



BOARD of REGENTS
STATE OF LOUISIANA

PSC-14 – Proprietary School Initial Application Requirements Checklist

All materials will be submitted via the online application system called Edvera. Potential applicants are required to attend a training webinar prior to receiving a system log-on. Some information will be entered directly into the system and some forms will need to be completed offline and uploaded as part of the application prior to submission. Any unsubmitted initial application has not been modified within six months, the application and related institution will be removed from the Edvera system. Applicants can request to be added back to the System when they are ready to progress with their application again.

Materially complete applications must contain the following and be submitted via the online system for assessment.

- (1) Essential School Information
 - Name, Contact information, Industry and Legal Structure
 - Current accreditation granted by a nationally or regionally recognized accrediting agency approved by the U.S. Department of Education, if applicable.
- (2) Program Information Documents
 - Each program will be submitted for individual approval by staff as part of an application
- (3) School Staff and Instructors
 - Owners and Directors – All owners, and anyone who is the director, campus administrator, President, etc.
 - Requires a signed and notarized affidavit
 - Instructional Staff – Anyone teaching within the institution’s programs
 - Supporting documentation of requirements for each instructor
 - Solicitors – Anyone selling the programs and school, or providing influence on future students
 - Requires a signed and notarized affidavit
 - Proof of \$1,000 surety bond per solicitor either via a blanket bond (PSC-6) **OR** individual bond (PSC-5)
 - \$100 fee per solicitor (To be renewed each year.)
- (4) Additional Documentation
 1. PSC-2 – Notarized Commitment Statement
 2. Documentation of the legal structure of the school
 - Secretary of State Documentation
 - Listing of owners and percentage of ownership or corporate ownership structure.
 3. Financial Documentation
 - A current audited balance sheet of the school prepared by an independent, certified public accountant within six months prior to the date of the initial application for licensure.
 - Certification by a school official that all information contained in the balance sheet is true and correct.
 4. School’s Business Plan
 - See the Business Plan Guide for specific requirements.
 5. Inventory List - List of equipment available for instruction for each program.
 6. Enrollment contracts or agreements
 - See Enrollment Agreement Guide and Refund Policy Guide.
 7. Proposed published materials
 - Advertisements, including website or social media, flyers, bulletins, etc.
 - Sample certificates or diplomas the students will earn.
 - Sample Transcript the school will issue students
 - Any other published materials which will be transmitted to the public or prospective students.
 - *Note: Website cannot be live until after Board’s vote to grant you a license.*
 8. The School Catalog
 - See the Catalog Guide for specific requirements.



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9. Verification of surety bond coverage (PSC-3)
 10. Verification of Solicitor bond coverage (PSC-6 or PSC-5)
 11. PSC-17 - Initial License Tuition Refund Affidavit
 12. Certificate of occupancy or its equivalent issued by the local governing authority
 13. Application Process Attestation
 14. Any other information required and requested by staff, based on specific programs/situations
 - Common Other Items include, but are not limited to:
 - Bill of Sale for Change of Ownership applications
 - Copies of Lease Agreements
 - Signed clinical site agreements
 - Approval letters from other government agencies, such as the Department of Health and Hospitals
- (5) Payment of Fees
1. License fee of \$2,000 – Made payable to “Louisiana Board of Regents”
 2. Student Protection Fund fee of \$1,000 – Made payable to “Student Protection Fund”
 3. Solicitor Fees of \$100 (per individual)