



Office for Career and Technical Schools Important Due Dates

Career and Technical Schools that are granted a status in accordance with IC 22-4.1-21 must honor the following important due dates to ensure continual compliance. Failure to meet a deadline may result in suspension, revocation, or loss of an operating status. Please note that although e-reminders will be sent to valid contact e-mail address, the institution is required to meet the following due dates whether the advanced notification is received.

For Schools with Temporary Authorization Status-

- 1) Student Assurance Fund Payments and Quarterly Student Data Forms are due each quarter.

QUARTER

PAYMENT DUE DATE

1ST) January 1 – March 31

May 15th

2ND) April 1 – June 30

August 14th

3RD) July 1 – September 30

November 14th

4TH) October 1 – December 31

February 14th

- 2) Institutional Surety Bonds must be obtained annually. The renewal expiration date should be no later than twelve months from the issue date; continuation certificates are NOT acceptable.
- 3) A passing fire inspection (performed by the local municipal fire department), and a Certificate of Liability Insurance is due annually.



For Schools with Fully Authorization Status-

- 1) Student Assurance Fund Payments and Quarterly Student Data Forms are due each quarter.

QUARTER

PAYMENT DUE DATE

1ST) January 1 – March 31

May 15th

2nd) April 1 – June 30

August 14th

3rd) July 1 – September 30

November 14th

4th) October 1 – December 31

February 14th

- 2) Institutional Surety Bonds must be obtained annually. The renewal expiration date should be no later than twelve months from the issue date; continuation certificates are NOT acceptable.
- 3) A passing fire inspection (performed by the local municipal fire department), and a Certificate of Liability Insurance is due annually.
- 4) The Application for Authorization Renewal, renewal fee, and accompanying documentation is due annually no later than 30 days before the authorization expiration date.

Questions about any of the above requirements and when materials should be submitted to our office may be directed to: Barbara Buffington Authorization Specialist of Office for Career and Technical Schools – OCTS@dwd.in.gov.

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