



Office for Career and Technical Schools

Agent Permit Guidelines

Anyone who represents an institution, i.e., high school career fairs, job fairs, home visits, etc. and/or signs an enrollment agreement on behalf of the institution should hold an Agent Permit.

Indiana Code 22-4.1-21-29 states “A person representing a postsecondary proprietary educational institution doing business in Indiana by offering courses may not sell a course or solicit students for the institution unless the person first secures an agent’s permit from the department. If the agent represents more than one (1) postsecondary proprietary educational institution, a separate agent’s permit must be obtained for each institution that the agent represents.”

- d) “An agent’s permit is valid for one (1) year from the date of its issue.”
- e) “A postsecondary proprietary educational institution is liable for the actions of the institution’s agents.”

Indiana Code 22-4.1-21-33 further explains that “The issuance of an agent’s permit or any accreditation may not be considered to constitute approval of a course, a person, or an institution. A representation to the contrary is a misrepresentation.”

IC 22-4.1-21-38 states a) “Except as provided in subsection (b), a person who knowingly, intentionally, or recklessly violates this chapter commits a Class B misdemeanor.

b) A person who, with intent to defraud, represents the person to be an agent of a postsecondary proprietary educational institution commits a Level 5 felony.”

All agent permit application forms are available on the state forms online catalog at:
www.in.gov/iara/2362.htm.

A **new agent application** consists of the following and must be submitted together:

- Application for Agent’s Permit (state form 39286)
- Agent Training Verification (state form 39287) \$100
- Agent Application fee

An **agent renewal** application consists of the following:

- Application for Agent’s Renewal Permit (state form 41429) \$75
- Agent Renewal application fee

Agent **termination**:

- Complete and submit a Notification of Agent Termination (state form 20561)

Please note: Agent permit forms have been revised. You may find the updated forms on the State forms catalog. Agent applications submitted on old forms will be returned.