



## Standard Form Contract Instructions

1. **Completing the Agreement.** You must insert the following pertinent information in the Agreement (type or print):
  - Standard Agreement STD 213:
    - Section 1: Under “Contractor’s Name,” identify your institution.
    - Section under “CONTRACTOR” heading:
      - Identify your institution.
      - Identify the name of the person signing and identify his or her title (i.e., President, Chief Executive Officer, or other Authorized Designee).
      - Provide the institution’s contact address (i.e., a mailing address for the receipt of Agreement notices).
  - Exhibit A (Page 1):
    - Section 2:
      - Identify your institution in the space provided.
      - Identify the Name (including Title) of the institutional liaison for Agreement inquiries and notices, and insert that person’s phone, fax, and email address where indicated.
  - Exhibit A (Page 2 – Page 3) “State Authorization Agreement”:
    - Page 2: Identify the institution in the space provided.
    - Page 3: Identify the person designated as the Bureau liaison for complaint purposes.
2. **Notice to Students.**
  - Exhibit A (Page 3): The Notice to Students required by Paragraph 7 of the Agreement shall include the following contact information for the Bureau:

Address: 2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

Telephone: (916) 431-6924

FAX: (916) 263-1897

Website: <http://www.bppe.ca.gov>
3. **Executing and Returning the Agreement.** After you have completed the Agreement, print a copy and execute it by signing and dating in the spaces indicated on the Standard Agreement STD 213. Return the entire executed Agreement by email (PDF), fax, or mail to the Bureau, indicating “Attn: State Authorization Contract.” Upon receipt, the Bureau will execute the Agreement and provide a fully executed copy for your records.
4. **Payment to Bureau.** Send payment to the Bureau at the address listed on Exhibit B of the Agreement by July 31, 2015 or within 30 days from the full execution of the Agreement (whichever occurs later). Please indicate your institution’s name on the check and reference “State Authorization Contract.”