



New and Renewal Application to Obtain a Proprietary Institution Permit in West Virginia

This packet details the requirements to apply for a permit to solicit students or operate a proprietary institution in West Virginia. The below items are included:

- Permit Application
- Solicitor Registration Permit Form
- Bond Application Documents
- Self-Evaluation Forms (to be completed if not accredited by an accreditation agency recognized by the U.S. Department of Education)
- Copy of West Virginia Code Chapter 18B, Article 2B, Section 9

A school will not be granted a permit until it posts a surety bond in the amount of \$50,000 is approved in accordance with W. Va. Code § 18B-2B-9. The fee for initial applicants is \$2,000 and the fee for renewal is \$500.

Please make checks/money orders payable to:

WV Council for Community & Technical College Education
Attention: WV Series 35 Payments
PO Box 40222
Charleston, WV 25364

Please mail official copy of bond documents to:

WV Council for Community & Technical College Education
Attention: Carrie Ponder
2001 Union Carbide Drive, Building 2000
South Charleston, WV 25303

Return all other materials in electronic format to:

carrie.ponder@wvhepc.edu

Please contact my office should you need additional information. Carrie may be reached by phone at 681-313-2290 or by email at carrie.ponder@wvhepc.edu.



PERMIT APPLICATION TO OPERATE A PROPRIETARY INSTITUTION

DATE: _____

INSTITUTION NAME: _____ PHONE NUMBER: _____

INSTITUTION PHYSICAL ADDRESS: _____

STREET _____

CITY _____ STATE _____ ZIP CODE _____

INSTITUTION BUSINESS, MAILING OR CORPORATE ADDRESS(ES): _____

STREET _____

CITY _____ STATE _____ ZIP CODE _____

CHIEF EXECUTIVE OFFICER: _____ PHONE NUMBER: _____

MAIN CONTACT: _____ PHONE NUMBER: _____

SECONDARY CONTACT: _____ PHONE NUMBER: _____

INSTITUTION WEBSITE: _____

In accordance with West Virginia law, the above-named school shall provide the Council a list of all representatives employed to solicit students in West Virginia and will assume responsibility for actions of all such representatives. Any person attempting to solicit students in West Virginia that has not been approved by the Council shall be in violation of this law. The school so represented shall also be in violation.

INSTITUTIONAL ADMINISTRATIVE PERSONNEL

NAME	POSITION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Has your permit to solicit or sell courses of instruction ever been revoked in this or any other state?

Is your institution accredited? (If yes, provide documentation from your accreditation agency regarding accreditation status)

Number of Instructors _____ Full-time _____ Part-time

Are students given assistance in placement? Explain procedure:

Is there a student record form? (If yes, include electronic file copy)

How long are student records kept?

What protection is provided for student records against fire loss and other perils?

Does the institution have a refund or cancellation policy? (if yes, copy must be included)

Are brochures and/or catalogs available? (if yes, include electronic file copies)

If a school catalog is not available, please include a complete listing of all curricula offered. We will not accept links to a website.

What is your institution's complaint process?

The issuance of a permit does not constitute approval or accreditation of any course or school. No school, nor any representative of a school, may make any representation stating, asserting or implying that a permit issued constitutes approval or accreditation by the State of West Virginia, the Council or any other department or agency of the state. A permit is valid for one year corresponding to the effective date of the bond.



The following materials are required (Surety bond must be received by our office with the official seal and power of attorney form completed, all other requirements should be received in an electronic format and not a link to a website):

Initial to confirm these materials are included with your submission:

Surety bond of \$50,000. Mail bond to ATTN: Carrie Ponder, 2001 Union Carbide Drive, Building 2000; South Charleston, WV 25303

____ Bonding
Agency: _____
Address: _____

____ Registration of Individual Solicitors' form

____ Initial fee \$2,000 or renewal fee \$500 payable to WV Council for Community & Technical College Education. Mail payment to ATTN: WV Series 35 Payments, PO Box 40222, Charleston, WV 25364.

____ Catalog listing all courses offered

____ Total cost of all courses

____ Enrollment contract

____ Refund Schedule

____ Third-party transcript custodian

Company: _____
Address: _____

____ Professional License Disclosure Weblink: _____

I hereby certify that I have read the regulations governing the issuance of permits to schools soliciting or selling correspondence courses and courses in business and trade schools and will act in accordance with and abide by the regulations.

Name of Authorized School Official Title

Signature of Authorized School Official Date



Bond No. _____

Know All People By These Present:

That _____ a proprietary school and _____ a corporation, as surety, are held and firmly bound unto the State of West Virginia, in the just and full sum of Fifty Thousand Dollars (\$50,000), to the payment whereof well and truly to be made we bind ourselves, our executors, administrators, successors and assigns, jointly and severally, firmly by these present.

The condition of the above obligation is such that, whereas, the above bound Principal, in pursuance of the provisions of Chapter 18B, Article 2B, Section 9, as amended, of the Official Code of West Virginia has obtained a permit to operate a proprietary school, and the said Principal has accepted such permit with all the duties and liabilities thereunto pertaining.

Now therefore, if the said Principal shall faithfully perform its duties only in conformity with the provisions of the aforesaid Law, then this obligation shall be considered void; otherwise to remain in full force and effect.

This bond shall be effective from the _____ day of _____, _____ to the _____ day of _____, _____.

In witness whereof the said Principal has hereunto set his hand and affixed his seal, and the said surety has caused its corporate name to be signed hereto and has caused its corporate seal to be hereto affixed by

_____ its duly authorized _____,

this the _____ day of _____.

Principal/School Name School Seal

Surety Corporation Raised Seal

Address of School

Address of Surety Corporation

Phone Number of School

Phone Number of Surety Corporation

Signature of Principal
(Must be President or Vice President)

Signature of Surety



To be used if Principal is an Individual or Partnership

State of West Virginia

County of _____, to-wit:

I, _____ a Notary Public in and for the county

and state aforesaid, do certify that _____, whose name is signed to the writing above or hereto annexed, has this day acknowledged the same before me in my said county.

Given under my hand this _____ day of _____, _____

Notary Public

My Commission Expires _____

To be used if Principal is a Corporation

State of _____,

County of _____, to-wit:

I, _____ a Notary Public in and for the county

and state aforesaid, do certify that _____,

who, as _____, signed the writing above or hereto annexed,

for _____, a corporation, has this day, in my

said county before me acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this _____ day of _____, _____

Notary Public

My Commission Expires _____



To be used by Surety Corporation

State of _____ ,

County of _____ , to wit

I, _____ a Notary Public in and for the county

and state aforesaid, do certify that _____ , who as

_____ , signed the writing above or hereto annexed, for

_____ , a corporation, has this day, in my
said county before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this _____ day of _____ , _____

_____ Notary Public

My Commission Expires _____

Approved as to sufficiency of form and manner of execution
this _____ day of _____ , _____

Attorney General of the State of West Virginia

By _____
Assistant

Please Note:

If signed by other than President or Vice President, a copy of corporate resolution must be attached showing authorization of individual to bind corporation.

Notary enters date Bond was acknowledged. The surety notary must be acknowledged with the same date as the bond. The principal notary date may be the same as execution date or any date thereafter.

Power of attorney for Surety must be attached and must show that it was in full force and effect on execution date indicated on page 1.; also, raised corporate seal must be affixed to the power of attorney.



REGISTRATION OF INDIVIDUAL SOLICITOR

Must be submitted by the school for each agent within 30 days of the date of appointment.

School Name _____ Phone _____

School Home Address _____
Street City State Zip Code

WV Business Address _____
Street City State Zip Code

_____ Phone _____

Name of Chief Officer of WV

Name of Agent _____ Email _____

Agent's Address _____
Street City State Zip Code

Signature of Agent _____ Phone _____

We certify that the above agent is of good moral character and as of this date is a duly qualified agent. If the employment of the above agent is terminated, we will notify the Council immediately. The school will be responsible for actions of agents until such notification is received.

Name of Authorized School Official Title

Signature of Authorized School Official Date



PROPRIETARY INSTITUTION SELF-EVALUATION

Curriculum Information (complete one for each curriculum)

School _____

Curriculum _____

Courses taught for this curriculum _____

Related courses required for curriculum _____

Number of students enrolled and/or to be enrolled this calendar year: Full-Time Part-Time

Classroom size	Used for other classes?	Yes	No	Lab size
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Tuition	Other Costs	Total Costs
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List equipment available: _____

List supplies available: _____

List teaching aids available: _____

List texts and reference materials available _____

Occupational Objective _____

Course outline prepared and in use? Yes No *Please submit an electronic copy*

Length of curriculum	Hours of theory	_____	Hours of practical work	_____	Hours of related instruction	_____
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Number of weeks required for completion	_____	Full-time	_____	Part-time	_____
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Number of graduates past year _____ Number of students who started past year _____

Describe job opportunities for course. Include local needs and prior placement records.
