

Office for Career and Technical Schools

Agent Permit Guidelines

Anyone who represents an institution, i.e., high school career fairs, job fairs, home visits, etc. and/or signs an enrollment agreement on behalf of the institution should hold an Agent Permit.

Indiana Code 22-4.1-21-29 states “A person representing a postsecondary proprietary educational institution doing business in Indiana by offering courses may not sell a course or solicit students for the institution unless the person first secures an agent’s permit from the department. If the agent represents more than one (1) postsecondary proprietary educational institution, a separate agent’s permit must be obtained for each institution that the agent represents.”

d) “An agent’s permit is valid for one (1) year from the date of its issuance.”

e) “A postsecondary proprietary educational institution is liable for the actions of the institution’s agents.”

Indiana Code 22-4.1-21-33 further explains that “The issuance of an agent’s permit or any authorization may not be considered to constitute approval of a course, a person, or an institution. A representation to the contrary is a misrepresentation.”

IC 22-4.1-21-38 states a) “Except as provided in subsection (b), a person who knowingly, intentionally, or recklessly violates this chapter commits a Class B misdemeanor.

b) A person who, with intent to defraud, represents the person to be an agent of a postsecondary proprietary educational institution commits a Level 5 felony.”

All agent(s) permit application forms are available on the state forms online catalog at: www.in.gov/iara/2362.htm.

A **new agent** application consists of the following and must be submitted together:

Application for Agent’s Permit (state form 39286)

Agent Training Verification (state form 39287)

Agent Application fee (\$25)

An **agent renewal** application consists of the following:

Application for Agent’s Renewal Permit (state form 41429)

Agent Renewal application fee (\$10)

Agent **termination**:

Complete and submit a Notification of Agent Termination (state form 20561)

Please note: Agent permit forms have been revised. You may find the updated forms on the State forms catalog. Agent applications submitted on old forms will be returned.

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