

Required Orientation

For Non-degree Granting
Postsecondary
Proprietary Educational
Institutions

Office for Career & Technical Schools



Regulated by the Office for Career
and Technical Schools (OCTS) IC
22-4.1-21

Welcome

Welcome, we're excited to have you.

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.



Topics Covered

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

The Office for Career and Technical Schools (OCTS) in Indiana plays a pivotal role in regulating and overseeing institutions that offer vocational and technical training, specifically those that are non-credit bearing, non-degree granting.

This authorization process is essential for maintaining the educational standards that protect students, ensure the credibility of the institutions, and foster a skilled workforce.

MISSION

Our mission is to maintain a strong regulatory framework that upholds the highest educational and ethical standards and actively monitors institutions to safeguard students from the adverse effects of sudden school closures. The Office for Career and Technical Schools (OCTS) enforces strict financial stability requirements. This includes maintaining surety bonds and insurance to cover tuition refunds, ensuring that their investment in education is secure, and that their academic progress remains uninterrupted.





WHO?

Non-credit bearing, non-degree granting, for-profit institutions that provide vocational training open to the public and who 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. Prepare students for immediate entry into the workforce.



When?

Institutions plan to advertise programs or actively recruit students within Indiana.

The requirement to obtain authorization before advertising or recruiting ensures that institutions present accurate, truthful, and non-misleading information to potential students.



Where?

Offer education and training in a location (owned or leased) in-state or out-of-state with a desire to advertise programs or actively recruit students within Indiana.



INDIANA COMMISSION *for*
HIGHER EDUCATION

The Indiana Commission of Higher Education (ICHE)

Within this framework, the Board for Proprietary Education (BPE) operates a specialized body under ICHE, focusing on the regulation and oversight of proprietary (for-profit) institutions that offer credit-bearing and degree-granting programs. This is OCTS sister agency.

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



Determination Process



- **IMPORTANT:** If you have not completed a Determination of Status Questionnaire and have not received a letter/email 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.



Establish Temporary Authorization

- **IMPORTANT:** Initial Application is to establish “Temporary Authorization”
- : **All programs** intended to be offered must be included with the application. There are no additions or modifications allowed during the initial operating period “Temporary Authorization”.

Steps in the Authorization Process:

Initial Application Submission:

- If an Institution requires authorization, they must submit a detailed application to OCTS, including information on their programs, faculty qualifications, financial statements, facilities agreement, and etc..

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



Steps in the Authorization Process:



Initial Application Submission:

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”).

- 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

Steps in the Authorization Process:



Initial Application Submission:

- Maximum student teacher ratio to be maintained.
- Minimum education/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 in fact must be attached.
- 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
- Most current fire inspection performed by your local municipal fire department.
- 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 authorization revoked or been involuntary closed in the past five (5) years preceding.

Steps in the Authorization Process:

Site Visit:

Once the application materials have been thoroughly reviewed and determined to meet all requirements, OCTS will schedule an initial site visit to ensure compliance with state regulations for all institutions physically located in Indiana.

As part of the evaluation, OCTS will conduct an initial/full site visit(s) to inspect the institutions facilities and verify the information provided in the application is accurate. This step ensures that the physical environment is conducive to learning and meets all necessary safety standards.

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.



Ongoing Compliance

Once authorized, institutions must adhere to continuous oversight by OCTS, including quarterly reporting (CCSAF and student data) and annual renewal. This ensures that institutions continue to meet the required standards and adapt to any regulatory changes.

OCTS INTraining WRG

OCTS plays a key role in enabling educational institutions/providers to expand their opportunities. Once an institution/provider is approved through OCTS, they become eligible to apply for the INTraining program and the Workforce Ready Grant (WRG). This allows institutions/providers to connect with a pool of students, provide state-recognized training, and support workforce development initiatives, further enhancing the value of their educational offerings.



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

Fee Schedule

Application for Authorization

- In-State Schools (Indiana based) \$1000
- Out-of-State Schools \$2000

Application for Full Authorization \$500

Application for Annual Authorization Renewal \$500

New Agent Application \$25

Annual Agent Renewal \$10

Initial Authorization Issuance \$50

Career College Student Assurance Fund (CCSAF) established by IC 22-4.1-21-18.

The student assurance fund was established to provide coverage to a student or enrollee of a postsecondary proprietary educational institution (PPEI) who suffers loss or damage as a result of the following:

Institutions make quarterly contributions to the fund. They also submit a surety bond in the amount determined by annual gross tuition.

State Form 51804: Worksheet for making student assurance fund payments.

Data Collected *by* OCTS

Quarterly data collected:

New enrollments

Graduates

Drops

Submit the following data for each quarterly report:

Student Name

Enrollment Date

Program Name

Tuition Paid

Tuition Type



Data Collected by OCTS

Annual Data collected:

Graduation & Drop

(The following submitted:)

- Program of Study
- Student Name
- Phone Number/Address
- Start/End Date of Program
- Graduate/Drop
- Was a Refund Given (Y/N)

Graduation Rate

(The following submitted:)

- Program of Study
- Student Name
- Phone Number/Address
- Start/End Date
- Graduate/Drop
- Was a Refund Given (Y/N)

Placement

(The following submitted:)

- Program of Study
- Student Name
- Phone Number/Address
- Employed in the Field of Study (Y/N)
- Job Title
- Employer
- Employer Phone Number

Review

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



- The “Why” and “Who” of regulatory oversight
- Required documents
- Application process
- The authorization timeline.



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



OCTS@dwd.in.gov



www.octs.dwd.in.gov