

# REQUIRED ORIENTATION



**FOR NON-DEGREE GRANTING  
POSTSECONDARY**

**PROPRIETARY EDUCATIONAL  
INSTITUTIONS**

**REGULATED BY THE OFFICE FOR CAREER  
AND TECHNICAL SCHOOLS (OCTS)**

**IC 22-4.1-21**

# WELCOME

- Welcome, we're excited to have you.
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- The orientation is designed as the first step of your transition to the OCTS community. The orientation will prepare you to successfully complete the OCTS authorization process.
- You will learn everything you need to know and what is expected during this process.
- After viewing the orientation, you will complete the second step of the authorization process.



A hand holding a black marker is writing the word "Orientation" in a large, bold, cursive font on a whiteboard. The whiteboard is set against a blue background. The word "Orientation" is written in black ink, and a thick black underline is drawn beneath it. A faint watermark "dreamstime" is visible in the background of the whiteboard.

# Orientation

## **TOPICS COVERED**

- Regulatory Requirements
- New Applicant Requirements
- Timeline
- Orientation Verification

# INTRODUCTION

- OCTS is the administrative arm of the Indiana Workforce Development responsible for regulating non-credit bearing, non-degree granting postsecondary proprietary educational institutions.



# OCTS ACRONYMS

OCTS

Office for Career &  
Technical Schools

PPEI

Postsecondary  
Proprietary  
Educational  
Institution

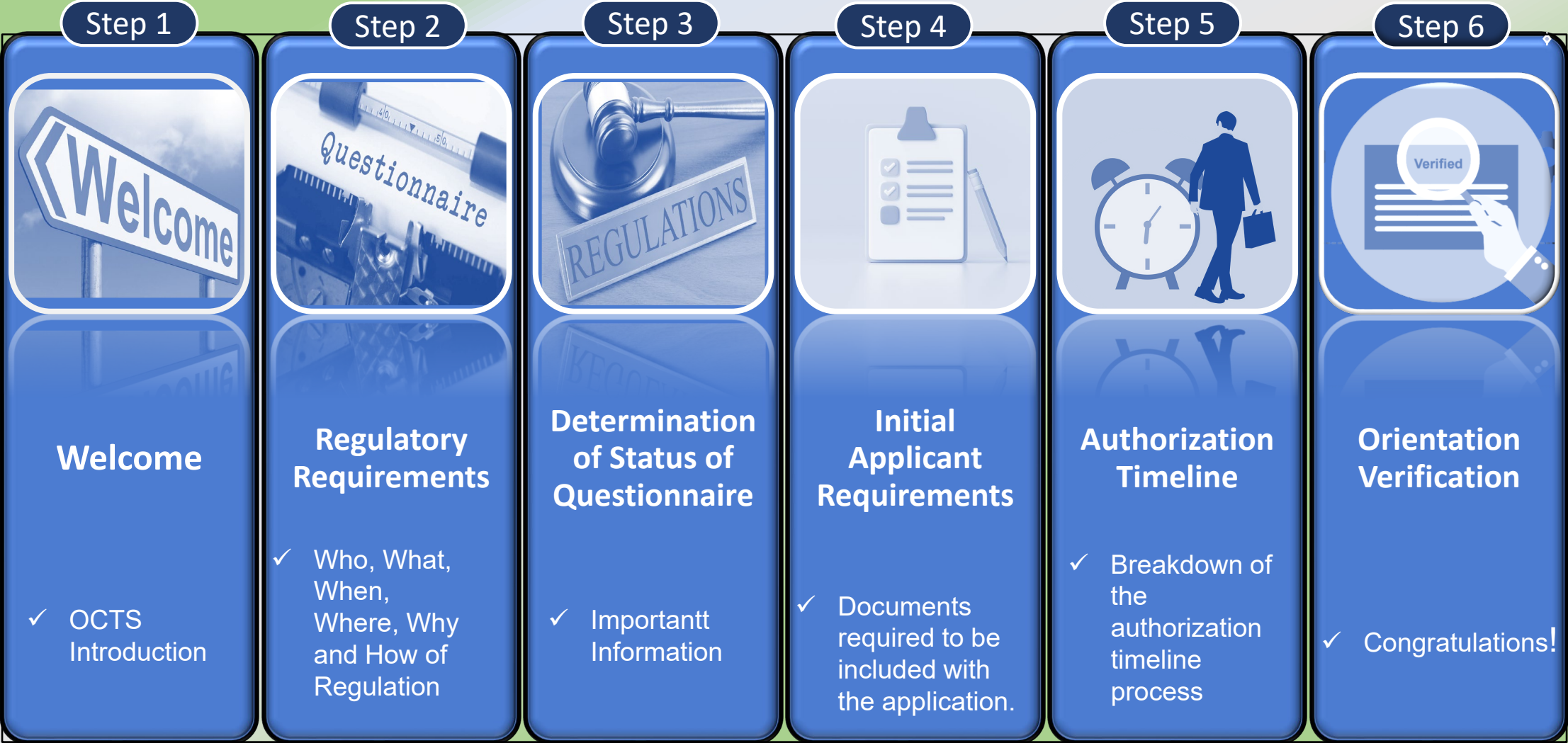
DOSQ

Determination of  
Status  
Questionnaire

CCSAF

College Career  
Student Assurance  
Fund

# OCTS ORIENTATION: STEP-BY-STEP





# SUBJECT TO REGULATION:



## WHO?

For-profit vocational training provider open to the public and charge a fee or tuition for education and/or training.



## WHAT?

Offer education and training in a specific skill set that leads to a career in a specific occupation.



## WHEN?

If you want to advertise, recruit and/or enroll students within the state of Indiana.



## WHERE?

Offer courses/training in a location (owned or leased) within or outside of Indiana with a desire to advertise, recruit and/or enroll students within Indiana.

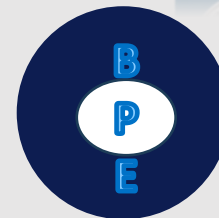
# WHY?

## MISSION AND PURPOSE:



To protect students, educational institutions, the general public and honest and ethical operators of private school from dishonest and unethical practices.

If you represent a credit-bearing/degree granting institution seeking authorization, contact the Indiana for Higher Education, Board for Proprietary Education (BPE).



**Board for Proprietary Education**

**IMPORTANT:** It may be a violation of Indiana Code for you to offer to the public for a fee, tuition or charge educational and/or training services without authorization from the Department of Workforce Development.



# Determination Process



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- **IMPORTANT:** If you have not completed a Determination of Status Questionnaire and have not received a letter from the Office for Career and Technical Schools (OCTS) directing you to complete this orientation, you must first contact [OCTS@dwd.in.gov](mailto:OCTS@dwd.in.gov) to obtain regulatory determination.

If you have received notification from OCTS, please proceed with this orientation.

# What expenses can I expect my institution to incur during the authorization process.

## Initial Application

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

## Full/Annual Renewal

- \$500

## Agent Permit

- New Agent Permit \$100
- Annual Agent Permit \$75

## CCSAF (Career College Student Assurance Fund) Due Quarterly

- Contribution is calculated based on tuition
- Administrative Fee \$60.

# Initial Application is to establish “Temporary Approval”

Include  
the  
following:



**Include School’s legal name and address**



**A Copy of a certificate of authority from the Indiana Secretary of State.**



**Proof of national accreditation and/or home state approval, if applicable.**

**Lease**

**Fire Inspection**



# Initial Application

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Proprietors must disclose the following information when submitting application materials. **NOTE: The Office for Career and Technical Schools retains the right to investigate, and verify provided information.**

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Has the owner or chief administrator officer of the institution ever been convicted of a felony? (IC 22-4.4-21-23 (8))

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Has the owner or chief administrator officer of the institution ever been the owner or chief administrator officer of a postsecondary proprietary educational institution that has had its accreditation revoked or been involuntarily closed in a five (5) year period preceding the application for accreditation? (IC 22-4.1-21-23 (9))

**IMPORTANT:** Affirmative answers to either of the above questions **PRECULDES AN INDIVIDUAL FROM OWNING/OPERATING A POSTSECONDARY PROPRIETARY EDUCATIONAL INSTITUTION IN INIANA.** Applications submitted with affirmative answers to the questions above, or with falsified information, will be denied accreditation and fees will not be refunded.

# INITIAL APPLICATION

The initial application to establish “Temporary Authorization” must include the following:

- A completed application that includes the school’s legal name and address
- A copy of a certificate of authority from the Secretary of State to do business in Indiana
- Copies of letters of national accreditation and/or home state approval, if applicable
- The appropriate application fee (mailed separately if the application is electronically submitted)
- Additional materials to include:
  - Types of courses to be offered
  - Form of instruction to be followed with the class, shop, or laboratory and required hours for each

**IMPORTANT:** All programs intended to be offered must be included with the application. There are no additions or modifications allowed to programs during the initial operating period (called “Temporary Authorization”).



# Initial Application - Contents

- **Type of certificate or diploma to be awarded to program completers**
- **Statement of institutional finances**
- **Description of the facilities, including classrooms, laboratories, library, machinery, equipment, and a passing fire inspection if required by local ordinance**
- **An explicit statement of policy with reference to the solicitation of students, payment and amount of student fees and conditions under which students are entitled to a refund in part or in full of fees paid including a statement concerning the existence of the fund**
- **Sample of the enrollment agreement including the state's required refund policy (this statement is to be included with the application and guidance documents)**
- **Provisions for liability insurance for students**



# INITIAL APPLICATION – CONTENTS (PART 2)



**Maximum student-teacher ratio to be maintained**

**Minimum educational/experience requirements for instructional staff**



**An institutional surety bond (not less than \$25,000) executed on State Form 39284 (R5 / 7-12). The original surety bond must be signed by the Chief Administrative Officer of the applying institution and signed by the attorney-in-fact representing the surety company. A Power-of- Attorney for the attorney in fact must be attached**



**Assurance the owner/operator or chief administrator has not been convicted of a felony**

**Assurance the owner/operator or chief administrator has not owned/operated a school that has had its accreditation revoked or been involuntarily closed in the five (5) years preceding.**

# Initial Site Visit

After the initial application materials have been reviewed and have been determined to contain complete information, and meet all legal requirements, OCTS staff will schedule an initial site visit for a school physically located in Indiana.

This is not to be confused with the full onsite evaluation/inspection. Rather, this visit serves to confirm the location exists and the facilities and equipment are adequate for serving the anticipated number of students indicated in the initial application.



# TIMELINE

**Proprietors will have 30 days after OCTS sends the Determination of Status letter to review the Orientation and the OCTS Policy and Procedures document and submit the Orientation Verification.**

**If the verification is not completed within 30 days, the proprietor will have to submit a new Determination of Status.**

# TIMELINE

Proprietors will have 30 days after notification from OCTS, to submit the Initial Application with fees. If an incomplete application is received, proprietors will have a total of 90 calendar days from the time OCTS receives any portion of the initial application and fees to submit missing materials. *(If the Initial Application, with fees, is not received within 30 days, the application process will be deactivated, and the proprietor will have to restart the application process with a new Determination of Status.)*

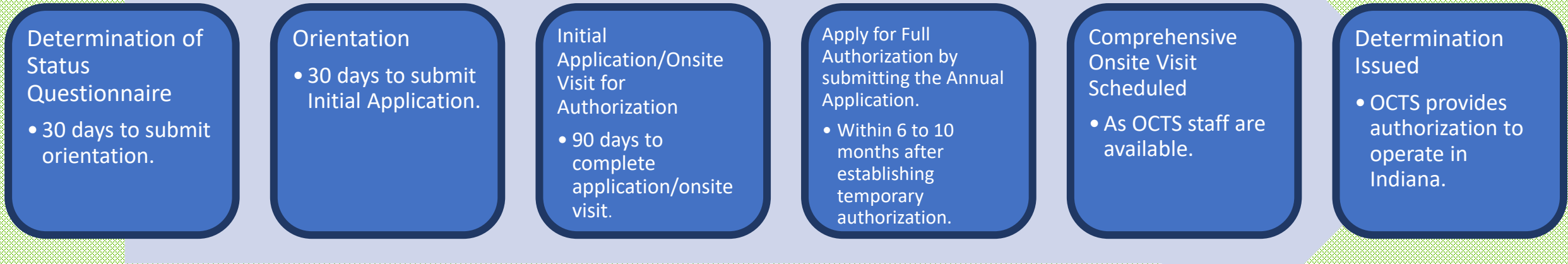
**IMPORTANT:** If a proprietor is unable to complete the application within the allotted time frame, the application will be closed, and the proprietor must restart the application process including resubmitting all application materials and a new application fee.

# TIMELINE

Following an initial site visit, the school will be considered for a status of “Temporary Authorization”. Temporary Authorization allows the school to begin operations while completing the formal application for Full Authorization.

The school will have not less than six (6) or more than ten (10) months to complete the formal application and schedule a comprehensive onsite evaluation/inspection. Failure to submit the formal application within this time frame will result in termination of Temporary Authorization.

# Authorization Timeline





# Review



This is the end of Orientation. You should now be able to answer the following:

- The “Why” and Who of regulatory oversight
- The documents required to be included with the applications
- How to submit applications
- The accreditation timeline

# Congratulations

Presented to

[Type Name]

for

[Type Reason for Receiving]



Type Date  
Date

Type Name  
Name

You have completed the OCTS Orientation review. Please feel free to access this presentation as many times as necessary prior to requesting application materials.

If you are ready to proceed with the orientation verification process and request initial application materials, click [here](#) to complete and submit the Orientation Verification form.

Any questions about this orientation should be submitted in writing to [OCTS@dwd.in.gov](mailto:OCTS@dwd.in.gov)



# THANK YOU!



[OCTS@DWD.IN.GOV](mailto:OCTS@DWD.IN.GOV)



[WWW.OCTS.DWD.IN.GOV](http://WWW.OCTS.DWD.IN.GOV)