

INSTITUTIONAL ORIENTATION



For Non-degree Granting Postsecondary
Proprietary Educational Institutions

Regulated by the Office for Career and
Technical Schools (OCTS)

IC 22-4.1-21

Office for Career &
Technical Schools



TOPICS COVERED

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

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 this orientation.



ORIENTATION - Introduction

Welcome to the **Office for Career and Technical School** Accreditation Orientation.

OCTS is the administrative arm of the Indiana Department of Workforce Development responsible for regulating non-credit bearing, non-degree granting postsecondary proprietary schools. (IC 22-4.1-21-10)

Office for Career &
Technical Schools



ORIENTATION - Introduction

You are subject to regulation:

Who

If you are a for-profit vocational training provider open to the public and charge 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: Dental Assisting, Phlebotomy, Massage Therapy).

When

If you want to advertise, recruit and/or enroll students within the state of Indiana.
IMPORTANT: If you operate a postsecondary proprietary school without first establishing accreditation, you 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 or outside of Indiana with a desire to advertise, recruit and/or enroll students within Indiana.

ORIENTATION - Introduction

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.

ORIENTATION - Introduction

The How of regulation:

The next slides outline the specific STEPS, including the requisite code and administrative rule citation governing non-credit bearing, non-degree granting postsecondary proprietary educational institutions in the State of Indiana.



INITIAL APPLICATION

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.

- Has the owner or chief administrative officer of the institution ever been convicted of a felony? (IC 22-4.4-21-23(8))
- Has the owner or chief administrative officer of the institution ever been the owner or chief administrative 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 **PRECLUDES AN INDIVIDUAL FROM OWNING/OPERATING A POSTSECONDARY PROPRIETARY SCHOOL IN INDIANA**. Applications submitted with affirmative answers to the questions above, or with falsified information, will be denied accreditation and fees not refunded.

INITIAL APPLICATION

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

- 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 Accreditation”).

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

- Maximum student-teacher ratio to be maintained
 - Minimum educational/experience requirements for instructional staff
 - 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.
- 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.

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.

ACCREDITATION 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.)

ACCREDITATION 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.

ACCREDITATION TIMELINE

- 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 Full Accreditation.
- The school will have not less than six (6) or more than eleven (11) 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 Accreditation.

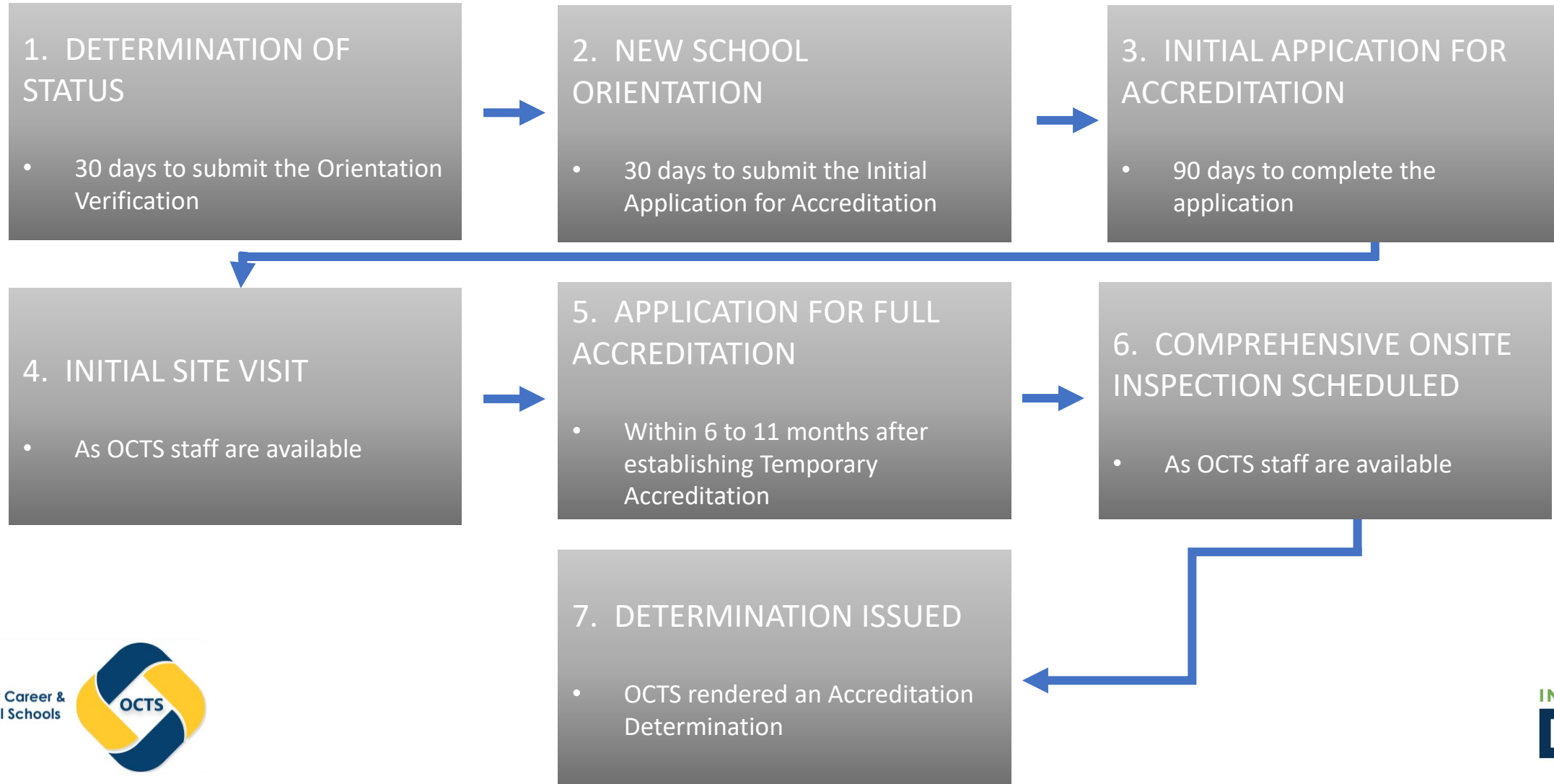
ACCREDITATION TIMELINE

OCTS staff and the appropriate field expert(s) will review the Application for Full Accreditation and conduct the Site Visit. Schools are required to cover expenses associated with the visit including reimbursing mileage, room and board not to exceed one thousand dollars (\$1,000).

- Upon conclusion of the onsite evaluation/inspection, OCTS staff will grant or deny Full Accreditation and notify the proprietor/school administrator of OCTS's decision.

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

ACCREDITATION TIMELINE GRAPHIC



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!

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

Thank you