



Office for Career and Technical Schools Accreditation Renewal Checklist

to Operate a Postsecondary Proprietary Educational Institution in the State of Indiana

* Submit all completed materials, including this checklist, as a *single packet* to:

ATTN: Department of Workforce Development
Office for Career and Technical Schools
10 N. Senate Avenue, Suite SE 308
Indianapolis, IN 46204

Use this checklist before submitting your application.

DOCUMENT TITLE	DOCUMENT LINKS
Accreditation Renewal Application	pdf
Current Programs Offered (must be printed in landscape)	xlsx
Graduation & Drop (must be printed in landscape)	xlsx
Graduation Rate Information (must be printed in landscape)	xlsx
Placement (must be printed in landscape)	xlsx
Refund Policy	pdf
Enrollment Agreement Checklist	pdf
Financial Report Submission Sheet with notary signature & seal	pdf
Regulation Statement	pdf

* Materials may be submitted electronically to OCTS@dwd.in.gov; however, fees and any/all notarized documents must be sent via postal service. Applications will not be processed until the fee is received.

DO NOT SEND CASH.

Revised 07/06/2017