
 - Change of ownership, control, or business organization form
 - Change in educational objectives. This includes additions of programs unrelated to currently approved programs offered by the institution.

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Section 1: Institution

1. INSTITUTION		
Name of Institution: <i>Example School</i>	Institution/School Code: <i>00000001</i>	
Physical Address of the Primary Administrative Location in California: <i>2535 Capitol Oaks Drive</i>		
City <i>Sacramento</i>	State <i>CA</i>	Zip <i>95833</i>
Institution's Mailing Address: <i>P.O. Box 980818</i>		
City <i>West Sacramento</i>	State <i>CA</i>	Zip <i>95798</i>
Phone Number: <i>916-431-6959</i>	Fax Number: <i>916-263-1897</i>	
Website Address: <i>http://www.exampleschool.com</i>		
Physical Address of Main Campus: <i>2535 Capitol Oaks Drive</i>		
City <i>Sacramento</i>	State <i>CA</i>	Zip <i>95833</i>
Phone Number: <i>916-431-6959</i>	Fax Number: <i>916-263-1897</i>	
Physical Address of Branch/Satellite If not applicable so state: <i>500 Branch Avenue</i>		
City <i>West Sacramento</i>	State <i>CA</i>	Zip <i>95798</i>
Phone Number: <i>888-370-7589</i>	Fax Number: <i>916-263-1897</i>	

- Please fill out this section as applicable. Indicate "N/A" if not applicable (i.e., if there are no branch or satellite locations, indicate "N/A").
- This information must match currently approved Bureau records. If there has been a change, the appropriate notification of the change must be submitted. Refer to page 2 of this guide for more information on non-substantive and substantive changes.

Section 2: Institution's Contact Person

2. INSTITUTION'S CONTACT PERSON (for this application)		
Name <i>John Doe</i>	Email Address <i>John.Doe@email.com</i>	
Address <i>2535 Capitol Oaks Drive</i>		
City <i>Sacramento</i>	State <i>CA</i>	Zip <i>95833</i>
Telephone Number <i>(916) 431-6959</i>	Fax Number <i>(916) 263-1897</i>	

- Please include the contact person's information for this application.
- Bureau staff can only speak with owners or the contact person regarding the details of the application or the institution.
- If the contact person changes, please submit a notification to change the application's contact person. This notification must be signed by an owner or the current contact person.

Section 3: Form of Business Organization

3. FORM OF BUSINESS ORGANIZATION		
<input type="checkbox"/> Individually owned; sole proprietorship		
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Partnership	
<input checked="" type="checkbox"/> For Profit Corporation	<input type="checkbox"/> Non-Profit Corporation	<input type="checkbox"/> Limited Liability Corporation
State where incorporated <i>CA</i>	Date of Incorporation <i>12/31/2012</i>	
(Attach copies of the articles of incorporation and bylaws.)		

- Please indicate the institution's form of business organization, the state where incorporated if applicable, and date of incorporation if applicable.
- If the institution is a **corporation**, please attach:
 - A copy of the corporation's articles of incorporation that have has filed with the California Secretary of State. Out-of-state corporations must submit a foreign corporation statement that has been filed with the California Secretary of State.
 - A copy of the corporation's adopted bylaws.
- If the institution is a **limited liability company (LLC)**, please attach:
 - A copy of the LLC's articles of organization that has been filed with the CA Secretary of State.
 - A copy of the LLC's adopted operating agreement.
- Corporations and LLCs must be in good standing with the CA Secretary of State in order to operate.
- If there has been a change of business organization, an Application for Application for Change of Business Organization/Control/Ownership must be submitted to obtain authorization for a change of business organization.

Applications can be found on our website at: <http://www.bppe.ca.gov/schools/applications.shtml>

Section 4.1: Owner(s)

4.1 OWNER(S)		
List all people who own or control 25% or more of the stock or interest in the institution or any other person who exercises substantial control over the institution's management or policies, or any other financial involvement in the institution. Attach separate sheets if necessary. <input type="checkbox"/> Please check here if addition sheet(s) is (are) attached		
Name <i>John Doe</i>	Title: <i>Owner</i>	
Physical Address (Home Address) <i>200 Home Address Street</i>	Federal Employer Identification Number for Partnerships; Social Security Number for all others*: <i>555-55-5555</i>	
City <i>Sacramento</i>	State <i>CA</i>	Zip <i>95833</i>
Telephone Number <i>(916) 431-6959</i>	Email Address <i>John.Doe@email.com</i>	
Percentage of Ownership: <i>100%</i>	Nature of Interest: <i>Owner</i>	

- Please complete this section for the current owners on record with the Bureau.
- Please submit the home address of the owners. Do not submit the school address in place of the home address.
- A Social Security Number must be submitted for sole proprietorships.
- A Federal Employer Identification Number must be submitted for partnerships.
- If there has been a change of ownership, an Application for Application for Change of Business Organization/Control/Ownership must be submitted to obtain authorization for a change of ownership or control.

Applications can be found on our website at: <http://www.bppe.ca.gov/schools/applications.shtml>.

Section 4.2: Attach a Statement from Anyone Listed in 4.1 Who:

4.2 Attach a Statement from anyone listed in 4.1 who:

a) Was found in any judicial or administrative proceeding to have violated the Act or the law of any other state related to untrue or misleading advertising, the solicitation of prospective students for enrollment in an educational service, or the operation of a postsecondary school.

b) Was denied any type of license on grounds set forth in Section 480 of the Business and Professions Code.

c) Was adjudicated as responsible for the closure of an institution in which there were unpaid liabilities to the state or federal government or any uncompensated pecuniary losses suffered by students

d) Has stipulated to a judgment or administrative order or entered a consent decree involving any matters described in this section.

e) Was convicted of any misdemeanor or felony as provided in Section 480(a)(1) of the Business and Professions Code.

Please check here if there is an (are) attachment(s)

- If applicable, check this section and include a statement regarding this section along with any other documentation.
- If not applicable, leave blank.

Section 4.3: Explanation of Pending Actions

4.3 Explanation of Pending Actions

Provide an attachment(s) explaining any legal action pending against the institution or ownership or any of the institution's owners, officers, corporate directors administrators or instructors by any federal, state, or local law enforcement agency involving alleged acts of fraud, dishonesty, financial mismanagement, unpaid liabilities to any governmental agency or claims for pecuniary loss suffered by any student.

Please check here if there is an (are) attachment(s)

- If applicable, check this section and include a statement regarding this section along with any other documentation.
- If not applicable, leave blank.

Section 5: Agent for Service of Process within California

5. AGENT FOR SERVICE OF PROCESS WITHIN CALIFORNIA

Name *Jane Doe* Title *Owner*

Physical Address
(not the address of the school) *200 Agent Street*

City *Sacramento* State *CA* Zip *95830*

Email Address *Jane.Doe@email.com*

Telephone Number *(916) 431-6959* Fax Number *(916) 263-1897*

I confirm my contact information listed above and acknowledge that I am the designated agent for service of process.

Signature *Jane Doe* Date *1/1/2015*

- Complete this section with the information for the agent for service of process within California.
- This section must contain the original signature of the designated agent for service of process.

Section 6: Organization and Management

6. ORGANIZATION AND MANAGEMENT

An organization chart that shows the governance and administrative structure of the institution and the relationship between faculty and administrative positions.

Document is attached: Yes No There are no substantial changes _____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.
 - Provide the corresponding documents that apply to the change.
 - If there was a change to the governance and administrative structure of the institution and the relationship between faculty and administrative positions, attach an organization chart.
 - Identify the Chief Executive Officer, Chief Operating Officer, and Chief Academic Officer in the organization chart.
 - Include **all** faculty and administrative positions in this organization chart.

Provide a description of the job duties and responsibilities of each administrative and faculty position.

Document is attached: Yes No There are no substantial changes _____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.
 - Attach a description of the job duties and responsibilities for the changed positions.

Identify the chief executive officer, chief operating officer, and chief academic officer and describe their education, experience, and qualifications to perform their duties and responsibilities.

Document is attached: Yes No There are no substantial changes _____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and identify the changed position(s).
 - Describe their education, experience, and qualifications to perform their duties and responsibilities. Résumés and curriculum vitae may be submitted to describe their education, experience, and qualifications.

Section 7: Governing Board

7. GOVERNING BOARD

If the institution has a governing board, include the name, work address and telephone number of each member of the governing board.

Document is attached: Yes No There are no substantial changes _____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide a list of all members of the governing board to include name, work address, and telephone number.

Section 8: Institution Representative

8. INSTITUTION REPRESENTATIVE
Bureau Contact There are no substantial changes _____ (initial)

Name _____ Email Address _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Fax Number _____

- If there are no substantial changes, please initial on the line stating 'There are no substantial changes'.
- If there have been a change of the institution's representative, please complete this section with the information for the institution's authorized representative.

Section 9: Mission and Objectives

9. MISSION AND OBJECTIVES
Describe in detail its mission and objectives

Document is attached: _____ Yes _____ No _____ There are no substantial changes _____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
 - If there have been substantial changes:
 - Check 'Yes' and provide details of the change.
 - Attach the institution's mission and objectives. Mission is defined as an institution's stated educational reasons to exist. A mission statement contains all of the following characteristics:
 - The mission includes the institution's broad expectations concerning the education that students will receive, including the acquisition of the body of knowledge presented in the educational program, the development of intellectual, analytical, and critical abilities, and the fostering of values such as a commitment to pursue lifelong learning.
 - The mission relates to the educational expectations of the institution's students, faculty and community that the institution serves.
 - Objectives are the goals and methods by which the institution fulfills its mission and transforms it into measurable student learning outcomes for each educational program.
- [\(5 CCR 70000\(g\)\(r\)\)](#)

Section 10: Exemplars of Student Agreements

10. EXEMPLARS OF STUDENT AGREEMENTS

Include, with its application, exemplars of all student enrollment agreements and instruments of indebtedness.

Document is attached: Yes No

- An enrollment agreement must be submitted with the application. Check 'Yes' and attach your institution's enrollment agreement.
- It is recommended that the institution uses the Enrollment Agreement Checklist to ensure all required information is provided in the enrollment agreement. The Enrollment Agreement Checklist is available on the Bureau's website at http://www.bppe.ca.gov/schools/enroll_agree_checklist.pdf.
- **Read each requirement carefully and ensure that all elements of the requirement are fulfilled.**
- Some items require the exact specific language and must be verbatim.

Example Enrollment Agreement Checklist Requirement:

Item No.	Enrollment Agreement Minimum Requirements The Enrollment Agreement shall include CEC §94911 (§ references the section of the CEC and 5, CCR)	Enrollment Agreement Page No.
8	The enrollment agreement shall include in underlined capital letters on the same page as the student's signature: <u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;</u> <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and</u> <u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.</u> (CEC §94911(c))	3

- This requirement has multiple elements, which must ALL be included:
 - ✓ The exact required text
 - ✓ Text capitalized
 - ✓ Text underlined
 - ✓ On the same page as the student's signature
 - ✓ Spaces for the charges to be entered

Example Enrollment Agreement Excerpt to Comply with CEC §94911(c):

<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:</u>	\$ _____
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:</u>	\$ _____
<u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:</u>	\$ _____

Student Signature: _____

Date: _____

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- Complete the Enrollment Agreement Checklist and sign, date, and print your name and title.

To the best of my knowledge, I declare that the information submitted is true and correct.

John Doe _____ 1/1/2015 _____
 Signature Date

John Doe, Owner _____
 Printed Name and Title

Section 11: Financial Aid Policies, Practices and Disclosures

11. FINANCIAL AID POLICIES, PRACTICES, AND DISCLOSURES

If an institution receives financial aid because its students qualify for it under any state or federal financial aid program, the application shall include a statement of its policies, practices, and disclosures regarding financial aid.

Document is attached: Yes No There are no substantial changes (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.
 - Attach the institution's financial aid policies, practices, and disclosures.
- State and federal financial aid programs include (but are not limited to) the following:
 - Eligible Training Provider List (ETPL) - Employment Development Department (EDD) / Workforce Investment Act (WIA)
 - Cal Grant Programs
 - Federal Direct Loan (DL)
 - Montgomery GI Bill and Post-9/11 GI Bill - Veterans Affairs (VA)

Section 12: Advertising and Other Public Statements

12. ADVERTISING AND OTHER PUBLIC STATEMENTS

Include copies of advertising and other statements disseminated to the public in any manner by the institution or its representatives that concern, describe, or represent each of the following: The institution. Each educational program offered by the institution.

Document is attached: Yes No (If no, indicate reason)

- Check 'Yes' and attach copies of the institution's advertising and other statements disseminated to the public that concern, describe, or represent the institution or and/or each educational program offered by the institution.
- A 'No' response must be accompanied by an explanation of how the institution reaches potential students.
- Copies of the institution's advertising or proposed advertising should be submitted for the following:
 - Brochures
 - Newspaper advertisements
 - Magazine advertisements
 - The Institution's Internet website
 - Other Internet advertisements such as banners, Adwords, Youtube, etc.
 - Any other advertising medium

If advertising is broadcasted by television or radio, include a copy of the script.

Document is attached: Yes No (If no, indicate reason)

- If the institution advertises by television or radio broadcast, include a copy of the script and check 'Yes'. Otherwise, check 'No' and indicate a reason for why a copy of the script was not included. The reason may be as simple as that the institution does not advertise by television or radio broadcast.

Section 13: Instruction and Degrees Offered

13. INSTRUCTION AND DEGREES OFFERED

There are no substantial changes _____ (initial)

Identify and describe the educational program(s) it offers, or proposes to offer.

If the educational program is a degree program, identify the full title including the name of a specific major field of learning involved, which the institution will place on each degree awarded.

List the following for each educational program offered:

1. The admissions requirements, including minimum levels of prior education, preparation, or training, and if applicable information on the ability to benefit test.
2. The types and amount of general education required.
3. The title of the educational programs and other components of instruction offered.
4. The mode of instruction.
5. The graduation requirements.
6. If the educational program is designed to fit or prepare students for employment in any occupation, the application shall identify each occupation and job title to which each educational program is represented to lead.

Document is attached: _____ Yes _____ No

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.
 - If there has been a change or addition of programs unrelated to currently approved programs offered by the institution, an Application for Change in educational objectives must be submitted to obtain authorization for a change or addition of programs.
 - If there has been a change of the method or mode of instruction, an Application for Change in Method of Instruction must be submitted to obtain authorization for the change.Applications can be found on our website at: <http://www.bppe.ca.gov/schools/applications.shtml>

Section 14: Description of Education Program

14. DESCRIPTION OF EDUCATIONAL PROGRAM

Each educational program meets the requirements of 5 C.C.R. section 71710? Yes _____ No

- Please check 'Yes' or 'No' to indicate whether or not each of the institution's educational programs meet the requirements of [5 CCR §71710](#).

Educational Program,

1. Describe each educational program.
2. The equipment to be used during the educational program
3. The number and qualifications of the faculty needed to teach the educational program.
4. A projection and the bases for the projection of the number of students that the institution plans to enroll in the educational program during each of the three years following the date the application was submitted.
5. A description of the learning, skills, and other competencies to be acquired by students who complete the education program
6. If licensure is a goal of an education program, a copy of the approval from the appropriate licensing agency. A copy of the intent to approve conditional solely upon institutional approval from the Bureau will also meet this requirement.

Please Note: Upon request the institution shall provide to the Bureau copies of the curriculum or syllabi required pursuant to CCR section 71710

Document is attached: _____ Yes _____ No _____ There are no substantial changes _____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.

Section 15: Instruction in Languages other than English

15. INSTRUCTION IN LANGUAGES OTHER THAN ENGLISH

For an educational program, or a portion of it, in a language other than English, describe for each educational program:

The language in which each educational program will be offered.

A statement that the institution has contracted with sufficient duly qualified faculty who will teach each language group of students.

The language of the textbooks and other written materials to be used by each language group of students.

Document is attached: ____ Yes ____ No There are no substantial changes ____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check "Yes" and provide details of the change.

Section 16: Financial Resources and Reports

16. FINANCIAL RESOURCES AND REPORTS

This institution has and can maintain the financial resources required pursuant to 5 C.C.R. section 71745.

Please check one: Yes ____ No

- Check 'Yes' or 'No' to indicate if the institution has and can maintain the financial resources required pursuant to [5 CCR §71745](#).

Submit current, audited financial statements with the application for approval to operate.

Document is attached: Yes ____ No

- The institution shall submit at the time it applies for renewal current financial statements that meet the requirements of [5 CCR §74115](#) as follows ([5 CCR §71475\(e\)](#)):
 - For Institutions with annual gross revenues of \$500,000 and over, statements shall be audited.
 - For Institutions with annual gross revenues less than \$500,000, statements shall be reviewed.
 - **Compiled financial statements, internal financial statements, tax returns, and bank statements are NOT acceptable for determining compliance with this section.**
- Audited and reviewed financial statements shall be conducted and prepared in accordance with the generally accepted accounting principles established by the American Institute of Certified Public Accountants by an independent **certified public accountant (CPA)** who is not an employee, officer, or corporate director or member of the governing board of the institution. ([5 CCR §74115\(b\)\(1\)](#))
- A set of financial statements shall contain, at a minimum, **a balance sheet, an income statement, and a cash flow statement.** ([5 CCR §74115\(b\)](#))

- "Current" with respect to financial statements means completed no sooner than 120 days prior to the time it is submitted to the Bureau, and covering no less than the **most recent complete fiscal year**. If more than 8 months will have elapsed between the close of the most recent complete fiscal year and the time it is submitted, the fiscal statements shall also cover no less than five months of that current fiscal year. ([5 CCR §74115\(d\)](#))
- The institution must maintain a ratio of current assets to current liabilities of 1.25 to 1.00 or greater at the end of the most recent fiscal year when using generally accepted accounting principles, or for an institution participating in Title IV of the federal Higher Education Act of 1965, meet the composite score requirements of the U.S. Department of Education. For the purposes of this section, current assets does not include: intangible assets, including goodwill, going concern value, organization expense, startup costs, long-term prepayment of deferred charges, and non-returnable deposits, or state or federal grant or loan funds that are not the property of the institution but are held for future disbursement for the benefit of students. Unearned tuition shall be accounted for in accordance with general accepted accounting principles. ([5 CCR §71745\(a\)\(6\)](#))
- Institutions must be able to pay timely refunds as required by Article 13 of the CEC. ([5 CCR §71745\(a\)\(4\)](#))
- Institutions must be able to pay all operating expenses due within 30 days. This is calculated by dividing the operating expenses by the number of months in the time period covered by the financial statements and comparing this number to the amount of cash and cash that can be converted within 7 days. ([5 CCR §71745\(a\)\(5\)](#))

Section 17: Faculty

17. FACULTY
 The institution has contracted with sufficient duly qualified faculty members who meet the qualification of 5 C.C.R.section 71720.

Document is attached: Yes No There are no substantial changes (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.
 - Attach a statement indicating that the institution has contracted with sufficient duly qualified faculty members who meet the qualifications of [5 CCR §71720](#).
 - Provide only what has changed. For new faculty, provide a list of courses they will teach and their curriculum vitae.

Section 18: Facilities and Equipment

18. FACILITIES AND EQUIPMENT

For each program offered, describe the facilities and the equipment which is available for use by students at the main, branch, and satellite locations of the institution.

Document is attached: Yes No There are no substantial changes _____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.

For facilities that are leased or rented, include the name and address of the lessor or landlord, together with a copy of any use, lease, or rental agreements for the facilities.

Document is attached: Yes No There are no substantial changes _____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If the institution does not lease or rent facilities, please check 'No' and provide a statement regarding this.
- If there have been substantial changes for institutions that lease or rent facilities:
 - Check 'Yes' and attach a documentation with the name and address of the lessor or landlord, together with a current or updated copy of any use, lease, or rental agreements for the facilities.

The description of the physical facilities shall include building diagrams or campus maps to assist the Bureau in locating these facilities. The diagrams or maps shall identify the location of classrooms, laboratories, workshops, and libraries.

Document is attached: Yes No There are no substantial changes _____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.
 - Attach a description of the physical facilities, building diagrams or campus maps to assist the Bureau in locating these facilities. The diagrams or maps shall identify the location of classrooms, laboratories, workshops, and libraries.

Include specifications of significant equipment that demonstrate that the equipment meets the standards prescribed by the Code and is sufficient to enable students to achieve the educational objectives of each educational program.

For each item of significant equipment, indicate whether the equipment is owned, leased, rented, or licensed for short or long term, or owned by another and loaned to be used without charge.

Document is attached: Yes No There are no substantial changes _____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.

List all permits, certifications, or other evidence of inspections or authorizations to operate required by the jurisdictions within which the institution operates that the institution has obtained, and/or an explanation as to why those permits, certification, or inspections have not yet been obtained.

Document is attached: Yes No There are no substantial changes _____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.
 - Attach the appropriate permits, certifications, or other evidence of inspections or authorizations to operate required by the jurisdictions within which the institution operates that the institution has obtained, and/or an explanation as to why those permits, certifications, or inspections have not yet been obtained.
- A helpful resource to determine what permits or certifications are needed for your institution is CalGOLD (<http://calgold.ca.gov>). CalGOLD is a website that can assist you in finding appropriate permit information for your business. It also provides contact information for the various agencies that administer and issue these permits.

Section 19: Library and Other Learning Resources

19. LIBRARIES AND OTHER LEARNING RESOURCES

Describe library holdings, services, and other learning resources, including policies and procedures for supplying them to students who do not receive classroom instruction.

Include an explanation of how the library and other learning resources are sufficient to support the instructional needs of students.

If no facilities exist at the institution, how and when students may obtain access to a library and other learning resources as required by the curriculum.

Document is attached: Yes No There are no substantial changes _____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.

Section 20: Job Placement Assistance

20. JOB PLACEMENT ASSISTANCE

If an institution represents to the public, in any manner, that it offers job placement assistance, the application shall include a description of the job placement assistance that it provides.

Document is attached: Yes No There are no substantial changes _____ (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.

Section 21: Copy of Catalog

21. COPY OF CATALOG

Include a copy of the institution's catalog, including addenda reflecting newly approved educational programs, in published or proposed-to-be-published form.

Document is attached: Yes No

- A catalog must be submitted with the application. Check 'Yes' and attach your institution's catalog.
- It is recommended that institutions use the Catalog Checklist to ensure all required information is provided in the catalog. The Catalog Checklist is available on the Bureau's website at http://www.bppe.ca.gov/schools/catalog_checklist.pdf.
- **Read each requirement carefully and ensure that all elements of the requirement are fulfilled.**
- Some items require the exact specific language and must be verbatim.
- The Institution's current Student Performance Fact Sheet (SPFS) must be submitted.
- The Bureau's website at <http://www.bppe.ca.gov/schools/pfs.shtml> contains more information about the SPFS and a sample SPFS.

Example Catalog Checklist Requirement:

Item No.	Catalog Minimum Requirements The Catalog shall contain CEC §94909 (§ references the section of the CEC and 5, CCR)	Catalog Page No.
37	The catalog shall contain housing information to include all of the following: (A) Whether the institution has dormitory facilities under its control; (B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and (C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non-residential" does not satisfy this subparagraph. (5,CCR §71810 (b)(13)(A)(B)(C))	A) 25 B) 25 C) 25

- This requirement has multiple elements, which must ALL be included:
 - ✓ Information stating whether the institution has dormitory facilities under its control
 - ✓ Information regarding the availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing
 - ✓ And if the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating

Example Catalog Excerpt to Comply with [5 CCR §71810\(b\)\(13\)\(A\)\(B\)\(C\)](#):

HOUSING INFORMATION

This institution does not have dormitory facilities under its control. Housing within 5 miles of the institution can be found to cost between \$900 to \$1500 a month for a 1 bedroom apartment. The institution has no responsibility to find or assist students in finding housing.

Page 25 of 30

- Complete the Catalog Checklist and sign, date, and print your name and title.

To the best of my knowledge, I declare that the information submitted is true and correct.

John Doe
Signature

1/1/2015
Date

John Doe, Owner
Printed Name and Title

Section 22: Graduation or Completion Documents

22. GRADUATION OR COMPLETION DOCUMENTS

Submit a copy of the document that is awarded to a graduating student upon successful completion of each educational program.

Document is attached: Yes No There are no substantial changes (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.
 - Attach a copy of the document that is awarded to a graduating student upon successful completion of each educational program.

Section 23: Recordkeeping: Custodian of Records

23. RECORDKEEPING; CUSTODIAN OF RECORDS

Describe how records required by Article 9 of the Act are or will be organized and maintained, the types of documents contained in student files, how the records are stored, and whether academic and financial records are maintained in separate files.

Include a statement of the institution's procedures for security and safekeeping of records.

Document is attached: Yes No There are no substantial changes (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.

Include the name, physical address, email address and telephone number of the custodian of records, and the addresses and telephone numbers of the offices or buildings where the records will be maintained.

Document is attached: Yes No There are no substantial changes (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.
 - Attach documentation containing the name, physical address, email address, and telephone number of the custodian of records, and the physical addresses and telephone numbers of the offices or buildings where the records will be maintained.

Section 24: Self Monitoring Procedures

24. SELF MONITORING PROCEDURES

Describe the procedures used by the institution to assure that the institution is operated and maintained in compliance with the Act and this Division.

Document is attached: Yes No There are no substantial changes (initial)

- If there are no substantial changes, please check 'No' and initial on the line stating 'There are no substantial changes'.
- If there have been substantial changes:
 - Check 'Yes' and provide details of the change.
- BPPE offers a voluntary e-mail subscription service to stay up to date with the latest information. You can subscribe for alerts on the following publications:
 - General information
 - Public meeting notices and agendas
 - Proposed regulations
 - Webcast and training announcements
 - Student tuition recovery fund announcements
- Institutions can also subscribe for courtesy reminders for Annual Fees.
- To subscribe for these alerts visit the Bureau's website at:
http://www.bppe.ca.gov/forms_pubs/subscriptions.shtml.

Section 25: Additional Information

25. ADDITIONAL INFORMATION

Include any material facts, which have not otherwise been disclosed in the application that without inclusion would cause the information in the application to be false, misleading or incomplete or that might reasonably affect the Bureau's decisions to grant an approval to operate.

Document is attached: Yes No

The institution may also include any other facts, which the institution would like the Bureau to consider in renewing the approval to operate.

Document is attached: Yes No

- If applicable, check 'Yes' for this section and attach any material facts, which have not otherwise been disclosed in the application that without inclusion would cause the information in the application to be false, misleading or incomplete or that might reasonably affect the Bureau's decisions to grant an approval to operate.
- The institution may also include any other facts, which the institution would like the Bureau to consider in renewing the approval to operate.
- If not applicable, check 'No' for this section.

Section 26: Declaration Under Penalty of Perjury

26. DECLARATION UNDER PENALTY OF PERJURY

- Each owner of the institution, or
- If the institution is incorporated, by the chief executive officer of the corporation and each owner of 25 percent or more of the stock, or interest in the institution, or
- By each member of the governing body of a nonprofit corporation.

I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.

Signature John Doe

Date 1/11/2015

Name John Doe

Address 2535 Capitol Oaks Drive

City Sacramento

State CA

Zip 95833

Owning 100%, Member, Board of Directors _____ General Partner _____ Chief Executive Officer

- The application must be signed by:
 - Each owner of the institution, or
 - If the institution is incorporated, the chief executive officer of the corporation and each person who owns or controls 25 percent or more of the stock or interest in the institution, or
 - Each member of the governing body of a nonprofit corporation.
- Original wet signatures are required. Photocopies, digital, or stamped signatures are not acceptable.
- Attach additional sheets if necessary.