



Office for Career and Technical Schools

Minimum Authorization Standards (IC 22 – 4.1 – 21 – 23)

Full authorization under this chapter may not be issued unless and until OCTS determines that the institution meets minimum standards that are appropriate to that type or class of postsecondary proprietary educational institution, including the following minimum standards.

- 1) **The institution has a sound financial structure with sufficient resources for continued support.** This will be demonstrated by providing the Financial Report Form and Balance Sheet for the business, or personal financial information that demonstrates enough available assets to maintain the operation of the postsecondary
- 2) **The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment, the necessary number of workstations or classrooms to adequately train the number of students enrolled or proposed to be enrolled.** This will be documented through an initial site visit to the training facility by OCTS staff or designee of the Department of Workforce Development.
- 3) **The institution has an adequate number of qualified instructors or teachers sufficiently trained by experience or education, to provide instruction, education, or training contemplated.** A vitae sheet for each instructor that contains educational and work experience will be provided to OCTS staff to review for compliance with these standards.
- 4) **All advertising and representations made on behalf of the institution to prospective students must be truthful and free from misrepresentation or fraud.**
- 5) **The charge made for the training must be clearly stated and based upon the services.**
- 6) **The premises and conditions under which the students work, and study are sanitary, healthful, and safe according to modern standards.** This will be documented by the institution providing OCTS staff with a current fire inspection conducted by the local state or county fire department, or a statement from the officials to the contrary.
- 7) **The institution has and follows the refund policy approved by OCTS.** This will be documented by reviewing the enrollment agreement and/or enrollment contract.

- 8) **The owner or chief administrator of the institution has not been convicted of a felony.** This will be documented by the sworn statement on the application that the contents are true and correct.

- 9) **The owner or chief administrator officer of the institution has not been the owner of chief administrator of a postsecondary proprietary that has had its authorization revoked, or involuntarily in the five (5) year period preceding the application for applicant status.** If the owner or chief administrator has been the owner or chief administrator of an institution that had its authorization revoked or closed involuntarily more than five (5) years before the application for applicant status, OCTS may issue authorization at its discretion.



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