

**State of California  
Office of Administrative Law**

In re:  
Bureau for Private Postsecondary Education

Regulatory Action:

Title 05, California Code of Regulations

Amend sections: 70000, 71100, 71380,  
71390, 71395, 71396,  
71475, 71480, 71500,  
71550, 71630, 71640,  
71650, 71652, 71653

NOTICE OF APPROVAL OF REGULATORY  
ACTION

Government Code Section 11349.3

OAL Matter Number: 2024-0619-03

OAL Matter Type: Regular (S)

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This rulemaking action by the Bureau for Private Postsecondary Education amends several regulations and documents incorporated by reference to revise signature requirements and allow the use of digital signatures on certain forms and applications.

OAL approves this regulatory action pursuant to section 11349.3 of the Government Code. This regulatory action becomes effective on October 1, 2024.

Date: August 1, 2024



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Nicole C. Carrillo  
Senior Attorney

For: Kenneth J. Pogue  
Director

Original: Deborah Cochrane, Chief  
Copy: Yvette Johnson

STD. 400 (REV. 10/2019)

per agency request RM

**REGULAR**

OAL FILE NUMBERS	NOTICE FILE NUMBER <b>Z-2024-0402-07</b>	REGULATORY ACTION NUMBER <b>2024-0619-03S</b>	EMERGENCY NUMBER
For use by Office of Administrative Law (OAL) only			
NOTICE		REGULATIONS	

**ENDORSED - FILED**  
in the office of the Secretary of State  
of the State of California

**AUG 01 2024**

*2:25 PM*

OFFICE OF ADMIN. LAW  
2024 JUN 19 PM4:51

AGENCY WITH RULEMAKING AUTHORITY Bureau for Private Postsecondary Education	AGENCY FILE NUMBER (If any)
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**A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)**

1. SUBJECT OF NOTICE Signature Requirements	TITLE(S) 5	FIRST SECTION AFFECTED 70000	2. REQUESTED PUBLICATION DATE April 2, 2024
3. NOTICE TYPE <input checked="" type="checkbox"/> Notice re Proposed Regulatory Action <input type="checkbox"/> Other	4. AGENCY CONTACT PERSON Yvette Johnson	TELEPHONE NUMBER (279) 895-6099	FAX NUMBER (Optional)
OAL USE ONLY <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved as Modified <input type="checkbox"/> Disapproved/Withdrawn	NOTICE REGISTER NUMBER <b>2024 15-2</b>	PUBLICATION DATE <b>4/12/24</b>	

**B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)**

1a. SUBJECT OF REGULATION(S) Signature Requirements	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)		
2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)			
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	ADOPT		
TITLE(S) 5	AMEND 70000, 71100, 71380, 71390, 71395, 71396, 71475, 71480, 71500, 71550, 71630, 71640, cont.		
REPEAL			
3. TYPE OF FILING			
<input checked="" type="checkbox"/> Regular Rulemaking (Gov. Code §11346) <input type="checkbox"/> Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute. <input type="checkbox"/> Emergency Readopt (Gov. Code, §11346.1(h)) <input type="checkbox"/> Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)			
<input type="checkbox"/> Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4) <input type="checkbox"/> File & Print <input type="checkbox"/> Print Only			
<input type="checkbox"/> Emergency (Gov. Code, §11346.1(b)) <input type="checkbox"/> Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1) <input type="checkbox"/> Other (Specify) _____			
4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)			
5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)			
<input checked="" type="checkbox"/> Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a)) <input type="checkbox"/> Effective on filing with Secretary of State <input type="checkbox"/> \$100 Changes Without Regulatory Effect <input type="checkbox"/> Effective other (Specify) _____			
6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY			
<input checked="" type="checkbox"/> Department of Finance (Form STD. 399) (SAM §6660) <input type="checkbox"/> Fair Political Practices Commission <input type="checkbox"/> State Fire Marshal			
<input type="checkbox"/> Other (Specify) _____			
7. CONTACT PERSON Yvette Johnson	TELEPHONE NUMBER (279) 895-6099	FAX NUMBER (Optional)	E-MAIL ADDRESS (Optional)

8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE <i>Kimberly Kirchemeyer</i>	DATE June 12, 2024
TYPED NAME AND TITLE OF SIGNATORY Kimberly Kirchemeyer, Director, Department of Consumer Affairs	

For use by Office of Administrative Law (OAL) only

**ENDORSED APPROVED**

**AUG 01 2024**

Office of Administrative Law

**B. Submission of Regulations**

**2. Section(s) affected – Amend: 71650, 71652 and 71653**

DEPARTMENT OF CONSUMER AFFAIRS  
TITLE 5. BUREAU OF PRIVATE POSTSECONDARY EDUCATION

ORDER OF ADOPTION  
Signature Requirements

California Code of Regulations  
Division 7.5. Private Postsecondary Education  
Chapter 2. Applications

<b>Legend:</b>	Added text is indicated with an <u>underline</u> . Omitted text is indicated by (* * * *) Deleted text is indicated by <del>strikeout</del> .
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1. Amend section 70000 of Article 1, of Chapter 1, of Division 7.5, of Title 5 of the California Code of Regulations

**70000. Definitions.**

(\* \* \* \*)

(i) "Degree program" means an educational program leading to the award of an academic degree as defined in section 94830 of the Code.

(j) "Digital signature" means a signature made pursuant to Government Code section 16.5.

~~(j)~~(k) "Duly qualified faculty" or "faculty member" means a person or people who satisfy the requirements of section 71720.

(\* \* \* \*) [(l) through (ac) in between to be renumbered]

(~~ac~~) "Unit" or "unit of credit" means a measure of college or university level instruction that is evaluated by duly qualified faculty.

Note: Authority cited: Sections 94803, 94877, 94885, ~~94885.1~~ and 94885.5, Education Code. Reference: Sections 94818, 94830, 94844, 94874, 94885, ~~94885.1~~, 94885.5 and 94923, Education Code.

2. Amend Section 71100 of Article 1, of Chapter 2, of Division 7.5, of Title 5 of the California Code of Regulations

**71100. Application Form.**

(a) An applicant seeking approval to operate pursuant to Section 94886 of the Code, other than Approval to Operate by Accreditation pursuant to Section 94890(a)(1) of the



Code, shall complete the "Application for Approval to Operate for an Institution Not Accredited," Form Application 94886 (rev. 2/108/24), which is hereby incorporated by reference. An applicant seeking approval to operate by accreditation pursuant to Section 94890(a)(1) of the Code shall comply with section 71390.

(\* \* \* \*)

NOTE: Authority cited: Sections 94803, 94877 and 94888, Education Code. Reference: Sections 94886, 94887, 94888, 94890 and 94930.5, Education Code.

**3. Amend Section 71380, of Article 1, of Chapter 2, of Division 7.5 of Title 5 of the California Code of Regulations**

**71380. Signatures and Certification.**

(a) The Form Application 94886 shall be signed with original or digital signature and dated, and each fact stated therein and each attachment thereto shall be declared to be true under penalty of perjury, as follows:

(1) By each owner of the institution, or each partner in a partnership, or

(2) If the institution is incorporated, by the chief executive officer or president of the corporation and each person who owns or controls 25 percent or more of the stock or interest in the institution, or

(3) ~~By each member of the governing body of a nonprofit corporation.~~ If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.

(\* \* \* \*)

NOTE: Authority cited: Sections 94803, 94877 and 94888, Education Code. Reference: Section 2015.5, Code of Civil Procedure; and Section 94888, Education Code.

**4. Amend Section 71390, of Article 2, of Chapter 2, of Division 7.5 of Title 5 of the California Code of Regulations**

**71390. Application Form.**

(a) An applicant seeking approval to operate by means of its accreditation pursuant to Section 94890(a)(1) of the Code shall complete an the "Application for Approval to Operate for an Accredited Institution," Form Application 94890 (rev. 2/10) with the requirements of this section.

(\* \* \* \*)

(d) The application shall be signed with original or digital signature and dated, and each fact stated therein and each attachment thereto shall be declared to be true under penalty of perjury, as follows:

(1) Signatories:

(A) By each owner of the institution, or each partner in a partnership, or

(B) If the institution is incorporated, by the chief executive officer or president of the corporation and each person who owns or controls 25 percent or more of the stock or interest in the institution, or

(C) ~~Each member of the governing body of a nonprofit corporation.~~ If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.

(\* \* \* \*)

NOTE: Authority cited: Sections 94803, 94877 and 94888, Education Code. Reference: Section 94890, Education Code.

**5. Amend Section 71395, of Article 3, of Chapter 2, of Division 7.5 of Title 5 of the California Code of Regulations**

**71395. Application; Fees.**

(a) In order to obtain verification from the Bureau that it is exempt pursuant to Section 94874 of the Code, an institution must complete an "Application for Verification of Exempt Status," Form Application 94874 (rev. 2/10) with the requirements of this section.

(\* \* \* \*)

(c) The application shall be signed and dated, and each fact stated therein and each attachment thereto shall be declared to be true under penalty of perjury, as follows:

(1) Signatories to sign with original or digital signature:

(A) Each owner of the institution, or each partner in a partnership, or

(B) If the institution is incorporated, the chief executive officer or president of the corporation and each person who owns or controls 25 percent or more of the stock or interest in the institution, or

(C) ~~Each member of the governing body of a nonprofit corporation.~~ If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.



(\* \* \* \*)

NOTE: Authority cited: Sections 94803 and 94877, Education Code. Reference: Sections 94874.1 and 94874.7, of the Education Code.

**6. Amend Section 71396, of Article 3.5, of Chapter 2, of Division 7.5 of Title 5 of the California Code of Regulations**

**71396. Application Form; Immediate STRF Compliance.**

(a) An applicant seeking to operate an out-of-state private postsecondary institution, as defined in Section 94850.5 of the Code, that is required to register with the Bureau pursuant to Section 94801.5 of the Code, shall complete the Bureau's Application for Registration or Re-Registration of Out-of-State Institution [Form Application 94801.5 (rev. 8/224)], which is hereby incorporated by reference. An applicant shall submit to the Bureau the completed form, the information and documentation required by Section 94801.5 of the Code, and the registration fee as provided in Section 94930.5 of the Code.

(\* \* \* \*)

NOTE: Authority cited: Sections 94801.5 and 94877, Education Code. References: Sections 94801.5, 94850.5, 94909(a)(14), 94911(b), 94923, 94924, 94930.5, Education Code.

**7. Amend Section 71475, of Article 6, of Chapter 2, of Division 7.5 of Title 5 of the California Code of Regulations**

**71475. Renewal of an Approval to Operate for a Non-Accredited Institution; Cancellation of an Approval to Operate**

(a) Unless renewed, an approval to operate shall expire at 12 midnight on the last day of the institution's term of approval to operate as granted pursuant to section 94802 or section 94889 of the Code.

(b) An institution seeking to renew its Approval to Operate pursuant to section 94891 of the Code shall, prior to its expiration, complete and submit to the Bureau an ~~the~~ "Application for Renewal of Approval to Operate and Offer Educations Programs for Non-Accredited Institutions," Form Application 94891 (rev. 2/10) with the requirements of this section.

(\* \* \* \*)

(gg) The institution demonstrates its continued capacity to meet the minimum operating standards by submitting the renewal application signed and dated, and each fact stated

therein and each attachment thereto declared to be true under penalty of perjury, as follows:

(1) Signatories shall sign with original or digital signatures:

(A) Each owner of the institution, or each partner in a partnership, or

(B) If the institution is incorporated, by the chief executive officer or president of the corporation and each person who owns or controls 25 percent or more of the stock or interest in the institution, or

(C) ~~Each member of the governing body of a nonprofit corporation.~~ If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.

(\* \* \* \*)

NOTE: Authority cited: Sections 94803 and 94891, Education Code. Reference: Sections 94802, 94889 and 94931, Education Code.

**8. Amend Section 71480, of Article 6, of Chapter 2, of Division 7.5 of Title 5 of the California Code of Regulations**

**71480. Renewal of an Approval to Operate for an Accredited Institution.**

(a) Unless renewed, an approval to operate shall expire at 12 midnight on the last day of the institution's term of approval as granted pursuant to section 94890(b) of the Code.

(b) An institution seeking to renew its Approval to Operate pursuant to section 94890 of the Code shall complete and submit to the Bureau an the "Renewal Application for Approval to Operate for an Accredited Institution," Form Application 94890 (rev. 2/10) with the requirements of this section.

(\* \* \* \*)

(e) The institution demonstrates its continued capacity to meet the minimum operating standards by submitting the application signed and dated, and each fact stated therein and each attachment thereto declared to be true under penalty of perjury, as follows:

(1) Signatories shall sign with original or digital signatures:

(A) Each owner of the institution, or each partner in a partnership, or

(B) If the institution is incorporated, by the chief executive officer or president of the corporation and each person who owns or controls 25 percent or more of the stock or interest in the institution, or



(C) Each member of the governing body of a nonprofit corporation. If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.

(\* \* \* \*)

NOTE: Authority cited: Sections 94803, 94890 and 94891, Education Code. Reference: Sections 94802, 94889, 94890, 94930.5 and 94931, Education Code.

**9. Amend Section 71500, of Article 7, of Chapter 2, of Division 7.5 of Title 5 of the California Code of Regulations**

**71500. Application to Change Location.**

(a) An institution seeking a change of location as defined in Section 94823.5 of the Code shall complete the "Change of Location" a form (LOC rev. 2/10) with the requirements of this section to obtain prior authorization. The form shall be submitted at least 60 calendar days prior to the proposed date of the change in location unless an unforeseen and unavoidable circumstance outside the control of the institution requires an earlier change; in which case it shall be submitted no later than 30 calendar days following the change in location. The form shall be submitted to the Bureau along with the appropriate fee as provided in Section 94930.5(c) of the Code. ~~It shall be signed by the signatory(ies) required by section 71380 and dated, and each fact stated therein and each attachment thereto shall be declared to be true under penalty of perjury, in the following form:~~

~~"I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.~~

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature)

It shall be signed with original or digital signature and dated, and each fact stated therein, and each attachment thereto shall be declared to be true under penalty of perjury, as follows:

(1) By each owner of the institution or each partner in a partnership, or

(2) If the institution is incorporated by the chief executive officer or president of the corporation and each person who owns or controls 25 percent or more of the stock or interest in the institution, or

(3) If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.

(\* \* \* \*)

~~(1) The application for change of location for an institution approved by means of accreditation shall be signed with original or digital signature and dated by the signatory(ies) required by section 71390(d), and each fact stated therein and each attachment thereto shall be declared to be true under penalty of perjury, in the following form:~~

~~"I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.~~

\_\_\_\_\_

\_\_\_\_\_

~~(Date)~~

~~(Signature)~~

and each attachment thereto shall be declared to be true under penalty of perjury, as follows:

(1) By each owner of the institution or each partner in a partnership, or

(2) If the institution is incorporated by the chief executive officer or president of the corporation and each person who owns or controls 25 percent or more of the stock or interest in the institution, or

(3) If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.

Note: Authority cited: Sections 94803 and 94895, Education Code. Reference: Sections 94823.5, 94893, 94894, 94895, 94896, 94898(d) and 94930.5, Education Code.

**10. Amend Section 71550, of Article 7, of Chapter 2, of Division 7.5 of Title 5 of the California Code of Regulations**

**71550. Application for Addition of Separate Branch.**

~~(a) An institution seeking to add a separate branch pursuant to section 94894(h) shall complete an the "Application for Addition of a Separate Branch" form (SEP rev. 2/10) with the requirements of this section to obtain prior authorization. The form shall be submitted to the Bureau along with the appropriate fee as provided in Section 94930.5(a)(2) of the Code. It shall be signed and dated by the signatory(ies) required by section 71380 for an institution approved under section 94885 of the Code and section 71390 for an institution approved under section 94890 of the Code, and each fact stated therein and each attachment thereto shall be declared to be true under penalty of perjury, in the following form:~~

~~"I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.~~



\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

It shall be signed with original or digital signature and dated, and each fact stated therein, and each attachment thereto, shall be declared to be true under penalty of perjury, as follows:

(1) By each owner of the institution or each partner in a partnership, or

(2) If the institution is incorporated by the chief executive officer or president of the corporation and each person who owns or controls 25 percent or more of the stock or interest in the institution, or

(3) If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.

(\* \* \* \*)

NOTE: Authority cited: Sections 94803 and 94895, Education Code. Reference: Sections 94823.5, 94893, 94894, 94895, 94896 and 94930.5, Education Code.

**11. Amend Section 71630, of Article 7, of Chapter 2, of Division 7.5 of Title 5 of the California Code of Regulations**

**71630. Application for Change of Name.**

(a) An institution seeking to change its name shall complete a the "Change of Name" form (NAME rev. 2/10) with the requirements of this section to obtain prior authorization. The form shall be submitted to the Bureau along with the appropriate fee as provided in Section 94930.5(c) of the Code. ~~For an institution approved under section 94885 of the code it shall be signed and dated by the signatory(ies) required by section 71380, for an institution approved under section 94890 of the code it shall be signed and dated by the signatory(ies) required by section 71390, and each fact stated therein and each attachment thereto shall be declared to be true under penalty of perjury, in the following form:~~

~~"I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.~~

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

It shall be signed with original or digital signature and dated, and each fact stated therein, and each attachment thereto shall be declared to be true under penalty of perjury, as follows:



(1) By each owner of the institution or each partner in a partnership, or

(2) If the institution is incorporated by the chief executive officer or president of the corporation and each person who owns or controls 25 percent or more of the stock or interest in the institution, or

(3) If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.

(\* \* \* \*)

NOTE: Authority cited: Sections 94803 and 94895, Education Code. Reference: Sections 94893, 94894, 94895, 94896 and 94930.5, Education Code.

**12. Amend Section 71640, of Article 7, of Chapter 2, of Division 7.5 of Title 5 of the California Code of Regulations**

**71640. Application for Ownership, Control, or Business Organization Form.**

~~(a) An institution seeking to change the business organization form, control, or ownership as defined in sections 94821, 94822, or 94823, respectively shall complete a the "Change of Business Organization/Control/Ownership" form (OWN rev. 2/10) with the requirements of this section to obtain prior authorization. The form shall be submitted to the Bureau along with the appropriate fee as provided in Section 94930.5(c) of the Code. An application under this section shall be signed by all signatories to the initial application, or the last approved application under this section, as well as the persons required to sign an application pursuant to section 71380 for institutions approved under section 94885 of the code and section 71390 for institutions approved under section 94890 of the code. Each signature shall be dated, and each fact stated therein and each attachment thereto shall be declared to be true under penalty of perjury, in the following form:~~

~~"I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.~~

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature)"

It shall be signed with original or digital signature and dated, and each fact stated therein, and each attachment thereto, shall be declared to be true under penalty of perjury, as follows:

(1) By each owner of the institution or each partner in a partnership, or

(2) If the institution is incorporated by the chief executive officer or president of the corporation and each person who owns or controls 25 percent or more of the stock or interest in the institution, or

(3) If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.

(\* \* \* \*)

NOTE: Authority cited: Sections 94803 and 94895, Education Code. Reference: Sections 94821, 94822, 94823, 94893, 94894, 94895, 94896 and 94930.5, Education Code.

**13. Amend Section 71650, of Article 7, of Chapter 2, of Division 7.5 of Title 5 of the California Code of Regulations**

**71650. Application for a Change in Educational Objectives or Clock or Credit Hours Required to Complete a Program (An Increase or Decrease by 25% or More).**

(a) An institution seeking to change its educational objectives, or increase or decrease by 25 percent or more the number of clock hours or credit hours required for successful completion of a program under section 94894(i) of the Code, shall complete the "Application for Change in Educational Objectives or Clock or Credit Hours Required to Complete a Program (An Increase or decrease by 25% or More)" form (OBJ rev. 8/2224), which is hereby incorporated by reference, to obtain prior authorization from the Bureau in accordance with 94894 of the Code. The form shall be submitted to the Bureau along with the appropriate fee as provided in Section 94930.5(c) of the Code.

(\* \* \* \*)

NOTE: Authority cited: Sections 94803, 94877, 94885, 94885.5 and 94895, Education Code. Reference: Sections 94823.5, 94885, 94885.5, 94893, 94894, 94895, 94896 and 94930.5, Education Code.

**14. Amend Section 71652, of Article 7, of Chapter 2, of Division 7.5 of Title 5 of the California Code of Regulations**

**71652. Application for a Change to Begin Participation in Federal Student Financial Aid Programs Authorized by Title IV of the Federal Higher Education Act of 1965, as Amended (20 U.S.C. Sec. 1070 et seq.).**

(a) An institution seeking to begin participation in federal Student Financial Aid Programs authorized by Title IV of the federal Higher Education Act of 1965, as



amended (20 U.S.C. Sec. 1070 et seq. – federal Higher Education Act of 1965) shall complete the “Application for Authorization for Institution to Begin Participation in Student Financial Aid Programs (Title IV of the Higher Education Act of 1965)” form (AID New. 8/2224) which is hereby incorporated by reference, to obtain prior authorization from the Bureau in accordance with Section 94894 of the Code. The form shall be submitted to the Bureau along with the appropriate fee for authorization of a substantive change as provided in Section 94930.5(c) of the Code.

(\* \* \* \*)

NOTE: Authority cited: Sections 94877 and 94895, Education Code. Reference: Sections 94893, 94894(j), 94895, 94896 and 94930.5, Education Code.

**15. Amend Section 71653, of Article 7, of Chapter 2, of Division 7.5 of Title 5 of the California Code of Regulations**

**71653. Application for Authorization for a Change in Academic Measurement of an Educational Program from Clock Hours to Credit Hours.**

(a) An institution seeking to change the academic measurement of an educational program from clock hours to credit hours shall complete the “Application for Authorization to Change from Clock Hours to Credit Hours” form (CREDIT New. 8/2224) which is hereby incorporated by reference, to obtain prior authorization from the Bureau in accordance with 94894 of the Code. The form shall be submitted to the Bureau along with the appropriate fee for authorization of a substantive change as provided in Section 94930.5(c) of the Code.

(\* \* \* \*)

NOTE: Authority cited: Sections 94877 and 94895, Education Code. Reference: Sections 94893, 94894(k), 94895, 94896 and 94930.5, Education Code.





P.O. Box 980818 West Sacramento, CA 95798-0181

P (916) 574-8900 | Toll-Free (888) 370-7589 | www.bppe.ca.gov

### Application for Registration or Re-Registration of Out of State Institutions

(California Education Code §§ 94801.5, 94850.5, 94930.5; Title 5, California Code of Regulations §§ 71396, 74000, 76130, 76215)

(\$1,500.00 fee to register and re-register)

Effective July 1, 2017, an out-of-state private postsecondary educational institution must register with the Bureau or is not authorized to enroll California students. (Ed. Code § 94801.5.) "Out-of-state private postsecondary educational institution" means a private entity without a physical presence in California that offers postsecondary distance education to California students for a fee, regardless of whether the entity has any affiliates located in California. (Ed. Code § 94850.5.) Non-public higher education institutions that are degree granting, non-profit, and accredited are exempt and need not register. (Ed. Code § 94801.5(c).) Each registration and re-registration application carries a nonrefundable fee of \$1,500.00. An approved registration is valid for five years. (Ed. Code §§ 94930.5(e)(1), 94801.5(e).)

To be eligible to register (or for re-registration after expiration of a prior registration), the \$1,500 fee and any applicable documentation identified below must be included with the information required in this application.

Check one of the following:

- This is an initial application for registration. (The Bureau has not previously granted a registration).
- or
- This is an application for re-registration. (The Bureau previously granted a registration; Number \_\_\_\_\_).

**If this is an application for re-registration, check the following statements if accurate:**

- The institution certifies that it has remitted Student Tuition Recovery Fund assessments collected from its California students to the Bureau.
- The institution certifies that it has provided Student Tuition Recovery Fund disclosures to its California students in its catalog and/or enrollment agreement.

<b>OFFICE USE ONLY</b>			
Date Stamp	SAIL Application # _____	Institution Code _____	
	Application Fee Received _____	Date _____	Revenue Code <b>125700-2E</b>

<b>SECTION 1 – OUT-OF-STATE INSTITUTION</b>				
Legal Name of Institution:				
Business Form (please check only one):				
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Corporation (For-Profit)	<input type="checkbox"/> Corporation (Non-Profit)
DBA or Trade Name of Institution (If different than legal name):				
Institution's Main Administrative Address:				
City:		State:		Zip:
Phone Number:			Fax Number:	
Website Address:				

<b>SECTION 2 – INSTITUTION'S CONTACT PERSON FOR THIS APPLICATION</b>		
Name:		Email address:
Address:		
City:	State:	Zip:
Telephone Number:		Fax Number:

<b>SECTION 3 – INSTITUTION'S CALIFORNIA AGENT FOR SERVICE OF PROCESS</b>		
The institution is required to designate and maintain an agent for service of process who is physically within this state, and provide the name, address, and telephone number of the agent to the Bureau.		
Name:		
Address:		
City:	State:	Zip:
Telephone Number:		Email Address (optional):

<b>SECTION 4 – AFFILIATED INSTITUTION(S) IN CALIFORNIA (if any)</b>				
Identify any affiliated institutions or affiliated institutional locations the out-of-state institution has in California. Attach additional pages if necessary. An affiliate means your school or program has a formal collaborative agreement with another school or program where your school or program agrees to utilize the policies, curriculum, facilities, employees or equipment of the other school or program, or it is an entity that is related to the out-of-state institution by financial interests or other means of control, including the same ownership or management (by the same individual(s) or business entity).				
Legal Name of Affiliate Institution:				
Institution/School Code with the Bureau:				
Business Form (please check only one):				
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Corporation (For-Profit)	<input type="checkbox"/> Corporation (Non-Profit)

DBA or Trade Name of Affiliate Institution or Affiliate Locations (if different than legal name):		
Affiliate Institution's California Address(es):		
City:	State:	Zip
Phone Number:		Fax Number:

Complete sections 5 through 9 as applicable.

<b>SECTION 5 – ACCREDITATION</b>
Attached is verification of accreditation granted by the institution's accrediting agency that is recognized by the United States Department of Education.
Document is attached: _____ (initial)

<b>SECTION 6 – STATE AUTHORIZATION</b>
Attached is verification that the institution is approved to operate in the state of its main administrative location.
Document is attached: _____ (initial)

<b>SECTION 7 – FINANCIAL RESPONSIBILITY</b>
(a) If applicable, for institutions participating in federal student financial aid programs under Title IV of the Higher Education Act (20 U.S.C. 1070 et seq.) ("participating institutions"), attach the institution's Financial Responsibility Composite Scores as described and calculated in Title 34, Code of Federal Regulations (C.F.R.) sections 668.171 and 668.172 for the past five years, as determined by the U.S. Department of Education.
Documents are attached: _____ (initial)
(b) If applicable, for participating institutions, was the institution placed on Heightened Cash Monitoring as described in 34 C.F.R. section 668.162?
<input type="checkbox"/> Yes (statement attached) <input type="checkbox"/> No _____ (initial)
If "yes", provide the dates that the institution was placed on Heightened Cash Monitoring and specify if it was Level 1 or Level 2 in a statement attached to this application.

<b>SECTION 8 – CATALOG AND ENROLLMENT AGREEMENT (STRF Student Disclosures)</b>
Attached is a copy of the current catalog and a sample enrollment agreement for California students or other documentation showing the required Student Tuition Recovery Fund (STRF) student disclosures.
<input type="checkbox"/> Catalog attached: _____ (initial)



For institutions that use enrollment agreements, attached is a copy of an enrollment agreement for California students showing the required STRF student disclosures as referenced in Title 5, California Code of Regulations (CCR) section 71396(c).

Enrollment agreement attached: \_\_\_\_\_ (initial)

For institutions that do not use enrollment agreements, attached are documents showing how the required STRF student disclosures were provided to California students.

Documents attached: \_\_\_\_\_ (initial)

Attached are copies of the STRF records required to be kept by 5 CCR section 76140 for each California student for the past five years. If this is a new application, please attach a copy of a spreadsheet formatted to collect the information required by 5 CCR section 76140.

Documents are attached: \_\_\_\_\_ (initial)

**SECTION 9 – EXPLANATION OF PRIOR OR PENDING ACTIONS** For the purposes of this section, "controlling officer" shall mean "person in control" as defined in California Education Code (CEC) section 94856 and "controlling interest" or "controlling investor" shall mean a person who owns 25% or more in stock of the institution as set forth in CCR section 71130.

1. Has the institution, or a predecessor institution under substantially the same control or ownership as specified in CEC sections 94822 and 94823, had its authorization or approval revoked or suspended by a state or the federal government, or, within five years before submission of the registration or re-registration application, has the institution been subject to an enforcement action by a state or the federal government that resulted in the imposition of limits on enrollment or student aid, or is subject to such an action that is not final and that was ongoing at the time of submission of the registration or re-registration application? If yes, the institution shall provide the Bureau with a statement describing the relevant actions, providing an explanation of the facts and circumstances surrounding the action(s) and any remediation efforts the institution undertook as a result of the action(s).

Yes (statement attached)  No \_\_\_\_\_ (initial)

2. Has the institution, or a controlling officer of, or a controlling interest or controlling investor in, the institution or in the parent entity of the institution, been subject to any education, consumer protection, unfair business practice, fraud, or related enforcement action by a state or federal agency within five years prior to submitting the registration or re-registration application? If yes, the institution shall provide the Bureau a copy of the operative complaint with the registration or re-registration application.

Yes (statement attached)  No \_\_\_\_\_ (initial)

3. Is the institution currently on probation, show cause, or subject to other adverse action (as defined at 34 CFR sec. 602.3(b) as revised 9/2020), or the equivalent thereof, by its institutional accreditor or by a programmatic accreditor, or has the institution had its accreditation revoked or suspended within the five years prior to submitting the registration or re-registration application? If yes, the institution shall provide the Bureau with a statement describing the relevant action(s), providing an explanation of the facts and circumstances surrounding the action(s) and any remediation efforts the institution undertook as a result of the action(s).

Yes (statement attached)  No \_\_\_\_\_ (initial)

4. Has the institution, within five years prior to submitting the registration or re-registration application, settled, or been adjudged to have liability for, a civil complaint alleging the institution's failure to provide educational services, including a complaint alleging a violation of Title IX of the federal Education Amendments of 1972 (Public Law 92-318) or a similar state law, or a complaint alleging a violation of a law concerning consumer protection, unfair business practice, or fraud, filed by a student or former student, an employee or former employee, or a public official, for more than two hundred fifty thousand dollars (\$250,000)? If yes, the institution shall provide the Bureau a copy of the complaint filed by the plaintiff and a copy of the judgment or settlement agreement for any such judgment or settlement.

Yes (statement attached)  No \_\_\_\_\_ (initial)

5. Does the institution currently contract with any third parties for advertising, recruiting, instruction, or student services activities which, to the institution's knowledge, within the past five years, have settled, or been adjudged to have liability for, a civil complaint concerning consumer protection, unfair practices, or fraud, for more than two hundred fifty thousand dollars (\$250,000)? If yes, the institution shall provide the Bureau a copy of any contract between the institution and the third party and a statement listing the case name, case number and court or jurisdiction where the civil complaint was filed.

Yes (statement attached)  No \_\_\_\_\_ (initial)

6. Is the institution aware of current or former students having filed borrower defense claims as described in Title 34 C.F.R. section 685.206, revised 9/2019, with the Department of Education in the past five years? If yes, the institution shall provide the Bureau with the number of known borrower defense claims filed in each year of the past five-year period.

Yes (statement attached)  No \_\_\_\_\_ (initial)

7. Has the applicant or any person in control of the institution (as defined in CEC 94856) ever been convicted of a crime substantially related to the operation of an institution of higher education? For the purposes of this question, "substantially related" shall have the meaning set forth in CCR section 75060.

If yes, the institution shall provide the Bureau with a statement listing the name and title of the individual, and the details regarding any criminal conviction on a separate sheet attached to this application including: the date and place of arrest, name of court, court case number, code section violated, brief explanation of the offense, the sentence imposed and any information regarding rehabilitation efforts that the applicant or person in control would like to submit.

Note: Applicants or persons in control are not required to disclose any of the following:

(i) Convictions dismissed pursuant to Section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code (if such expungement occurred, please provide a copy of the court document showing the dismissal of the applicable criminal conviction(s) with this application);

(ii) Felony convictions for which the person has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code;

(iii) Convictions that were adjudicated in the juvenile court; or,

(iv) Convictions under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) which are two years old or older.

Yes (statement attached)  No \_\_\_\_\_ (initial)

8. Attach copies of the policies and procedures under which a student may withdraw from or cancel enrollment, and the institution's policy for refunds, if not included in catalog and/or enrollment agreement in section 8.

Documentation attached: \_\_\_\_\_ (initial)

### SECTION 10 – CERTIFICATION UNDER PENALTY OF PERJURY

I hereby certify, under penalty of perjury under the laws of the State of California, that I am a person authorized to act for and bind the applicant and that all statements, answers, and representations made on this form and any accompanying attachments are true, complete, and accurate to the best of my knowledge. I am granting permission to the Bureau for Private Postsecondary Education to verify the information provided. By submitting this form and signing below, this institution agrees, as a condition of registration, to be bound by Section 94801.5 of the California Education Code. I acknowledge that the institution's registration may be rejected, conditioned, or revoked as provided by Section 94801.5. This form shall be signed with original or digital signature as follows:

(1) By each owner of the institution, or each partner in a partnership, or

(2) If the institution is incorporated, by the chief executive officer or president of the corporation and each person who owns or controls 25 percent or more of the stock or interest in the institution, or

(3) If the institution is a nonprofit corporation or a public institution, by the chief executive officer or the president.

Use additional pages if necessary.

Authorized-Signature:

Date:

Print of Type Name:

Title:

### NOTICE ON COLLECTION OF PERSONAL INFORMATION

The information requested on this application is mandatory pursuant to Education Code sections 94801.5, 94850.5 and Title 5 CCR section 71396. Failure to provide all of the information requested will result in the application being rejected as incomplete. The information provided will be used to determine qualification of the applicant for registration by the Bureau for Private Postsecondary Education (Bureau) as an out-of-state private postsecondary educational institution. The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing personal information maintained by the Bureau unless the records are exempted from disclosure by law. For questions about this notice or access to your records, you may contact the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798, by phone at (916) 574-8900, or by email at [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov).





Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

**OFFICE USE ONLY**  
Date Stamp

Application # \_\_\_\_\_

Application fee \_\_\_\_\_ Date \_\_\_\_\_

School Code \_\_\_\_\_

Revenue Code **1257005Y / 12570061**

**Application for Authorization for Institution to Begin Participation in Student Financial Aid Programs (Title IV of the Higher Education Act of 1965)**

*(California Education Code (CEC) § 94894, 94896; Title 5, California Code of Regulations (CCR) § 71652)*

- Approved Institution \$500.00 non-refundable fee**  
 **Institution Approved By Means of Accreditation \$250.00 non-refundable fee**

**1. INSTITUTION**

Name of Institution:

School Code

Address:

City

State

Zip

Phone Number:

Fax Number:

Website Address:

**2. INSTITUTION'S CONTACT PERSON (for this application)**

Name

Email Address

Address

City

State

Zip

Telephone Number

Fax Number

**3. DATE**

What is the proposed effective date of participation in Student Financial Aid Programs under Title IV of the Higher Education Act?

**4. FINANCIAL AID POLICIES, PRACTICES, AND DISCLOSURES**

Please attach the statement of the institution's financial aid policies, practices, and disclosures required by section 94909(a)(10), as well as copies of the institution's catalog and enrollment agreements containing the disclosures required by 5 CCR section 71810 and CEC section 94911.

Document is attached: \_\_\_\_\_ Yes \_\_\_\_\_ No

---

**If this institution is approved by means of accreditation skip to #7.**  
**Attach a certified copy of the current verification of accreditation granted by the accrediting agency.**

**5. ORGANIZATION AND MANAGEMENT**

Will the institution's participation in Student Financial Aid Programs under Title IV of the Higher Education Act cause any changes to the institution's organization and management including changes to the job duties and responsibilities of each administrative and faculty position, and/or the addition of a financial aid officer position?

Yes  No  If yes, please attach a document stating the planned changes.

---

**6. EDUCATIONAL PROGRAM**

Will the institution's participation in Student Financial Aid Programs under Title IV of the Higher Education Act cause any changes in the institution's educational programs including any of the changes required to be reported under CEC sections 94894(a), 94894(g), 94894(i), or 94894(k)?

Yes  No  If yes, please attach a document stating the planned changes.

---

**7. DECLARATION UNDER PENALTY OF PERJURY**

**This application shall be signed with original or digital signature by the following:**

- Each owner of the institution, or each partner in a partnership or
  - If the institution is incorporated, by the chief executive officer or president of the corporation and each owner of 25 percent or more of the stock, or interest in the institution, or
  - ~~By each member of the governing body of a nonprofit corporation.~~ If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.
- 

**I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owning \_\_\_\_\_ % of Ownership      Chief Executive Officer \_\_\_\_\_      Member, Board of Directors \_\_\_\_\_

General Partner \_\_\_\_\_

**I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

---

City _____	State _____	Zip _____
Owning _____% of Ownership	Chief Executive Officer _____	Member, Board of Directors _____
General Partner _____		

**I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.**

Signature _____	Date _____
-----------------	------------

Name \_\_\_\_\_

Address \_\_\_\_\_

City _____	State _____	Zip _____
------------	-------------	-----------

Owning _____% of Ownership	Chief Executive Officer _____	Member, Board of Directors _____
----------------------------	-------------------------------	----------------------------------

General Partner \_\_\_\_\_

Attach Additional Sheet(s) if Necessary

**NOTICE ON COLLECTION OF PERSONAL INFORMATION**

The information requested on this application is mandatory pursuant to CEC sections 94894, 94896 and Title 5 CCR section 71652. Failure to provide all of the information requested will result in the application being ineligible for processing, or subject to denial (Title 5 CCR section 71655). The information provided will be used to determine qualification of the applicant for authorization to make a substantive change to its approval to operate by the Bureau for Private Postsecondary Education (Bureau). The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing personal information maintained by the Bureau unless the records are exempted from disclosure by law as specified in Civil Code section 1798.40. For questions about this notice or access to your records, you may contact the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, by phone at (916) 574-8900, or by email at [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov).





Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

<b>OFFICE USE ONLY</b>	
Date Stamp _____	
Application # _____	
Application fee _____	Date _____
School Code _____	
Revenue Code <b>12570062 / 12570063</b>	

**Application for Authorization to Change from Clock Hours to Credit Hours**  
*(California Education Code (CEC) §§ 94894, 94896; Title 5, California Code of Regulations (CCR) § 71653)*

- Approved Institution \$500.00 non-refundable fee**  
 **Institution Approved By Means of Accreditation \$250.00 non-refundable fee**

**1. INSTITUTION**

Name of Institution: \_\_\_\_\_ School Code \_\_\_\_\_

---

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

**2. INSTITUTION'S CONTACT PERSON (for this application)**

Name \_\_\_\_\_ Email Address \_\_\_\_\_

---

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**Is this institution approved by means of accreditation? \_\_ Yes \_\_ No** If this institution is approved by means of accreditation attach the certification required by Title 5 CCR section 71653 and then skip to #9.

Attached is a certified copy of the current verification of accreditation granted by the accrediting agency.

**3. REASON FOR CHANGE**

Describe the reasons for the proposed change to confer credit hours (units) instead of clock hours for each educational program proposed to change. If the information cannot be written in the space provided, attach additional pages to this form.

Additional information attached: \_\_\_\_ Yes \_\_\_\_ No

**4. DATE**

Date of the proposed change? \_\_\_\_\_

---

**5. TYPE OF CONVERSION**

Indicate below whether the institution is seeking to confer quarter or semester (or other) credit hours.

**6. CURRICULUM**

Describe how the curriculum will be changed or adapted to meet the minimum requirements for the conferral of credit hours. If the information cannot be written in the space provided, attach additional pages to this form.

Additional information attached:  Yes  No

---

**7. CALCULATION**

Describe proposed credit hour calculations by listing all applicable instructional hours of lecture, lab, practicum, and other planned learning experiences as determined by duly qualified faculty ("duly qualified faculty" as defined in Title 5 CCR section 70000(j)). If the information cannot be written in the space provided, attach additional pages to this form.

Identify and quantify time in hours outside of instruction which an institution requires a student to devote to preparation (this means time for preparation for instruction, study of course material, or completion of educational projects) for planned learning experiences. If the information cannot be written in the space provided, attach additional pages to this form.

Additional information attached:  Yes  No

---

**8. ADDITIONAL INFORMATION**

Include any material facts, as defined in Title 5 CCR section 71340(a), which have not otherwise been disclosed in the application that without inclusion would cause the information provided on this application to be false, misleading or incomplete. If the information cannot be written in the space provided, attach additional pages to this form.

Additional information attached:  Yes  No

---

The institution may also include any other facts that the institution would like the Bureau to consider in approving this application. If the information cannot be written in the space provided, attach additional pages to this form.

Additional information attached:  Yes  No

---

**9. DECLARATION UNDER PENALTY OF PERJURY**

This application shall be signed with original or digital signature by the following:

- Each owner of the institution, or each partner in a partnership or
- If the institution is incorporated, by the chief executive officer or president of the corporation and each owner of 25 percent or more of the stock, or interest in the institution, or
- ~~By each member of the governing body of a nonprofit corporation.~~ If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.

**I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owning \_\_\_\_\_% of Ownership      Chief Executive Officer \_\_\_\_\_      Member, Board of Directors \_\_\_\_\_

General Partner \_\_\_\_\_

**I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owning \_\_\_\_\_% of Ownership      Chief Executive Officer \_\_\_\_\_      Member, Board of Directors \_\_\_\_\_

General Partner \_\_\_\_\_

**I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owning \_\_\_\_\_% of Ownership      Chief Executive Officer \_\_\_\_\_      Member, Board of Directors \_\_\_\_\_

General Partner \_\_\_\_\_

Attach Additional Sheet(s) if Necessary

**NOTICE ON COLLECTION OF PERSONAL INFORMATION**



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Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

**OFFICE USE ONLY**  
Date Stamp \_\_\_\_\_

SAIL application # \_\_\_\_\_

Application fee \_\_\_\_\_ Date \_\_\_\_\_

School Code \_\_\_\_\_

Revenue Code **1257009R / 1257009V**

**Application for Change in Educational Objectives or Clock or Credit Hours Required to Complete a Program (An Increase or Decrease by 25% or More)**

*(California Education Code §§ 94894, 94896; Title 5, California Code of Regulations (CCR) §§ 71650, 71380, 71390)*

- Approved Institution \$500.00 non-refundable fee**
- Institution Approved By Means of Accreditation \$250.00 non-refundable fee**

**1. INSTITUTION**

Name of Institution: \_\_\_\_\_ School Code \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

**2. INSTITUTION'S CONTACT PERSON (for this application)**

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**If this institution is approved by means of accreditation skip to #11.**

Attached is a certified copy of the current verification of accreditation granted by the accrediting agency.

**3. REASON FOR CHANGE**

What are the reasons for changing the educational objective, or for an increase or decrease of 25 percent or more in the number of clock hours or credit hours required for successful completion of an educational program as defined in Education Code section 94837? How will the changes further the institution's mission and objectives?

Document is attached: \_\_\_\_\_ Yes \_\_\_\_\_ No

**4. DATE**

Date of the proposed change(s)? \_\_\_\_\_

---

**5. FINANCIAL IMPACT**

Describe how the proposed change(s) will impact the financial resources of the institution, including the ability to comply with 5 C.C.R. 71745

Document is attached:  Yes  No

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**6. EDUCATIONAL PROGRAMS****Addition**

Identify and describe the educational program(s) the institution offers or proposes to offer.

If the educational program is a degree program, identify the full title including the name of a specific major field of learning involved, which the institution will place on each degree awarded.

List the following for each educational program offered:

1. The admissions requirements, including minimum levels of prior education, preparation, or training;
2. The number of clock hours or credit hours required for successful completion of the program.
3. The types and amount of general education required.
4. The title of the educational programs and other components of instruction offered.
5. The method of instruction.
6. The graduation requirements.
7. If the educational program is designed to fit or prepare students for employment in any occupation, identify each occupation and job title to which each educational program is represented to lead.

Each educational program meets the requirements of 5 C.C.R. section 71710? Yes  No

Describe for each educational program:

1. The equipment to be used during the educational program
2. The number and qualifications of the faculty needed to teach the educational program.
3. A projection and the bases for the projection of the number of students that the institution plans to enroll in the educational program during each of the three years following the date the application is submitted.
4. The learning, skills, and other competencies to be acquired by students who complete the education program.
5. If licensure is a goal of an education program, a copy of the approval from the appropriate licensing agency. A copy of the intent to approve conditional solely upon institutional approval from the Bureau will also meet this requirement.

Please Note: Upon request, the institution shall provide to the Bureau copies of the required curriculum or syllabi (5 C.C.R. section 71220.)

---

Document is attached:  Yes  No

---

**Change**

If the application is for a change to an existing program describe the differences between the program(s) currently approved and the proposed program(s).

Document is attached:  Yes  No

---

**7. FACULTY**

The institution has contracted with sufficient duly qualified faculty members who meet the qualification of 5 C.C.R. section 71720.

Please check one:  Yes  No

---



**8. FACILITIES AND EQUIPMENT**

For each change or new program offered, describe the facilities and the equipment available for use by students at the main, branch, and satellite locations of the institution.

Document is attached:  Yes  No

---

Include specifications of significant equipment that demonstrate that the equipment meets the standards prescribed by the Code and is sufficient to enable students to achieve the educational objectives of each educational program.

For each item of significant equipment, indicate whether the equipment is owned, leased, rented, or licensed for short or long term, or owned by another and loaned to be used without charge.

Document is attached:  Yes  No

---

**9. LIBRARIES AND OTHER LEARNING RESOURCES**

Describe new or different library holdings, services, and other learning resources necessary for the requested change or addition.

Document is attached:  Yes  No

---

**10. ADDITIONAL INFORMATION**

Include any material facts, which have not otherwise been disclosed in the application that might reasonably affect the Bureau's decision to approve this application.

Document is attached:  Yes  No

---

The institution may also include any other facts that the institution would like the Bureau to consider in approving this application.

Document is attached:  Yes  No

---

**11. DECLARATION UNDER PENALTY OF PERJURY**

**This application shall be signed with original or digital signature by the following:**

- Each owner of the institution, or each partner in a partnership or
  - If the institution is incorporated, by the chief executive officer or president of the corporation and each owner of 25 percent or more of the stock, or interest in the institution, or
  - ~~--- By each member of the governing body of a nonprofit corporation~~ If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.
- 

**I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

---

---

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

---

Owning \_\_\_\_\_% of Ownership      Member, Board of Directors \_\_\_\_\_      General Partner \_\_\_\_\_

**I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

---

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

---

Owning \_\_\_\_\_% of Ownership      Member, Board of Directors \_\_\_\_\_      General Partner \_\_\_\_\_

---

**I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

---

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

---

Owning \_\_\_\_\_% of Ownership      Member, Board of Directors \_\_\_\_\_      General Partner \_\_\_\_\_

---

Attach Additional Sheet(s) if Necessary

### **NOTICE ON COLLECTION OF PERSONAL INFORMATION**

The information requested on this application is mandatory pursuant to CEC sections 94894, 94896 and Title 5 CCR section 71650. Failure to provide all of the information requested will result in the application being ineligible for processing, or subject to denial (Title 5 CCR section 71655). The information provided will be used to determine qualification of the applicant for authorization to make a substantive change to its approval to operate by the Bureau for Private Postsecondary Education (Bureau). The information may be provided to other governmental agencies, or in response to a court order, subpoena, or public records request. You have a right of access to records containing personal information maintained by the Bureau unless the records are exempted from disclosure by law under Civil Code section 1798.40. For questions about this notice or access to your records, you may contact the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, by phone at (916) 574-8900, or by email at [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov).



Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

**OFFICE USE ONLY**  
Date Stamp

SAIL application # \_\_\_\_\_

Application fee \_\_\_\_\_ Date \_\_\_\_\_

School Code \_\_\_\_\_

Revenue Code 1257009M \_\_\_\_\_

### Application for Approval to Operate for an Institution Not Accredited

*(California Education Code §§ 94885, 94887; Title 5, California Code of Regulations §§ 71110-71340)*

**(\$5,000.00 Non Refundable Application Fee)**

#### 1. INSTITUTION (5 C.C.R. Section 71110)

Name of Institution: \_\_\_\_\_

Physical Address of the Primary Administrative  
Location in California: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Institution's  
Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

Physical Address of Main Campus: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Physical Address of Branch/Satellite  
If not applicable so state: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

#### Contact Person for this Application

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_



**2. FORM OF BUSINESS ORGANIZATION (5 C.C.R. Section 71120)**

Individually owned; sole proprietorship

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General Partnership  Limited Partnership

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For Profit Corporation  Non-Profit Corporation  Limited Liability Corporation

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State where incorporated Date of Incorporation

(Attach copies of the articles of incorporation and bylaws.)

**3.1 OWNER(S) (5 CCR Section 71110, 71130)**

List all people who own or control 25% or more of the stock or interest in the Institution or any other person who exercises substantial control over the institution's management or policies, or any other financial involvement in the institution. Attach separate sheets if necessary.

Please check here if addition sheet(s) is (are) attached.

Name	Title:	
Physical Address (Home Address)	Federal Employer Identification Number for Partnerships; Social Security Number for sole owners*:	
City	State	Zip
Telephone Number	Email Address	
Percentage of Ownership:	Nature of Interest:	

Name	Title	
Physical Address (Home Address)	Federal Employer Identification Number for Partnerships; Social Security Number for sole owners*:	
City	State	Zip
Telephone Number	Email Address	
Percentage of Ownership:	Nature of Interest:	

\*Disclosure of your federal employer identification number (EIN) or social security number (SSN) is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42USCA 405 (c)(2)(C) authorize collection of your EIN/SSN. Your EIN/SSN will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Section 14350.6 17520 of the Welfare and Institutions Family Code, or for verification of licensure or examination status by a licensing or examination entity that utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your EIN/SSN, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

**3.2 Attach a Statement from anyone listed in 3.1 who:**

- a) Was found in any judicial or administrative proceeding to have violated the Act or the law of any other state related to untrue or misleading advertising, the solicitation of prospective students for enrollment in an educational service, or the operation of a postsecondary school.
- b) Was denied any type of license on grounds set forth in Section 480 of the Business and Professions Code.
- c) Was adjudicated as responsible for the closure of an institution in which there were unpaid liabilities to the state or federal government or any uncompensated pecuniary losses suffered by students
- d) Has stipulated to a judgment or administrative order or entered a consent decree involving any matters described in this section.
- e) Was convicted of any misdemeanor or felony as provided in Section 480(a)(1) of the Business and Professions Code.

Please check here if there is an (are) attachment(s)

**3.3 Explanation of Pending Actions**

Provide an attachment(s) explaining any legal action pending against the institution or ownership or any of the institution's owners, officers, corporate directors, administrators, or instructors by any federal, state, or local law enforcement agency involving alleged acts of fraud, dishonesty, financial mismanagement, unpaid liabilities to any governmental agency or claims for pecuniary loss suffered by any student.

Please check here if there is an (are) attachment(s)

**4. AGENT FOR SERVICE OF PROCESS WITHIN CALIFORNIA (5 C.C.R. Section 71135)**

Name \_\_\_\_\_

Physical Address  
(not the address of the school) \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

**I confirm my contact information listed above and acknowledge that I am the designated agent for service of process.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**5. ORGANIZATION AND MANAGEMENT (5 C.C.R. Section 71140)**

Include an organization chart that shows the governance and administrative structure of the institution and the relationship between faculty and administrative positions.

Document is attached:  Yes  No

Provide a description of the job duties and responsibilities of each administrative and faculty position.

Document(s) is (are) attached:  Yes  No

Identify the chief executive officer, chief operating officer, and chief academic officer and describe their education, experience, and qualifications to perform their duties and responsibilities.

Document(s) is (are) attached:  Yes  No

**6. GOVERNING BOARD (5 C.C.R. Section 71150)**

If the institution has a governing board, include the name, e-mail address, work address and telephone number of each member of the governing board.

Document is attached:  Yes  No (If No, explain why)

**7. MISSION AND OBJECTIVES (5 C.C.R. Section 71170)**

Describe in detail the institution's mission and objectives.

Document is attached:  Yes  No

**8. INSTITUTION REPRESENTATIVE (5C.C.R. Section 71160)**

Name \_\_\_\_\_ Email Address \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**9. EXEMPLARS OF STUDENT AGREEMENTS (5 C.C.R. Section 71180)**

Include exemplars of all student enrollment agreements and instruments of indebtedness.

Document is attached:  Yes  No

**10. FINANCIAL AID POLICIES, PRACTICES, AND DISCLOSURES (5 C.C.R. Section 71190)**

If the institution receives financial aid because its students qualify for it under any state or federal financial aid program, include a statement of the policies, practices, and disclosures regarding financial aid.

Document is attached:  Yes  No

**11. ADVERTISING AND OTHER PUBLIC STATEMENTS (5 C.C.R. Section 71200)**

Include copies of advertising and other statements disseminated to the public in any manner by the institution or its representatives that concern, describe, or represent the institution and each educational program offered by the institution.

Document is attached:  Yes  No (If no, explain why)

If advertising is broadcasted by television or radio, include a copy of the script.

Document is attached:  Yes  No (If no, explain why)

**12. INSTRUCTION AND DEGREES OFFERED (5 C.C.R. Section 71210)**

Identify and describe the educational program(s) the institution offers or proposes to offer.

If the educational program is a degree program, identify the full title including the name of a specific major field of learning involved, which the institution will place on each degree awarded.

List the following for each educational program offered:

1. The admissions requirements, including minimum levels of prior education, preparation, or training;
2. If applicable, information regarding the ability-to-benefit examination as required by section 94904 of the Code.
3. The types and amount of general education required.
4. The title of the educational programs and other components of instruction offered.
5. The method of instruction.
6. The graduation requirements.
7. If the educational program is designed to fit or prepare students for employment in any occupation, identify each occupation and job title to which each educational program is represented to lead.

Document is attached:  Yes  No

**13. DESCRIPTION OF EDUCATIONAL PROGRAM (5 C.C.R. Section 71220)**

Each educational program meets the requirements of 5 C.C.R. section 71710?  Yes  No

Describe for each educational program:

1. The equipment to be used during the educational program
2. The number and qualifications of the faculty needed to teach the educational program.
3. A projection and the bases for the projection of the number of students that the institution plans to enroll in the educational program during each of the three years following the date the application is submitted.
4. The learning, skills, and other competencies to be acquired by students who complete the education program
5. If licensure is a goal of an education program, a copy of the approval from the appropriate licensing agency. A copy of the intent to approve conditioned solely upon institutional approval from the Bureau will also meet this requirement.

Please Note: Upon request, the institution shall provide to the Bureau copies of the required curriculum or syllabi (5 C.C.R. section 71220, 71710)

Document is attached:  Yes  No

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**14. INSTRUCTION IN LANGUAGES OTHER THAN ENGLISH (5 C.C.R. Section 71230)**

For an educational program, or a portion of it, in a language other than English, describe of all the following for each educational program or portion:

The language in which each educational program will be offered.

A statement that the institution has contracted with sufficient duly qualified faculty who will teach each language group of students.

The language of the textbooks and other written materials to be used by each language group of students.

Document is attached:  Yes  No (if no, indicate reason)

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**15. FINANCIAL RESOURCES AND STATEMENTS (5 C.C.R. Section 71240)**

This institution has and can maintain the financial resources required pursuant to 5 C.C.R. section 71745.

Please check one:  Yes  No

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Submit current, reviewed financial statements that are in compliance with 5 C.C.R. section 74115 along with this application for approval to operate.

Documents are attached:  Yes  No

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**16. FACULTY (5 C.C.R. Section 71250)**

The institution has contracted with sufficient duly qualified faculty members who meet the qualification of 5 C.C.R. section 71720.

Please check one:  Yes  No

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**17. FACILITIES AND EQUIPMENT (C.C.R. Section 71260)**

For each program offered, describe the facilities and the equipment, which is available for use by students at the main, branch, and satellite locations of the institution.

Document is attached:  Yes  No

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For facilities that are leased or rented, include the name and address of the lessor or landlord, together with a copy of any use, lease, or rental agreements for the facilities.

Document is attached:  Yes  No (if no, indicate reason)

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Include building diagrams or campus maps. The diagrams or maps shall identify the location of classrooms, laboratories, workshops, and libraries.

Document is attached:  Yes  No

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Include specifications of significant equipment that demonstrate that the equipment meets the standards prescribed by the Code and is sufficient to enable students to achieve the educational objectives of each educational program.

For each item of significant equipment, indicate whether the equipment is owned, leased, rented, or licensed for short or long term, or owned by another and loaned to be used without charge.

Document is attached:  Yes  No

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List all permits, certifications, or other evidence of inspections or authorizations to operate required by the jurisdictions within which the institution operates that the institution has obtained, and/or an explanation as to why those permits, certification, or inspections have not yet been obtained.

Document is attached:  Yes  No (if no, indicate reason)

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**18. LIBRARIES AND OTHER LEARNING RESOURCES (5 C.C.R. Section 71270)**

Describe library holdings, services, and other learning resources, including policies and procedures for supplying them to students who do not receive classroom instruction.

Include an explanation of how the library and other learning resources are sufficient to support the instructional needs of students.

If no facilities exist at the institution, how and when students may obtain access to a library and other learning resources as required by the curriculum.

Document is attached:  Yes  No (if no, indicate reason)

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**19. JOB PLACEMENT ASSISTANCE (5 C.C.R. Section 71280)**

If an institution represents to the public, in any manner, that it offers job placements assistance, include a description of the job placement assistance that it provides.

Document is attached:  Yes  No (if no, indicate reason)

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**20. COPY OF CATALOG (5 C.C.R. Section 71290)**

Include a copy of the institution's catalog, including addenda reflecting newly approved educational programs, in published or proposed-to-be-published form.

Document is attached:  Yes  No

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**21. GRADUATION OR COMPLETION DOCUMENTS (5 C.C.R. Section 71300)**

Submit a copy of the document that is awarded to a graduating student upon successful completion of each educational program.

Document is attached:  Yes  No

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**22. RECORDKEEPING; CUSTODIAN OF RECORDS (5 C.C.R. Section 71310)**

Describe how records required by Article 9 of the Act are or will be organized and maintained, the types of documents contained in student files, how the records are stored, and whether academic and financial records are maintained in separate files.

Include a statement of the institution's procedures for security and safekeeping of records.

Document is attached:  Yes  No

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**Custodian Of Records**

Name  Email Address

Physical Address

City  State  Zip

Telephone Number

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**Location of Records**

Provide the physical address(es) and telephone number(s) of the location of the buildings where records are or will be stored.

**23. SELF-MONITORING PROCEDURES**

Describe the procedures used by the institution to assure that the institution is operated and maintained in compliance with the Act and this Division.

Document is attached:  Yes  No

**24. ADDITIONAL INFORMATION (5 C.C.R. Section 71340)**

Include any material facts, which have not otherwise been disclosed in the application than might reasonably affect the Bureau's decisions to grant an approval to operate.

Document is attached:  Yes  No

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The institution may also include any other facts that the institution would like the Bureau to consider in deciding whether to grant and approval to operate.

Document is attached:  Yes  No

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**DECLARATION UNDER PENALTY OF PERJURY (5 C.C.R. Section 71380)**

**This application shall be signed with original or digital signature by the following:**

- Each owner of the institution, or each partner in a partnership, or
  - If the institution is incorporated, by the chief executive officer or president of the corporation and each owner of 25 percent or more of the stock, or interest in the institution, or
  - ~~By each member of the governing body of a nonprofit corporation.~~ If the institution is a nonprofit corporation or a public institution, by the chief executive officer or president.
- 

**I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owning \_\_\_\_\_% of Ownership    Member, Board of Directors \_\_\_\_\_    General Partner \_\_\_\_\_

---

**I declare under penalty of perjury under the laws of the State of California that the foregoing and all attachments are true and correct.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owning \_\_\_\_\_% of Ownership    Member, Board of Directors \_\_\_\_\_    General Partner \_\_\_\_\_

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Attach Additional Sheet(s) if Necessary.