

New Rules and Regulations

Commission on Proprietary Schools and College Registration (CPSCR)

The background of the slide is a close-up photograph of a calculator keypad, tinted with a purple color. The keypad features various buttons, including a prominent circular button in the center and several rectangular buttons with numbers and symbols. The numbers '40', '60', and '20' are visible on some of the buttons. The overall aesthetic is professional and technical.



New Legislation from
Senate Bill 2786
Effective July 1, 2013



New Terms and Definitions

Term	Definition
Agent	<p>Any person employed by an institution licensed by the commission, regardless of job title, job description, full-time or part-time employment status, who either directly, or indirectly influences the decision of any prospective student to enroll for a fee in a course of instruction.</p> <p>This includes marketing representatives and individuals that represent institutions at job fairs. This does not apply to financial aid representatives</p>
General Education Courses	<p>Means a unit of learning that is non-technical in nature and is an fundamental part of a program. The content is drawn from oral and written communications, social studies, mathematics, natural sciences, and the humanities.</p>
Gross Annual Tuition	<p>Means the tuition income (minus tuition refunds) received by a registered school and its annexes in approved programs as computed over a consecutive 12-month period.</p>
Correspondence Education	<p>Means a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.</p>



New Terms and Definitions

Term	Definition
Distance Education	Means a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may use the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVD's, and CD-ROMs if used as part of the distance learning course or program.
Non-Technical Course	Means a unit of learning that is non-technical in nature and includes general education courses, basic/college life skills, or other related courses.
Occupational Degree	Means a credential awarded by a school upon successful completion of an associate degree program. This program shall contain a minimum of 60% technical course credits/clock hours.
Proprietary	Means a career college, school, person, or other organization that offers programs that require registration pursuant to Mississippi Code 1972, 75-60-5, as amended.
Technical Course	Means a unit of learning which yields skills, knowledge and understanding essential to the specific occupation for which the program is designed.



Student Grievance Policy

- **Grievance Procedures**

- All registered institutions shall list the Commission on Proprietary Schools and College Registration including the following contact information as part of the grievance process.
- MS Commission on Proprietary Schools & College Registration
3785 Ridgewood Road
Jackson, MS 39211
601-432-6185
<http://www.mccb.edu/program/psDefault.aspx>



Recruiter Code of Conduct

- All agents, school directors, or other persons involved in recruitment and solicitation of students, shall conform to the following code of conduct:
 - Understanding of “approved” and “accredited” are not the same terms and should not be used as such. Schools may only use “accredited” who have been accredited by an accrediting body recognized by the United States Department of Education.
 - Where applicable, explain that in addition to course completion, certain employed positions require examination or tests, either federal or state, to become licensed prior to employment in specific fields.



Recruiter Code of Conduct

- All agents, school directors, or other persons involved in recruitment and solicitation of students, shall conform to the following code of conduct:
 - Abstain from:
 - Attempting to influence students to withdraw from a school in which they are presently attending.
 - Encouraging prospective students to change plans after signing an enrollment agreement and paying a registration fee with another school.
 - Making exaggerated statements concerning employment opportunities.



Arbitration Clause

- 3.11 Records
 - Item D - Each institution that has an arbitration clause shall have students acknowledge their understanding of any arbitration clauses placed in any enrollment contact or signed documents.
- 3.20 Complaints Against a Registered Institution
 - Item L - The presences of an arbitration clause in the student's enrollment contract, does not negate the student's right to file a complaint with the commission.



3.16 Teacher Qualifications

• 3.16.1 Academic Classes

- Classroom instructors shall hold at least a Bachelor's degree with appropriate coursework in the teaching discipline from an accredited institution.
- Classroom instructors shall have additional training as follows:
 - A minimum of eighteen (18) semester hours of credit from an accredited institution in the subject area being taught; or
 - A minimum of twelve (12) semester hours in methods and techniques of teaching.
- College transcripts are required as proof of completion.



3.16 Teacher Qualifications

• 3.16.2 Technical Classes

- Classroom instructors shall have at least a high school diploma or equivalent.
- Classroom instructors shall have additional training as follows:
 - A degree, certificate, or license in the subject area or related field; or
 - A minimum of eighteen (18) semester hours of credit from an accredited institution in courses related to the subject area; or
 - A minimum of three (3) years work experience in the technical area, or related field.
- High school or college transcripts required as proof of completion.



3.16 Teacher Qualifications

- 3.16.3 Apprentice Trade Classes
 - Classroom instructors shall have at least a high school diploma or equivalent.
 - Instructors of apprenticeship trades shall have additional training as follows:
 - A minimum of three (3) years work experience above the students' level in the trade to be taught; and
 - The instructor shall have recognized standing as a tradesman or specialist supported by evidence from previous employers.
 - High school or college transcripts required as proof of completion.



3.18 Educational Standards

- **Diploma, Certificate and Degree Standards**
 - All certificate and diploma programs approved by the Commission shall meet the following standards:
 - **Diploma program** is a series of classes centered around a specific/specialized topic area. These programs include technical and non-technical classes and are designed to train students with the necessary skills and knowledge to prepare them in a vocational/occupational field of study. **A minimum of seventy (70%) percent of a diploma program's credits or clock hours is in the technical courses that support the program's occupational outcomes.**



3.18 Educational Standards

- Diploma, Certificate and Degree Standards
 - All certificate and diploma programs approved by the Commission shall meet the following standards:
 - **Certificate program** is a series of technical classes designed to train students with a single skill objective. In special classes, non-technical classes may be included to meet essential occupational outcomes. **A minimum of eighty (80%) percent of a certificate program's credits or clock hours is in the technical courses that support the program's occupational outcomes.**



3.18 Educational Standards

- Diploma, Certificate and Degree Standards
 - All associate degree programs approved by the Commission shall meet the following standards:
 - **Associate degree program** is a series of technical and non-technical classes centered around a specific topic that prepares the student to enter a vocational/occupational specialty.
 - **A minimum of sixty (60%) percent of an associate program's credits or clock hours is in the technical courses that support the program's occupational outcomes.**



3.18 Educational Standards

Term	Definition
General Education Courses	Means a unit of learning that is non-technical in nature and is a fundamental part of a program. The content is drawn from oral and written communications, social studies, mathematics, natural sciences, and the humanities.
Non-Technical Course	Means a unit of learning that is non-technical in nature and includes general education courses, basic/college life skills, or other related courses.
Occupational Degree	Means a credential awarded by a school upon successful completion of an associate degree program. This program shall contain a minimum of 60% technical course credits/clock hours.
Technical Course	Means a unit of learning which yields skills, knowledge and understanding essential to the specific occupation for which the program is designed.



Annual Tuition (GAT)

- Previously, GAT was report on calendar year from the date of the institution's renewal.
- Now, GAT will be reported by all institutions based on Fiscal Year (July 1 – June 30).
- All institution GAT payments will be due no later that CPSCR's October Commission Meeting.
 - i.e. This year October 17, 2013



3.25 Notification of Changes to Report

- Commission must be notified, in writing within 30 days of changes in any of the following:
 - Ownership of an institution
 - Chief Operating Officer or Director
 - Institution Name
 - Agents of an institution
 - Financial stability of an institution
 - An institution's loss of eligibility for student aid programs
 - Cohort Default Rate greater than 19%
 - Instructors
 - Programs of Study
 - Tuition Changes
 - Facility Changes
 - Job Placement Services
 - Evaluation Methods
 - Major Instructional equipment



Location _____

Amount Verified: Yes No

Date Verified : _____

Initials of Verifying Officer: _____

Item (check all that apply)	Fee	Amount Submitted
Initial Application Fee <input type="checkbox"/> Yes <input type="checkbox"/> No	\$2,500.00	
GAT FY2 20 _____	Gross Annual Tuition* (GAT) _____ <i>(fill in your institution's total GAT)</i> <ul style="list-style-type: none"> • If GAT is less than \$50,000, then \$500.00 • If GAT is greater than \$50,000, then \$1,000.00 or 25/100 of 1% (.0025) of GAT whichever is greater 	
Renewal Application Fee <input type="checkbox"/> Yes <input type="checkbox"/> No	Base Renewal Fee = \$1,000.00	
Delinquent Fee <input type="checkbox"/> Yes <input type="checkbox"/> No	\$500.00	
Reinstatement Fee <input type="checkbox"/> Yes <input type="checkbox"/> No	\$1,000.00	
New Course Approval Fee <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of New Courses _____ X \$250.00	



Q & A

