

Private Career Schools Licensing Exemption Request

per ORS 345.015(8)

ORS 345.015(8) authorizes the Higher Education Coordinating Commission (HECC) to grant an exemption from Private Career School (PCS) licensing requirements for schools that it determines are adequately regulated (by a body other than the HECC) to guarantee the school meets the minimum requirements of ORS 345.325.

Please complete the following:

Ensure that the name and address provided here match those submitted to the HECC for other purposes, and also that they match any current information in any relevant Secretary of State Business records.

Organization Name: _____

Address: _____

Owner(s) /Director Name(s): _____

Registration Information including Registration Number, Name, and Assumed Business Name or DBA with Oregon Secretary of State and any other state where the school is located:

Contact phone number: _____

Contact e-mail: _____

Exemption Request Per ORS 345.015(8) – Regulator and Minimum Standards

Regulatory Body: _____

Contact Information for Regulatory Body: _____

Applicant's License Number with Regulatory Body

or Similar Identifying Information (if Applicable): _____

On the lines below, please identify the regulating body or means (other than the HECC) that guarantee the school meets the 13 separate minimum requirements of ORS 345.325.

(Examples might include industry-specific school accreditation bodies, other federal or state agencies, etc.)

For the regulating body identified above, include the following detail pages specifying how that body's regulatory requirements address each of the 13 standards identified in ORS 345.325. Pages 4 -5 may be duplicated again for each additional regulating body.

This form must be signed by the owner or director of your organization who is authorized to conduct business on behalf of the organization.

Regulatory Body: _____

School: _____

Enforcement of Minimum Standards of ORS 345.325

The HECC is charged with enforcing each of the following minimum standards through its PCS licensing authority and enforcement. If it grants an exemption per ORS 345.015(8), then it has determined that another body or bodies enforces those minimum standards with respect to the exempt school.

Please describe how the regulatory body above enforces its requirements. How often does the body check compliance? Does it have authority to inspect the school, and to request and review materials? Does it accept and resolve complaints from students and others? What are the possible consequences to lack of compliance with requirements? (For example, can the body impose sanctions or financial penalties, remove its approval, or take other measures?)

For each numbered standard below, please identify the relevant requirement(s) enforced by the regulatory body above, that addresses **each** of the following standards. A good way to think of this is that if your school did **not** meet the identified standard, note the rule that the identified regulatory body would use to hold your school accountable.

Alternatively, please note whether the standard is not applicable to the school and give an explanation. (*See example*)

[Example for Standard #2 (for pilot/flight school regulated by FAA):

The FAA imposes specific requirements on ABC Flight School ensuring that its facilities, instructional equipment, and instructional materials are sufficient to meet program goals. Please see CFR Part 141 Subpart B and other standards in the CFR 141 for more detail.]

[Example for "not applicable" Standard #11:

ABC Flight School does not maintain any student housing and has no plans to do so. Therefore Standard 11 is not applicable.]

- (1) The quality and content of each course or program of instruction can achieve its stated objective;

- (2) The facilities, instructional equipment and materials are sufficient to enable students to achieve the program goals and are adequate for the purposes of the program;
- (3) The directors, administrators and instructors are properly qualified;
- (4) Prior to an applicant signing an enrollment agreement, the school provides the applicant with a catalog or brochure that includes an accurate description of the program for which the applicant is enrolling, total costs of tuition and fees and other information specified by rule;
- (5) Upon satisfactory completion of instruction and training, the student is given appropriate educational credentials;
- (6) Adequate records and standard transcripts are maintained;
- (7) The career school is maintained and operated in compliance with all applicable ordinances and laws;
- (8) The career school is financially sound and capable of fulfilling its commitments to students;
- (9) Neither the career school nor its agents engage in advertising, sales, collection, credit or other practices of any type which are unlawful under ORS 646.608 (Additional unlawful business, trade practices);
- (10) The directors, administrators, supervisors and instructors of the school are of good reputation and character, except that a school shall not be issued a notice for corrective action or a license shall not be denied, suspended or revoked because a faculty member has been convicted of a crime except as authorized under ORS 670.280 (Denial, suspension or revocation of license based on criminal conviction);

(11) Any student housing owned, maintained or approved by the career school is appropriate, safe and adequate;

(12) The school has a written placement assistance plan; and

(13) A license application from a new school or an application for approval of a new program from an existing school shall include labor market information that identifies the need for the new school or program.