

**21 NCAC 30 .0632 INITIAL APPLICATION FOR BOARD APPROVAL**

A school seeking initial approval shall submit an application for approval on a form provided by the Board, that shall be accompanied by the following:

- (1) A certified check for the application fee set forth in Rule .0608 of this Section, made payable to the Board;
- (2) Completed personnel qualification forms on the school director, administrative staff, instructors, and teaching assistants, with photocopies of academic transcripts, degrees, diplomas, and professional licenses and certifications for each person;
- (3) Job descriptions for school director, administrative staff, instructors, and teaching assistants;
- (4) Examples of contracts for administrative and instructional staff;
- (5) Ownership structure of the school, and organizational chart;
- (6) Facility plan, including floor plans with dimensions and fixtures, uses of each room, specifications on lighting, ventilation, and temperature control;
- (7) Equipment list, including furniture, office equipment, and instructional equipment for classroom;
- (8) Copy of deed if school owns its facility, or copy of lease if school does not own its facility;
- (9) Copies of reports from city or county inspections for fire, safety, health, and sanitation, made within the three months prior to submission of application for approval;
- (10) Statement of Financial Affirmation including the following financial documentation:
  - (a) A plan setting forth the sources, kinds and amounts of both current and anticipated financial resources. The plan shall include a budget for the school's first year of operation, identifying sources of revenue to ensure effective operations;
  - (b) A pro forma balance sheet prepared in accordance with Generally Accepted Accounting Principles for the type of institution making application;
  - (c) If the corporation that controls the school is ongoing, the school shall provide a financial statement of the parent corporation, reviewed or audited in accordance with Generally Accepted Accounting Principles, and
  - (d) Schools that are new and do not have a history of educational operations shall provide financial statements of the controlling principals, compiled, reviewed, or audited in accordance with Generally Accepted Accounting Principles. These statements must demonstrate sufficient resources to ensure institutional development.
- (11) Copy of the application for admission that is submitted by prospective students; copies of materials used to document the admission process with applicants;
- (12) Copies of the forms used for documentation of attendance, missed class make-up work, student academic progress, grades earned, notification of unsatisfactory progress and notification of disciplinary action;
- (13) Copy of the educational credential granted to students who complete the program and a transcript issued by the school;
- (14) Documentation of program requirements, including copies of course curricula, copies of course syllabi, one example lesson plan for each course, and school calendar for the current academic year;
- (15) List of student to instructor ratios for each course offered;
- (16) List of learning resources provided by the school, including numbers of books, periodicals, and other informational materials in the school library. If the school has no library, a copy of the agreement for use of another facility, with its list of resources shall be included;
- (17) Copies of all advertisements and promotional materials from the previous year, including website addresses and tapes of broadcast advertisements;
- (18) Copy of the Student Enrollment Agreement issued by the school;
- (19) Catalog Certification Form and copy of the current school catalog or bulletin, with accompanying student handbook (if applicable);
- (20) Agenda for a student orientation program, and a personnel orientation program provided by the school; and
- (21) As applicable pursuant to Rule .0610 of this Section, copy of license or approval to operate school, and copy of certificate of accreditation.

*History Note: Authority G.S. 90-626(9); 90-631;  
Eff. October 1, 2007;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. November 12, 2014.*