

Friday, December 2, 2011



**NEW RULES AND
REGULATIONS FOR
PROPRIETARY SCHOOLS**

Agenda

9:30 a.m. – 9:45 a.m.

Registration
Continental Breakfast

9:45 a.m. – 10:00 a.m.

Welcome
Dr. Eric Clark, Executive Director MCCB
Introduction
Kim Verneuille, CPSCR Director

10:00 – 10:30 a.m.

Summary Review of New Rules and Regulations
Presenter *Kim Verneuille*

10:30 a.m. – 10:40 a.m.

Break

10:40 a.m. - Noon

Instructions on New Forms & Fees
Presenters *Kim Verneuille, Dr. Joan Haynes, & Marilyn Gardner*

Noon – 12:30 p.m.

Wrap-up
Q&A Panel *All attendees*



Summary

- Rules have been “cleaned” up. Fees removed and put on one form.
- Two additional sections added to regulations for Online/Distance Education Criteria and National Accreditation.
- Required items more strictly enforced.
- Form 15



Electronic Versions Available on our Website

- Regulations & List of Registered Proprietary Schools for 2011
 - <http://www.sbcjc.cc.ms.us/program/psDefault.aspx>
- Mississippi Code of 1972
 - <http://www.michie.com/>





**NEW SECTIONS
ADDED TO RULES AND
REGULATIONS**

Online/Distance Education Requirements (34 CFR 600.9)

- In compliance with 34 CFR 600.9(c), **any institution not based in the State of Mississippi**, whether or not it offers instruction to residents of Mississippi only over the Internet, is determined to need a Certificate of Registration issued by the commission to offer postsecondary instruction in the State if they engage in at least one of the following activities:
 - The institution maintains a telephone number with a Mississippi area code;
 - The institution maintains a postal address with a Mississippi zip code;
 - The institution markets and/or recruits Mississippi students via any means of media which originates in Mississippi;
 - The institution maintains an Internet URL which originates in Mississippi or utilizes an ISP which is based in Mississippi; or
 - The institution provides payment reportable for income tax purposed via either a W-2 or Form 1099 to any individual resident of the State for any purpose associated with the institution's Mississippi students.



Institutions with National/Regional Accreditation

- Private business and vocational schools holding national accreditation from an accrediting agency approved by the United States Department of Education may satisfy state registration requirements for proprietary schools by submitting evidence of national/regional accreditation to the commission.



Institutions with Recognized National/Regional Accreditation

- Regional Accrediting Agencies
 - New England Association of Schools and Colleges
 - Middle States Commission on Higher Education
 - North Central Association of Colleges and Schools
 - Northwest Commission on Colleges and Universities
 - Southern Association of Colleges and Schools
 - Western Association of Schools and Colleges
- Nationally Recognized Accrediting Agencies
 - Accrediting Commission of Career Schools and Colleges
 - Accrediting Council for Continuing Education and Training
 - Accrediting Council for Independent Colleges and Schools
 - Association for Biblical Higher Education Commission on Accreditation
 - Association of Advanced Rabbinical and Talmudic Schools, Accreditation Commission
 - Council on Occupational Education
 - Distance Education and Training Council Accrediting Commission
 - National Accrediting Commission of Cosmetology Arts and Sciences
 - New York State Board of Regents, and the Commissioner of Education
 - Transnational Association of Christian Colleges and Schools Accreditation Commission



Creating a Task Force on using Accreditation Standards

- Group of Volunteers to discuss the needed documentation for renewal.
 - What documents to provide CPSCR.
-
- Any Volunteers? Please fill out an index card with your contact information.





**ITEMS BEING
REQUIRED**

Items Required

- New Instructors
 - Proof of High School – Transcripts Preferred
 - Instructor Data form **MUST** be completed.
Resumes are **not** an accepted substitution.
- Agent Bond Form Completed
 - On **ALL** agent renewals and initial applications.
 - Copy of the Bond accepted in lieu of form on renewals **ONLY**.
- Certificate numbers are to be on **ALL** media and marketing material.



Gross Annual Tuition

- **GAT is due Annually, not Bi-annually**
- **End of Year One**
- Gross Annual Tuition* (GAT) _____
(fill in your institution's total GAT)
- 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

- **End of Year Two**
- Base Renewal Fee = \$1,000.00
plus
- Gross Annual Tuition* (GAT) _____
(fill in your institution's total GAT)
- 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

*Gross Annual Tuition is based on the previous 12 calendar months.



The logo of the Mississippi Community College Board is a circular emblem. It features a central illustration of a classical building with four columns. Above the building is a large, stylized leaf or feather. The words "MISSISSIPPI" and "COMMUNITY COLLEGE BOARD" are written around the perimeter of the circle. The logo is rendered in a light purple color.

**BREAK - NEXT
NEW FORMS**

Checklists

Initial Certificate of Registration Application Checklist#

Before submitting your initial application (CPSCR Form 1a – Certificate of Registration Initial Application), please check to be certain that you have enclosed the following: ____ (1) The Application Fee (CPSCR Form 15 – Fee Schedule Form) made payable to the Commission on Proprietary School and College Registration and ____ (2) the Surety Bond (CPSCR Form 2 – School Surety Bond Form) in the penal sum of Fifty Thousand Dollars (\$50,000).

Be certain that all sections (SECTIONS I -XXV) of the application are thoroughly completed. The application sections are as follows:

Section	Heading	Completed
I	General Information	_____
II	Institution Ownership	_____
III	Accreditation, Licensure and Regulatory Status	_____
IV	Agent Information	_____
V	Additional Information	_____
VI	Annex Locations	_____
VII	Facility Information	_____
VIII	Student Enrollment Contract	_____
IX	Institution Catalog	_____
X	Student Record Forms	_____
XI	Document Verifying Completion of Program of Study	_____
XII	Bond Information	_____
XIII	Student Admission Requirements	_____
XIV	Job Placement Services	_____
XV	Student Grievance Procedure	_____
XVI	School Closing Information	_____
XVII	Evaluation System	_____
XVIII	Disclosure of Information	_____
XIX	Instructional Equipment	_____
XX	Financial Resource Information	_____
XXI	Program of Study	_____
XXII	School Director Data	_____
XXIII	Instructor Data	_____
XXIV	Adherence to Refund Policy	_____
XXV	Agreement	_____

For an initial certificate of registration of a newly existing school, Section XVII (Evaluation System) questions 1, 2, 3, and 4 may be omitted at this time. However, this section must be submitted with the renewal fee which is due within thirty (30) days after the first year of registration ends.



Form 15

STATE OF MISSISSIPPI

Commission on Proprietary
School and College Registration
3825 Ridgewood Road
Jackson, Mississippi 39211

Name of Institution _____

Name & Contact Number _____

Location _____

FOR CPSCR USE ONLY

Date Received : _____

Amount Received : _____

Check/M.O.: _____

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	
Renewal Application Fee <input type="checkbox"/> Yes <input type="checkbox"/> No Check One Year One <input type="checkbox"/> or Year Two <input type="checkbox"/>	<p>End of Year One Gross Annual Tuition* (GAT) _____ <i>(fill in your institution's total GAT)</i></p> <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 <p>End of Year Two Base Renewal Fee = \$1,000.00 plus Gross Annual Tuition* (GAT) _____ <i>(fill in your institution's total GAT)</i></p> <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 <p>*Gross Annual Tuition is based on the previous 12 calendar months.</p>	



Form 15

Item (check all that apply)	Fee	Amount Submitted
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	
New Program of Study <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of New Programs _____ X \$250.00	
Initial Agent Permit Fee <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of New Agents _____ X \$500.00	
Renewal Agent Permit Fee <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Renewal Agents _____ X \$250.00	
Other <input type="checkbox"/> Yes <input type="checkbox"/> No	(Check all that apply) <input type="checkbox"/> Annex Registration Fee - \$250.00 <input type="checkbox"/> Change of address - \$250.00 <input type="checkbox"/> Change of ownership - \$250.00 <input type="checkbox"/> Name change - \$250.00 <input type="checkbox"/> Program Modifications - \$250.00	
Special Site Visit <input type="checkbox"/> Yes <input type="checkbox"/> No	Base Fee = \$500 plus Expense fees of visiting team _____ <i>(fill in actual expenses of visiting team)</i>	
Total		





Q & A



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**THANK YOU
FOR COMING!**