

**Renewal Application for Private Business, Trade, or
Technical School Licenses**

Licensing Year 2024



Maine Department of Education
Office of Higher Education & Educator Support Services
23 State House Station, Augusta, ME 04333-0023

PART I: Statutory Basis, Exemptions, & Required Materials

Statutory Basis	<p>This application form and its processing by the Maine Department of Education follows the requirements of 20-A MRS §9501-§9508 and 05-071 Department of Education Rule Chapter 147: <i>Rules for the Licensing of Privately Owned Business, Trade and Technical Schools</i>.</p>
Exemptions	<p>The following institutions are exempt from licensing requirements under the terms of Rule Chapter 147 (2):</p> <ul style="list-style-type: none"> A. Educational programs offered by any non-profit corporation; B. Institutions whose course(s) are avocational, cultural, or recreational in nature and do not advertise the instruction as conveying employable or marketable skills; C. Commercial driver schools which are licensed by the Board of Commercial Driver Education under 32 MRSA c. 95; D. Educational programs related to the real estate professions which are subject to approval by the Maine Real Estate Commission under 32 MRSA c. 59; E. Educational programs offered by any professional or trade association primarily for the benefit of its own members; F. Any institution authorized by the laws of this State to grant a degree; G. Any course of instruction or training sponsored by a company for the education and training of its own employees, and the training or instruction is not the primary activity of the company; H. Schools of cosmetology and barbering licensed under 20-A MRSA § 9505. <p><i>Any institutions with questions about exemption status should contact the Maine DOE Office of Higher Education & Educator Support services at HigherEd.DOE@maine.gov.</i></p>
License Duration	<p>All licenses are valid for the calendar year denoted on the application; licenses expire on December 31 regardless of the date of submission or processing. [20-A MRS §9502 (1)(A)]</p>

Required Materials

Application Materials	Statute/Rule	Page in this Document
Completed & Certified Application Form	20-A MRS §9502 (1)	Entire document
Appendix A: Financial Audit or Statement(s)	Rule Ch. 147 (3)(A)(1)(b)	7
Appendix B: Surety Bond	20-A MRS §9502 (1)	8
Appendix C: Certificates of Inspection	Rule Ch. 147 (3)(A)(1)(a)	8
Appendix D: Student Record Forms	Rule Ch. 147 (3)(A)(1)(f)	9
Appendix E: Student Refund Policy	Rule Ch. 147 (3)(A)(1)(i)	9
Licensing Fee (Check)	20-A MRS §9502 (1)(B)	10

On-Site Evaluations	<p><i>Per Rule Ch. 147 (4)(A)(1), “the renewal licensing process may include an on-site evaluation when appropriate”. The Maine Department of Education will notify a school in instances where it deems an on-site evaluation is necessary in the processing of a renewal application.</i></p>
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PART II: Institutional Information

1. Institution

Name of School			
Physical Address	Physical Address (Street)		
	Municipality	State	Zip
Mailing Address	Mailing Address (Street/PO Box)		
	Municipality	State	Zip
General Contact	Telephone	Fax	
	Email		
	Website		

2. Ownership

School Ownership Entity			
Parent Company <i>(if applicable)</i>			
Owner Address	Owner Address		
	Municipality	State	Zip
Owner Contact	Telephone	Fax	
	Email		

3. Chief Administrative Officer (CAO)

CAO Name		
CAO Title		
CAO Contact	Telephone	Fax
	Email	

4. Institutional Offerings

Type of School	
Award Levels for Successful Course Completion <i>(e.g. diploma, certificate)</i>	
Accreditation Status	Accrediting Agency (or Agencies)
	Has the school's accreditation changed in the past year? (Explain)
Does the School have Physical Presence in Maine? <i>(If so, indicate location)</i>	Location in Maine
Are Programs Conducted Online? <i>(If so, please list)</i>	Online Programs

5. Student Enrollment Data

Total Student Enrollment	Male
	Female
	Other (Non-binary, undefined, or unknown)
	Total

6. Student Enrollment Data by Program

Program	Male	Female	Other	Total

PART III: Appendices & Disclosures

7. Financial Statements

Financial Aid Programs	Does the school participate in state/local financial aid?
	How many students currently receive federal financial aid?
Student Expenses	Current Tuition & Fees
	Current Room & Board
	Other Student Expenses, if applicable (explain)
Total Gross Receipts	Maine Schools: Report tuition for Maine and non-Maine residents.
	Out-of-State Schools: Report tuition only for Maine residents.
	Total Gross Receipts in Prior 12 Months
Financial Stability	Please explain any changes to the school's financial stability, if applicable.

APPENDIX A	<p>PLEASE ENCLOSE FINANCIAL DOCUMENTS AS APPENDIX A</p> <p><i>Schools participating in financial aid programs must include an audit conducted by a certified public accountant unaffiliated with the school.</i></p> <p><i>Schools not participating in financial aid programs may instead provide internally prepared financial statements signed by the owner.</i></p>
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8. Surety Bond

Bond Amount	Renewal Applicants: <i>Greater of \$20,000 or 10% of gross receipts from tuition in the 12 months prior.</i>
Favored Debtor	If School Participates in State/Federal Financial Aid Programs (except the Federal Direct Student Loan Program): Finance Authority of Maine
	All Other Applicants: Maine Department of Education

APPENDIX B	<p>PLEASE ENCLOSE SURETY BOND AS APPENDIX B</p> <p><i>Bond must follow the amount and favored debtor guidelines above.</i></p>
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9. Certificates of Inspection

Required Certificates	Fire: A valid certificate of inspection from local fire department is required at initial application and thereafter every four years.
	Safety: A valid certificate of inspection from local code enforcement officer is required at initial application and thereafter every four years.
	Food: If school prepares and provides food on premises, a valid certificate of inspection from the Maine Department of Health & Human Services is required at initial application and thereafter every four years.

APPENDIX C	<p>PLEASE ENCLOSE CERTIFICATES OF INSPECTION AS APPENDIX C</p> <p><i>Certificates of inspection remain valid for four (4) years from the date of initial issuance unless revoked by one or more of these agencies.</i></p> <p><i>Please provide a copy of your certificate with this application.</i></p>
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10. Student Records

Record Keeping	Please explain how student records are maintained.
	Please explain how student credits are tabulated.

APPENDIX D	PLEASE ENCLOSE STUDENT RECORD FORMS AS APPENDIX D <i>Enclose a copy of forms used to maintain student records.</i>
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11. Student Refunds

Refund Policy	Please explain student refund policy.
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APPENDIX E	PLEASE ENCLOSE STUDENT REFUND POLICY AS APPENDIX E <i>Include student refund forms, if applicable.</i>
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PART IV: Licensing Fee & Certification

12. Licensing Fee

Fee Amount	Renewal Applicants: \$50
Payment	Method: Check made payable to "Treasurer, State of Maine"
	Please indicate enclosed check number

PLEASE ENCLOSE LICENSING FEE
Make checks payable to "Treasurer, State of Maine"

13. Certification by Chief Administrative Officer

Consumer Rights	<i>On behalf of applicant institution, I certify that information advising students of their rights to receive refunds and where to direct any complaints they may have concerning their education has been included in all school brochures and handbooks provided to students.</i>	
	Signature	
	Name	Title
Legal Compliance	<i>On behalf of applicant institution, I certify that the information in this application is accurate, and the applicant institution is in compliance with all applicable federal and state laws and regulations.</i>	
	Signature	
	Name	Title