
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

MEMORANDUM

TO: New/Renewal Private School Permit Applicants

FROM: Sarah Armstrong Tucker
Chancellor for Community and Technical College Education

SUBJECT: **Application Materials**

Enclosed are the materials needed to apply for a permit to solicit students or operate a proprietary school in the state of West Virginia.

The packet contains the following materials:

- Permit Application
- Solicitor Registration Form
- Bond Application
- Self-Evaluation Forms (complete if not accredited by a national accrediting agency)
- Copy of West Virginia Code Chapter 18B, Article 2B, Section 9

A school may not be granted a permit until a surety bond in the amount of \$50,000 is approved by the Office of the Attorney General for the State of West Virginia. The fee for initial applicants is \$2,000. Please make all checks/money orders payable to the WV Council for Community and Technical College Education.

Return all materials to:

Renee Harvey
WV Council for Community & Technical College Education
1018 Kanawha Boulevard, East - Suite 700
Charleston, West Virginia 25301

Please contact my office should you need additional information.

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

APPLICATION FOR PERMIT TO SOLICIT OR SELL CORRESPONDENCE COURSES AND COURSES IN BUSINESS AND TRADE SCHOOLS

Date _____

1. School Name _____ Phone _____

2. School Home _____
Address _____
Street City State Zip

3. WV Business _____ Phone _____
Address _____
Street City State Zip

4. Name _____ Phone _____
Chief Officer of WV Office

5. Has your permit to solicit or sell courses of instruction ever been revoked in this or any other state? Yes No

6. The following materials are enclosed:
- a. Surety bond of \$50,000 (filed with application)
Bonding Agency:
Address:
 - b. Registration of Individual Solicitors' form
 - c. Renewal fee of \$500 payable to the WV Council for Community & Technical Colleges (initial fee is \$2,000)
 - d. A catalog listing all courses offered
 - e. The total cost of all courses
 - f. Enrollment contract
 - g. Refund schedule

7. In accordance with West Virginia law, the above named school shall provide the Council a list of all representatives employed to solicit students in West Virginia and will assume responsibility for actions of all such representatives. Any person attempting to solicit students in West Virginia that has not been approved by the Council shall be in violation of this law. The school so represented shall also be in violation.

8. I hereby certify that I have read the regulations governing the issuance of permits to schools soliciting or selling correspondence courses and courses in business and trade schools and will act in accordance with and abide by the regulations.

Authorized School Representative **Title**

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

APPLICATION FOR CORRESPONDENCE, BUSINESS, OCCUPATIONAL AND TRADE SCHOOL

Date _____

School _____

Address _____

Street City State Zip

Phone _____ Date _____

School Administrative Personnel

Name

Position

Number of Teachers: Full-Time _____ Part-Time _____

Is student given assistance in placement? Yes _____ No _____ *Explain procedure:*

Is there a student record form? Yes _____ No _____ *Attach copy of form.*

How long are student records kept? _____

What protection is provided for student records against fire loss and other perils? _____

Does the school have a tuition refund or cancellation policy? Yes _____ No _____

Are brochures/catalogs available? Yes _____ No _____ *If yes, please attach copy.*

If a school catalog is not available, please attach a complete listing of all curricula offered.

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

REGISTRATION OF INDIVIDUAL SOLICITOR

Must be submitted by the school for each agent within 30 days of the date of appointment.

Date _____

1. School Name _____ Phone _____

2. School Home Address _____
Street City State Zip

3. WV Business Address _____
Street City State Zip

4. _____ Phone _____
Name of Chief Officer of WV

5. Name of Agent _____

Agent's
Address _____
Street City State Zip

6. Signature of Agent _____ Phone _____

We certify that the above agent is of good moral character and as of this date is a duly qualified agent. If the employment of the above agent is terminated, we will notify the Council immediately. The school will be responsible for actions of agents until such notification is received.

Name of Authorized School Official

Title

Signature of Authorized School Official

Date

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

CORRESPONDENCE, BUSINESS, OCCUPATIONAL AND TRADE SCHOOL SELF-EVALUATION STUDY

Curriculum Information *(Use separate sheet for each curriculum)*

School _____

Curriculum _____

Courses taught for this curriculum _____

Related courses required for curriculum _____

Number of students enrolled and/or to be enrolled this calendar year: Full-Time _____ Part-Time _____

Classroom size: _____ x _____ Used for other classes? Yes _____ No _____ Laboratory size: _____ x _____

Tuition \$ _____ Other Costs \$ _____ Total Costs \$ _____

List equipment available: _____

List supplies available: _____

List teaching aids available: _____

List texts and reference materials available: _____

Occupational Objective: _____

Course outline prepared and in use? Yes No *Please submit a copy.*

Length of curriculum: Hours of theory _____ Hours of practical work _____ Hours of related instruction _____

Number of weeks required for completion: Full-time _____ Part-time: _____

Number of graduates past year _____ Number of students who started past year _____

Describe job opportunities for course. Include local needs and prior placement records.

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Private Vocational School Surety Bond

Bond No. _____

Know All Men By These Present:

- 1) **That** _____ a private school and
2) _____ a corporation, as surety, are held and firmly bound unto the State of West Virginia, in the just and full sum of Fifty Thousand Dollars (\$50,000), to the payment whereof well and truly to be made we bind ourselves, our executors, administrators, successors and assigns, jointly and severally, firmly by these present.

The condition of the above obligation is such that, whereas, the above bound Principal, in pursuance of the provisions of Chapter 18B, Article 2B, Section 9, as amended, of the Official Code of West Virginia has obtained a permit to solicit or sell correspondence courses and residence courses in business and trade schools, and the said Principal has accepted such permit with all the duties and liabilities thereunto pertaining.

Now therefore, if the said Principal shall faithfully perform its duties only in conformity with the provisions of the aforesaid Law, then this obligation shall be considered void; otherwise to remain in full force and effect.

- 3) This bond shall be effective from the ____ day of _____, 20____, to the _____
4) day of _____, 20____.

In witness whereof the said Principal has hereunto set his hand and affixed his seal, and the said surety has caused its corporate name to be signed hereto and has caused its corporate seal

- 5) to be hereto affixed by _____
6) its duly authorized _____, this the _____
day
7) of _____, 20_____.

- | | |
|--|---|
| 8) _____ (School Seal)
Principal / School Name

Address of School

Phone Number of School | 9) _____ (Raised Seal)
Surety Corporation

Address of Surety Corporation

Phone Number of Surety Corporation |
| 10) _____
Signature of Principal
(Must be President or Vice President) ¹ | 11) _____
Signature of Surety |

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

To be used if Principal is an Individual or Partnership

State of West Virginia

- 13) County of _____, to-wit:
- 14) I, _____, a Notary Public in and for the county
- 15) and state aforesaid, do certify that _____,
whose name is signed to the writing above or hereto annexed, has this day acknowledged the same before me in my
said county.
- 16) Given under my hand this _____ day of _____, 20 _____.
- (17) _____ Notary Public
- (18) My Commission Expires _____
-

To be used if Principal is a Corporation

- (19) State Of _____,
- (20) County of _____, to-wit:
- (21) I, _____, a Notary Public in and for the county
- (22) and state aforesaid, do hereby certify that _____,
- (23) who, as _____, signed the writing above or hereto annexed,
- (24) for _____, a corporation, has this day, in my
said county before me acknowledged the said writing to be the act and deed of said corporation.
- (25) Given under my hand this _____ day of _____, 20 _____.
- (26) _____ Notary Public
- (27) My Commission Expires _____

WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

To be used by Surety Corporation

- (28) State of _____,
- (29) County of _____, to-wit:
- (30) I, _____, a Notary Public in and for the county
- (31) and state aforesaid, do hereby certify that _____, who, as
- (32) _____, signed the writing above or hereto annexed, for
- (33) _____, a corporation, has this day, in my
said county before me, acknowledged the said writing to be the act and deed of said corporation.
- (34) Given under my hand this _____ day of _____, 20 _____.
- (35) _____ Notary Public
- (36) My Commission Expires _____

Approved as to sufficiency of form and manner of execution this _____ day of _____, 20 _____.

Attorney General of the State of West Virginia

By _____
Assistant

Please Note:

1. If signed by other than President or Vice President, a copy of corporate resolution must be attached showing authorization of individual to bind corporation.
2. Notary enters date Bond was acknowledged. Date may be same as execution date or any date thereafter.
3. Power of attorney for Surety must be attached and must show that is was in full force and effect on execution date indicated on lines 6 and 7 of page 1; also, raised corporate seal must be affixed to the power of attorney.