INDIANA WORKFORCE DEVELOPMENT AND ITS WorkOne CENTERS

REQUIRED ORIENTATION

FOR

NON-DEGREE GRANTING POSTSECONDARY
PROPRIETARY EDUCATIONAL INSTITUTIONS
REGULATED BY THE OFFICE FOR CAREER AND TECHINCAL SCHOOLS
IC 22-4.1-21

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Topics Covered

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

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Determination Process

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 to obtain regulatory determination. If you have received notification from OCTS, please proceed with the orientation.

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BEGIN ORIENTATION - Introduction

Welcome to the Office for Career and Technical Schools (OCTS) Accreditation Orientation. OCTS is the administrative arm of the ***Indiana Department of Workforce Development*** responsible for regulating non-credit bearing, non-degree granting post-secondary proprietary schools (IC 22-4.1-21-10).

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INTRODUCTION (Continued)

The Who, What, When, and Where of Regulation:

Who If you are a for-profit vocational training provider open to the public and are charging a fee or tuition for education and/or training.

What If you offer education and training in a specific skill set that leads to a career in a specific occupation (ex. computers, dental assisting, etc.)

When Prior to advertising, recruiting, and/or enrolling students within the state of Indiana. IMPORTANT: Operating a postsecondary proprietary school without establishing accreditation may be prosecuted (IC 22-4.1-21-36 and IC 22-4.1-21-38).

Where If you offer courses/training in a location (owned or leased) within the state of Indiana or outside the state of Indiana with a desire to advertise, recruit and/or enroll students within the state of Indiana.

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INTRODUCTION (Continued)

The **Why** of regulation:

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

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INTRODUCTION (Continued)

The **HOW** of regulation:

Following are the specific STEPS along with the requisite code and administrative rule citations that govern non-credit bearing, non-degree granting postsecondary proprietary educational institutions in the State of Indiana.

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Initial Application

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

1) Has the owner or chief administrative officer of the institution ever been convicted of a felony? (IC 22-4.1-21-23 (8))

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

IMPORTANT: Affirmative answers to either of the above questions PRECLUDES AN INDIVIDUAL FROM OWNING/OPERATING A POSTSECONDARY PROPRIETARY SCHOOL IN THE STATE OF INDIANA. Applications submitted with affirmative answers to these questions will be denied and fees will not be refunded. Applicants that falsify information will be denied accreditation status and fees will not be refunded.

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Initial Application (Contents)

The initial application to establish "Temporary Accreditation," must include the following in a SINGLE packet delivered by electronic mail or by post:

1. A completed application form that includes the school's legal name and address;
2. A copy of a certificate of authority from the Secretary of State to do business in Indiana;
3. Copies of letters of national accreditation and/or home state approval if applicable;
4. The appropriate application fee (this will be mailed separately if the application is being submitted electronically);
5. Additional materials to include the following:

a. The types of courses to be offered, the form of instruction to be followed with the class, shop, or laboratory, and the hours required for each curriculum; IMPORTANT: ALL programs that are 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 Accreditation").

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Application Contents (Continued)

b. The type of certificate or diploma to be awarded to program completers;

c. A statement of the institution's finances;

d. A description of the institution's facilities, including classrooms, laboratories, library, machinery, equipment, and a passing fire inspection if required by local ordinance.

e. 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;

f. A sample of the enrollment agreement that includes the state's required refund policy; this statement will be included with the application forms and guidance documents;

g. Provisions for liability insurance for students;

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Application Contents (Continued)

h. Maximum student-teacher ratio to be maintained;

i. Minimum educational/experience requirements for instructional staff;

j. Assurance the owner/operator or chief administrator has not been convicted of a felony; and

k. 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 .

6. 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.

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Initial Site Visit

After the initial application materials have been reviewed and are considered 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 that the location exists and that the facilities and equipment are adequate for serving the anticipated number of students as indicated in the initial application.

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Accreditation Timeline

If an incomplete application is received, proprietors will have a total of 180 calendar days from the time OCTS receives any portion of the initial application and fee to submit missing materials. 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 of the application materials and a new application fee.

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Accreditation Timeline Continued

Following an initial site visit, the school will be considered for a status of "Temporary Accreditation." Temporary Accreditation allows the school to begin operations while completing the formal application for accreditation and the institutional self-study.

The school will have not less than six (6) months or more than eleven (11) months to complete the self-study and schedule a comprehensive onsite evaluation/inspection. Failure to submit the self-study within this timeframe will result in termination of Temporary Accreditation.

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Accreditation Timeline Continued

OCTS staff and the appropriate field expert(s) will review the institutional self-study and visit the school. Schools are required to cover expenses associated with the visit including reimbursing mileage, room, and board not to exceed one thousand dollars ($1,000.00).

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Accreditation Timeline Continued

Upon conclusion of the onsite evaluation/inspection, OCTS staff will grant or deny Fully Accredited status and the proprietor/school administrator will be notified of the committee's decision.

In cases where accreditation is denied, proprietors have thirty (30) calendar days from the notification to appeal the decision.

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Accreditation Timeline Continued

1. Orientation Completed

Prior to obtaining/submitting initial application for accreditation

2. Complete Initial Application

Within 180 days

3. Initial Site Visit Scheduled

As OCTS staff are available

4. Formal Application and Self-study received

Within six (6) to eleven (11) months after establishing Temporary Accreditation

5. Onsite Inspection Scheduled

As OCTS staff are available

6. Determination Issued

OCTS renders an Accreditation Determination

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REVIEW

At the end of this orientation you now should be able to answer the following:

- The "Why" and "Who" of regulatory oversight.
- What are the required application documents?
- How are these documents to be submitted?
- What is the accreditation timeline?

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CONGRATULATIONS

Congratulations on completing your review of the orientation information. Please feel free to access the 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 regarding this orientation should be submitted in writing to OCTS@dwd.in.gov.

THANK YOU