



Application Checklist

Office for Career and Technical Schools

To operate a Postsecondary Proprietary Educational Institution in the State of Indiana.

• **Submit application fee:**

○ **Initial Application fee:**

- In-state \$1,000
- Out-of-state \$2,000

○ **Annual Application fee:**

- In/Out-of-state \$500

Checks made payable to:

State of Indiana

Submit to:

Department of Workforce Development
 Office for Career & Technical Schools
 10 N. Senate Ave., SE 308
 Indianapolis, IN 46204

Note: Applications will not be processed until the fee is received. DO NOT send cash.

Getting Started – Application Requirements

Use this checklist to make sure you have submitted all required documents before submitting your application.

<input type="checkbox"/>	Current Program Offered
<input type="checkbox"/>	Enrollment Agreement
<input type="checkbox"/>	OCTS Refund Policy <i>Contained in enrollment agreement and catalog.</i>
<input type="checkbox"/>	Regulation Statement <i>Contained in enrollment agreement and catalog.</i>
<input type="checkbox"/>	Catalog or Brochure
<input type="checkbox"/>	Code of Conduct
<input type="checkbox"/>	Student Complaint Process
<input type="checkbox"/>	Financial Report Submission
<input type="checkbox"/>	Indiana Tuition Report Form

OCTS APPLICATION CHECKLIST

Office for Career and Technical Schools

<input type="checkbox"/>	Upload copies of most current approval letters from the home state accrediting body and national/regional accrediting body reflecting the date approval was issued and expiration date. (If applicable)
<input type="checkbox"/>	Annual Application Requirements:
<input type="checkbox"/>	<ul style="list-style-type: none">• Balance Sheet
<input type="checkbox"/>	<ul style="list-style-type: none">• Income Statement Sheet
<input type="checkbox"/>	<ul style="list-style-type: none">• Placement Information
<input type="checkbox"/>	<ul style="list-style-type: none">• Graduation & Drop Information
<input type="checkbox"/>	<ul style="list-style-type: none">• Graduation Rate Information
<input type="checkbox"/>	Administrative Staff Requirements
<input type="checkbox"/>	Faculty Requirements:
<input type="checkbox"/>	Upload any supportive documents to assist fully explaining your answers.

Upload Most Current Copy

<input type="checkbox"/>	Lease Agreement - <i>upload most current (if applicable)</i>
<input type="checkbox"/>	Fire Inspection - <i>upload most current (if applicable)</i>
<input type="checkbox"/>	Certificate of Authority with the Indiana Secretary of State (SOS). - <i>upload most current</i>
<input type="checkbox"/>	Institutional Surety Bond - <i>upload most current</i>
<input type="checkbox"/>	Certificate of Liability Insurance - <i>upload most current</i>



Revised 06/2023