

STATE OF MISSISSIPPI
***STATE BOARD FOR COMMUNITY
AND JUNIOR COLLEGES***



***COMMISSION ON PROPRIETARY SCHOOL AND
COLLEGE REGISTRATION***

***REGULATIONS
FOR***

***MISSISSIPPI PROPRIETARY SCHOOL
AND COLLEGE REGISTRATION***

ADOPTED: DECEMBER 1992
Revised August 2003

**COMMISSION ON PROPRIETARY SCHOOL AND
COLLEGE REGISTRATION**

REGULATIONS

FOR

**MISSISSIPPI PROPRIETARY SCHOOL
AND COLLEGE REGISTRATION**

CONTENTS

PART I. STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES	5
PART II. COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION	6
2.1 Membership	7
2.2 Staff	7
2.3 Powers and Duties	7
PART III. POLICIES GOVERNING COMMISSION ACTIVITY	9
3.1 Commission Meeting Schedule	11
3.2 Commission Agenda	12
3.3 Notices to Commission Members	13
3.4 Commission Members' Voting	13
3.5 Commission Minutes	13
3.6 Commission Officers and Their Selection	14
3.7 Commission Administrative Procedures	14
3.8 Commission Members' Compensation/Reimbursement	14
3.9 Distribution of Regulations	15
3.10 Public Access to Commission Records	15
3.11 School Listings	15
3.12 Replacement of Certificates of Registration and Agent's Permits	16
3.13 Disclosure of Information	16
3.14 Commission Members' Participation	16
3.15 Application Review.....	17
PART IV. REGULATIONS FOR PROPRIETARY SCHOOL AND COLLEGE REGISTRATION	18
4.1 Introduction	20
4.2 Procedures for Obtaining Applications	20
4.3 Issuance of Certificates of Registration	20
4.4 Issuance of Agent's Permits	21
4.5 Exemptions To Requirements for a Certificate of Registration	21
4.6 Additional Locations That a Certificate of Registration May Include	21
4.7 Refund Policy	23

4.8	Disclosure of Information to Students	24
4.9	Admissions and Recruitment	24
4.10	Advertisement	25
4.11	Records	25
4.12	Certificates or Diplomas	26
4.13	Instructional Resources and Materials	26
4.14	Educational Facilities	27
4.15	Classroom Facilities	27
4.16	Teacher Qualifications	28
4.17	Student - Instructor Ratio	29
4.18	Educational Standards	29
4.19	Complaints Registered Against A Licensed Agent	30
4.20	Complaints Registered Against A Licensed School	31
4.21	Hearing Procedure	31
4.22	Employment Based on Commission	33
4.23	Changes During the Two-Year Licensure Period	33
4.24	Evaluation of A School	34
4.25	School Closing	34
4.26	School Listing	35
4.27	Requirements for Submitting Applications	35
	A. Certification of Registration	35
	B. Certification of Registration Renewal	35
	C. Program of Study	36
	D. Instructor Data Form	37
	E. School Director Data Form	37
	F. An Agent's Permit	37
	G. Agent's Permit Renewal	37
PART V.	APPENDICES	38
	Appendix A (Application Fees)	39
	Appendix B (CPSCR FORMS)	42
	CPSCR FORM- 11	
	CPSCR FORM- 12	
	CPSCR FORM- 13	
PART VI.	GLOSSARY	46

MEMBERS
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES

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Edwin (Ed) Perry
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SECOND CONGRESSIONAL DISTRICT

Bobby Steinriede
P. O. Box 667
Hollandale, MS 38748

George Walker
1422 Shady Lane
Clarksdale, MS 38614

THIRD CONGRESSIONAL DISTRICT

Bruce Martin
P. O. Box 1729
Meridian, MS 39302

Henry (Bubba) Hudspeth
306 E. Ridge Drive
Louisville, MS 39339

FOURTH CONGRESSIONAL DISTRICT

Patricia Dickens
136 Duster Drive
Natchez, MS 39120

Napolean Moore
6230 North Lake Circle
Jackson, MS 39211

FIFTH CONGRESSIONAL DISTRICT

Max Huey
121 E. Canal Street
Picayune, MS 39466

Dr. Eric Clark
Executive Director

**COMMISSION ON PROPRIETARY SCHOOL
AND COLLEGE REGISTRATION**

MEMBERS

**Dr. Shirley Hopkins-Davis, Chair
Hinds Community College
Post Office Box 463
Clinton, MS 39060**

**Stan Sullivan, Vice-Chair
P. O. Box 320970
Jackson, MS 39232**

**Mr. Otis Stanford
P. O. Box 1074
Clarksdale, MS 38614**

**Donald R. Benjamin
P.O. Box 74
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**Dr. Barry Mellinger
66 Bluff Creek Road
Wiggins, MS 39577**

COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION

The Commission on Proprietary School and College Registration is responsible for the administration of the Mississippi Proprietary School and College Registration Law, Title 75, Chapter 60, Mississippi Code of 1972, as amended. The purpose of the Commission on Proprietary School and College Registration is to establish and implement the registration process for obtaining and maintaining a certificate of registration, and an agent's permit. This administration is enacted via licensure.

2.1 MEMBERSHIP

The Commission on Proprietary School and College Registration is composed of five (5) members appointed by the State Board for Community and Junior Colleges. One (1) appointed from each of the five (5) Congressional districts. Members shall have held a teaching, managerial, or other similar position with any public, private, trade, technical or other school; provided however, that one (1) member shall be actively engaged in some capacity with a privately owned trade, technical, or other school. Initial terms are for three (3) to five (5) years as provided by the enabling legislation; subsequent terms are for five (5) years.

STAFF

2.2

The State Board for Community and Junior Colleges shall appoint such staff as may be required for the performance of the Commission's duties and provide necessary facilities. The Administrator for the Commission is the Director for Proprietary School and College Registration. The Director will be located at:

State Board for Community and Junior Colleges
3825 Ridgewood Road
Jackson, MS 39211

Telephone: (601) 432-6518

POWERS AND DUTIES

2.3

The powers and duties of the Commission on Proprietary School and College Registration shall be:

- (a) To adopt rules and regulations for implementing the registration process. (85 - 87)
- (b) To develop application forms to apply for:
 - 1. A certificate of registration and renewal
 - 2. An agent's permit and renewal
 - 3. A program of study or individual course
 - 4. A new instructor

5. A school director
- (c) To appoint a duly authorized hearing officer to hear all controversies involving registration. (87 - 103)
 - (d) To determine which categories of courses, schools, or colleges for which Title 75, Chapter 60, as amended, does not apply based on Section 75-60-5. (106 - 150)
 - (e) To determine whether a tutorial course involving only one student is for the purpose of preparing for a vocational objective. (144 - 148)
 - (f) To issue the certificate of registration and the agent's permit.
 - (g) To withhold a certificate of registration based upon Section 75-60-11. (194 - 203)
 - (h) To assign a registration number to certificate of registration holders. (208 - 211)
 - (i) To assign an agent's permit number to agent permit holders. (660 - 664)
 - (j) To approve all new programs of study and/or individual courses offered by a registered school. (251 - 254)
 - (k) To prescribe the conditions of the surety bond requirement for both the certificate of registration and the agent's permit based upon Sections 75-60-17 and 75-60-29 respectively.
 - (l) To suspend, revoke, or cancel a certificate of registration for any one or a combination of the violations listed in Section 75-60-19.
 - (m) To maintain a written record of all complaints. (496 - 498)
 - (n) To investigate complaints. (503 - 511)
 - (o) To, when necessary, designate an impartial hearing officer to conduct hearings to determine if any violations of Section 75-60-19 have been committed by a proprietary school or college. (534 - 576)
 - (p) To act by and through a hearing officer to issue subpoenas in accordance with Section 75-60-19(4). (534 - 576)
 - (q) To impose civil penalties and administrative sanctions as prescribed in Section 75-60-19(6), for any violations prescribed in Section 75-60-19. (577 - 617)
 - (r) To petition the Chancery Court of the county in which a person or agent performs without registration. (629 -640)
 - (s) To request to be represented by the Attorney General, or District Attorney of the county where action is brought against a school or person performing without registration. (637 - 640)
 - (t) To issue a temporary certificate of registration or agent's permit in accordance with Sections 75-60-11 and 75-60-25 respectively.
 - (u) To revoke an agent's permit in accordance with Section 75-60-33.

**NOTE:THE NUMBERS IN PARENTHESES AT THE END OF EACH ITEM
REFERENCE LINE NUMBERS OF SENATE BILL 2636.**

**POLICIES GOVERNING COMMISSION ON PROPRIETARY SCHOOL
AND COLLEGE REGISTRATION ACTIVITY**

<u>SUBJECT</u>	<u>PAGE</u>
3.1 Commission Meeting Schedule	11
3.2 Commission Agenda	11
3.3 Notices to Commission Members	12
3.4 Commission Members' Voting	12
3.5 Commission Minutes	12
3.6 Commission Officers and Their Selection	13
3.7 Commission Administrative Procedures	13
3.8 Commission Members' Compensation/Reimbursement	13
3.9 Distribution of Regulations	14
3.10 Public Access to Commission Records	14
3.11 School Listings	14
3.12 Replacement of Certificates of Registration and Agent's Permits	15
3.13 Disclosure of Information	15
3.14 Commission Members' Participation	15
3.15 Application Review	15

COMMISSION MEETING SCHEDULE

3.1

1. The Commission may take action only when in official session, and as reflected by Commission's minutes. Opinions and personal comments of individual Commission members are non-binding and do not constitute an official position of the Commission.

2. Regular Scheduled Meetings

The Commission on Proprietary School and College Registration shall meet bimonthly on the third Thursday, at 1:00 P.M., 3825 Ridgewood Road, Room 507, Jackson, MS 39211, beginning with the month of August, 1992.

3. Called Meetings

The Commission on Proprietary School and College Registration shall meet for called meetings, on Tuesdays, at 1:00 P.M., 3825 Ridgewood Road, Room 507, Jackson, MS 39211.

4. The Commission may change or alter its meeting time by official action of the Commission and appropriate notification of such changes to members, the media, and schools.

COMMISSION AGENDA

3.2

1. The Chairperson and Director shall confer and prepare the agenda which is to be considered by the Commission. Matters of emergency which arise after this process or items which could not have been anticipated may be presented for discussion by the Commission.
2. Any item may be placed on the agenda by any Commission Member.
3. All requests for items to be placed on the agenda shall be received by the Director, at least twelve (12) calendar days prior to the scheduled bimonthly meeting.
4. Matters not on the agenda will not be considered by the Commission except when a majority of the Commission is present and voting concurs that an additional item be included which did not arise in time to be placed on the regular agenda, or items which were omitted by clerical error, and which are of such a nature that the Commission's consideration is required in the current meeting.
5. The Standard Format for the Agenda will be as follows:

REGULAR SCHEDULED MEETING
COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION
DATE
1:00 P.M.
Jackson, Mississippi

AGENDA

- I. CALL TO ORDER**
- II. PRELIMINARIES**
 - A. Invocation**
 - B. Acknowledgments/Introductions**
 - C. Adjustments/Approval of Agenda**
 - D. Approval of Minutes**
- III. DIRECTOR'S REPORT**
- IV. PUBLIC PARTICIPATION (15 MINUTES)**
- V. REPORTS**
 - A. Current Listing**
 - B. Complaints**
 - C. Other**
- VI. ACTION**
 - A. Old Business**
 - 1. Applications**
 - 2. Complaints**
 - 3. Other**
 - B. New Business**
 - 1. Applications**
 - 2. Complaints**
 - 3. Other**
- VII. ADJOURNMENT**

NOTICES TO COMMISSION MEMBERS

3.3

1. All notices to members shall be mailed postage prepaid to members at their official mailing address shown in the office of the State Board for Community and Junior Colleges.
2. Each member shall submit in writing to the Director for Proprietary School and College Registration any change in the member's mailing address for receipt of official mail.

MEMBERS' VOTING

3.4

1. In order for the Commission to conduct its business a quorum of at least three members must be present.
2. A member present may vote for or against any motion, or the member may abstain. Voting by proxy is not permitted.
3. The minutes of the Commission shall reflect the vote of each member on each matter. A unanimous vote may be reflected.
4. Any commission member who may obtain pecuniary benefit from action on any application, either for himself/herself, a relative or for any business for which he/she is associated, shall not vote on said application. Such member shall however be allowed to present information to the members of the commission as a representative of the institution through which the pecuniary benefit is associated, but shall not be involved in commission deliberations regarding such application.

COMMISSION MINUTES

3.5

1. The minutes of the Commission shall be the responsibility of the Director. In instances when the Commission may find it necessary to excuse the Director from the meeting, the Commission Chairperson shall appoint a member to record the minutes.
2. All proposed minutes shall become the official minutes upon approval by the Commission.
3. The director may secure such assistance as is necessary for the preparation of the minutes or may designate staff to prepare the minutes.
4. Approved minutes will be on file in the office of the Director for Proprietary School and College Registration.

COMMISSION OFFICERS AND THEIR SELECTION

3.6

1. There shall be the following officer for the Commission:
 - A. Chairperson
2. This officer of the Commission shall be elected annually in the June meeting, for a term of one year, with terms to commence on July 1st.

COMMISSION ADMINISTRATIVE PROCEDURES

3.7

1. When the Commission adopts, amends or repeals any of its policies or procedures, the Director shall file with the Secretary of State notice of such intended action, and provide notice as required.
2. Notice of such action shall be filed at least thirty (30) days prior to the adoption of the rule, amendment, or repeal except when imminent peril to the public health, safety or welfare requires adoption of a rule upon fewer than thirty (30) days notice. Thereafter, when the Commission adopts a rule, amendment, or repeal, the Director shall file with the Secretary of State a certified copy of the rule, amendment, or repeal. The action shall become final thirty (30) days after the filing of the certified copy with the Secretary of State.

COMMISSION MEMBERS' COMPENSATION/REIMBURSEMENT

3.8

1. The members of the Commission shall receive no annual salary, but may receive per diem compensation as authorized by Section 25-3-69, Mississippi code of 1972, for each day or fraction thereof devoted to the discharge of Commission duties or official Commission meetings.
2. The members of the Commission shall be entitled to reimbursement for expenses such as meals, lodging and other necessary expenses incurred in the discharge of their duties, including the current rate per mile actually and necessarily traveled as authorized by Section 25-3-41, Mississippi Code of 1972.
3. The discharge of official Commission duties shall consist of attending regular and called meetings of the Commission, and attending official meetings at which the attendance of the Commission member(s) is required as an official assignment by the State Board for Community and Junior Colleges.

DISTRIBUTION OF REGULATIONS

3.9

Copies of the Commission on Proprietary School and College Registration Regulations for Mississippi Proprietary School and College Registration are available for distribution to the public for a fee of twenty-five cents (\$.25) per page. These copies are available at the following address:

State Board for Community and Junior Colleges
Proprietary School and College Registration
3825 Ridgewood Road
Jackson, Mississippi 39211

PUBLIC ACCESS TO COMMISSION RECORDS

3.10

1. Except where prohibited by law, any person shall have the right to inspect or obtain reproduction of any public record of the Commission on Proprietary School and College Registration.
2. The right to inspect public records shall be acquired by a written request. Within five (5) working days after the receipt of the request, written notification of the time, place and method of access shall be provided.
3. The right to obtain a reproduction of a public record shall be acquired by written request. The request must specify which record(s) are to be reproduced and whether the reproductions are to be mailed or received in person. Copies of public records will be available at a cost of twenty-five cents (\$.25) per page or an established fee for specific records.
4. Denial of a request for access to or copies of Commission on Proprietary School and College Registration public records will be in writing and will contain a statement of the specific reasons for the denial.
5. The provisions of this section do not apply to the following:

Government Officials State Legislators State Agencies

SCHOOL LISTINGS

3.11

1. The Commission on Proprietary School and College Registration will maintain a list of schools holding a valid certificate of registration. This list will be available to the public at a cost of five dollars (\$5.00).
2. The provisions of this section do not apply to the following:

Government Officials State Legislators State Agencies
**REPLACEMENT OF CERTIFICATES OF REGISTRATION AND
AGENT'S PERMITS**

3.12

1. If for any reason, a certificate of registration or agent's permit must be replaced, the school owner or agent must submit the appropriate Affidavit Form and replacement fee to the Commission on Proprietary School and College Registration. The replacement fee for a duplicate certificate of registration or a duplicate agent's permit is five dollars (\$5.00).

CPSCR FORM- 11 for the certificate of registration

CPSCR FORM- 13 for the agent's permit.

Payments should be made to:

The Commission on Proprietary School and College Registration

DISCLOSURE OF INFORMATION

3.13

1. Any Commission member who may obtain pecuniary benefit from action on any application either for himself/herself, a relative, or for any business for which he/she is associated, shall inform the Director for Proprietary School and College Registration in writing of his/her affiliation with the applicant or application.

The Director for Proprietary School and College Registration shall provide a docket of all applications to be considered for action by the Commission to Commission members along with the meeting notices.

COMMISSION MEMBERS' PARTICIPATION

3.14

1. Commission members shall be allowed to present information to the commission as a representative of an institution for which a pecuniary benefit is associated. The commission member shall not however be involved in commission deliberations regarding such application.

APPLICATION REVIEW

3.15

1. All information requested on any application must be submitted in its entirety. Applicants who submit incomplete applications will be notified and allowed fourteen (14) calendar days to submit the required information. If this information is not received within the specified time period, denial of the application will be recommended to the commission at the next commission meeting.
2. All sections of any application must be seemed sufficient and appropriate prior to application approval. If any section of any application is deemed insufficient or

inappropriate, the applicant will be notified of the deficiency and the Commission may request additional information from said applicant. Applications will be reviewed based on statutory and regulatory requirements. After the review of an application the Commission will be informed of any significant findings.

3. The following provides information regarding analysis of financial resources for the certificate of registration application:

Sufficient financial information must be submitted so that financial stability can be determined.

A. Financial resources and practices must be such that the following exist:

- (1). There is reasonable expectation of sound financial practices.
- (2). There is evidence presented to suggest that the potential exist for the business to be successful.
- (3). There is reasonable expectation that the business will continue to exist.
- (4). There is evidence presented which indicates sufficient planning has been conducted to provide for the necessary financial obligations required to assume the essential cost associated with operating the business.

B. The following items will also be examined:

- (1). Whether financial statements are associated with an independent licensed certified public accountant or public accountant registered with the appropriate state board of accountancy.
- (2). The Current Ratio
- (3). Whether or not there are past due liabilities.
- (4). Working Capital
- (5). Stockholder's Equity or Net Worth.

4. Instructional resources must be such that adequate items are available for individual student use.

REGULATIONS

FOR

***MISSISSIPPI COMMISSION ON PROPRIETARY SCHOOL
AND COLLEGE REGISTRATION***

REGULATION SECTIONS

<u>SECTION</u>	<u>PAGE</u>
I. Introduction	20
II. Procedures for Obtaining Applications	20
III. Issuance of Certificates of Registration	20
IV. Issuance of Agent's Permits	21
V. Exemptions To Requirements for a Certificate	
VI. Additional Locations That a Certificate of Registration May Include	22
VII. Refund Policy	23
VIII. Disclosure of Information to Students	23
IX. Admissions and Recruitment	24
X. Advertisement	25
XI. Records	25
XII. Certificates or Diplomas	26
XIII. Instructional Resources and Materials	26
XIV. Educational Facilities	27
XV. Classroom Facilities	27
XVI. Teacher Qualifications	28
XVII. Student - Instructor Ratio	29
XVIII. Educational Standards	30
XIX. Complaints Registered Against A Licensed Agent	31
XX. Complaints Registered Against A Licensed School	32
XXI. Hearing Procedure	32
XXII. Employment Based on Commission	35
XXIII. Changes During the Two-Year Licensure Period	35
XXIV. Evaluation of A School	35
XXV. School Closing	36
XXVI. School Listing	37
XXVII. Requirements for Submitting Applications	37

I. INTRODUCTION

4.1

In 1992, Mississippi Senate Bill 2636 transferred the administration of Proprietary School and College Registration from the State Department of Education to the Commission on Proprietary School and College Registration under the State Board for Community and Junior Colleges. The Commission on Proprietary School and College Registration established these regulations to implement Title 75, Chapter 60, Mississippi Code of 1972, as amended.

The mission of proprietary schools applying for registration under the Mississippi Proprietary School and College Registration Law varies greatly, from those with a single program and purpose, to those with many programs that are highly complex. The purpose of the law and regulations is to allow proprietary schools and colleges that have adequate facilities, resources, and faculty, the opportunity to obtain a certificate of registration. The law and regulations are further designed to insure that students are provided learning experiences which are conducive to the achievement of the objectives of the programs being provided to them in exchange for their enrollment fees.

II. PROCEDURE FOR OBTAINING APPLICATIONS

4.2

- A. Any person interested in making application for a certificate of registration or an agent's permit under the Mississippi Proprietary School and College Registration Law should contact, in writing:

State Board for Community and Junior Colleges
Commission on Proprietary School and College Registration
3825 Ridgewood Road
Jackson, MS 39211

Telephone: (601) 432-6518

- B. The application packet fee as specified by the State Board for Community and Junior Colleges must be submitted by check or money order.
- C. After receipt of the written request and application fee, each prospective applicant will be mailed a copy of the Mississippi Proprietary School and College Registration Regulations and a copy of the application packet.

III. ISSUANCE OF CERTIFICATES OF REGISTRATION

4.3

- A. A certificate of registration shall be granted or denied within sixty (60) days after receipt of the completed application by the Commission on Proprietary School and College Registration. If a certificate cannot be issued within the 60-day

period and the school has submitted all the required information, the Commission on Proprietary School and College Registration may issue a temporary certificate. A temporary certificate will be valid until the Commission on Proprietary School and College Registration makes its determination.

- B. A certificate of registration is only valid for the school and courses for which it is issued. A certificate of registration does not include other schools or additional locations, unless the Commission on Proprietary School and College Registration has approved annex or franchise locations on the certificate of registration application or certificate of registration renewal application.
- C. The Commission on Proprietary School and College Registration may suspend, revoke, or cancel a certificate of registration for any one or a combination of the causes specified in Section 75-60-19, Mississippi Code of 1972, as amended. In the event that the Commission on Proprietary School and College Registration has cause to suspend, revoke, or cancel a certificate, the procedure outlined in Section 75-60-19 will be followed.

IV. ISSUANCE OF AGENT'S PERMITS

4.4

- A. In order for an individual to sell a course of instruction for a school or solicit students to enroll in a course of instruction at a school, he/she must first secure an agent's permit from the Commission on Proprietary School and College Registration.
- B. The application for an agent's permit will be approved or denied within thirty (30) days after the completed application has been received by the Commission.
- C. A pocket card will be issued to the applicant upon approval for a permit. This card will give the agent's name, address, permit number and the name and address of the employing school, and will certify that the person whose name appears on the card is an authorized agent of the school.
- D. The permit is valid for one (1) year from the date on which it was issued.
- E. If the Commission has not made a determination within the allotted time period, it may issue a temporary permit. A temporary permit will be valid until the Commission makes its determination.

V. EXEMPTIONS FOR A CERTIFICATE OF REGISTRATION

4.5

Section 75-60-5, Mississippi Code of 1972, as amended, identifies categories of courses, schools or colleges for which the Mississippi Proprietary School and College Registration Law and Regulations do not apply.

VI. ADDITIONAL LOCATIONS THAT A CERTIFICATE OF REGISTRATION MAY INCLUDE

4.6

A certificate of registration is valid only for the school and courses for which it is issued. The certificate of registration does not include other schools or additional locations of a school, unless the Commission on Proprietary School and College Registration has approved these locations on the certificate of registration application or certificate of registration renewal application.

A. Annex Locations

1. An annex is an additional location that a certificate of registration may include if:
 - a. The location offers exactly the same courses as the registered school location; and
 - b. The location is under the same ownership, management and control as that of the registered location (Please refer to the glossary for definitions of these terms).
2. An annex location must be applied for on the certificate of registration application or certificate of registration renewal application.
3. Gross annual tuition revenues for the registered location and each individual annex location must be combined for the purpose of determining fees payable. Tuition for each location must be reported individually on CPSCR FORM- 8 (See Appendix B).

These fees include:

1. The Additional Fee (required for the initial certificate of registration)
 2. The Renewal Fee
 3. The Delinquent Fee
4. The annex location must meet all the requirements set forth in Title 75, Chapter 60, Mississippi Code of 1972, as amended, and in these Regulations.
 5. Annex locations are subject to the same requirements as any other institution licensed by the Commission on Proprietary School and College Registration. This shall include, but is not limited to the following:
 - a. Providing complete verification of all information and commitments made in the application for a certificate of registration or renewal, including but not limited to the following:

General School Information

Instructional Equipment
 Job Placement Services
 The Student Enrollment Contract
 Additional Information
 Annex Locations
 Facility Information
 Program of Study Information
 Instructors
 Student Grievance Procedure
 School Ownership
 Evaluation System
 Disclosure of Information to Students
 Documents Verifying Completion of A Program of Study
 Financial Resources Information
 Adherence to Refund Policy
 Administrators
 Bond Information

- b. Making available all records related to the above statement, and that such records are current and available upon request.
- c. Meeting all applicable health and safety standards that may be required by local, state and federal agencies.
- d. The Agreement to notify the Commission of changes in any of the following:

Ownership	Job Placement Service
Agents	School Director
Instructors	Financial Stability
Programs of Study	Evaluation System
Facility Standards	School Name
A Cohort Default Rate>19%	Instructional Equipment
The loss of financial aid program eligibility	

- e. Agreement to maintain all premises, equipment, and facilities of the school in adequate, safe, and sanitary condition.
 - f. Agreement to make enrollees accessible to be interviewed for the purpose of securing information to verify compliance with the conditions of the application for a certificate of registration or certificate of registration renewal.
6. Annex locations are subject to announced and unannounced visitation by Representatives of the Commission on Proprietary School and College Registration, and/or State Board for Community and Junior Colleges.

7. Annex locations must have the same name as the registered location, distinguishable by individual site location.
8. All policies, procedures, tuition, fees, catalogs, and academic calendars utilized at the registered location must also be utilized at the annex location.
9. If a certificate of registration is suspended, revoked, or canceled by the Commission on Proprietary School and College Registration, the registered school and all annex locations must comply.
10. The approved annex location will be a permanent additional location of the registered school. This location must always be identified as an annex location on each application for a certificate of registration renewal.

VII. REFUND POLICY

4.7

Each school is required to take and keep a record of student attendance for each individual course meeting.

Any school issued a certificate of registration by the Commission on Proprietary School and College Registration must comply with the pro rata student tuition refund policy provided in Section 75-60-18, Mississippi Code of 1972, as amended.

VIII. DISCLOSURE OF INFORMATION TO STUDENTS

4.8

Prospective students are entitled to sufficient data which will assist them with making informed decisions regarding training opportunities and institutions. A school is therefore obligated to provide sufficiently detailed data in advance of enrollment to enable prospective students to clearly understand their opportunities, limitations and obligations.

The following information must be fully disclosed to prospective students prior to enrollment and prior to the signing of an enrollment contract or agreement.

- *A. Recruiting Policies
- *B. Admission Requirements
- *C. Academic Calendars
- *D. Grading System Used By the School
- *E. Graduation Policy
- *F. Program Length
- *G. Objectives of the Programs of Study
- *H. Licensing Requirements for Jobs
- *I. Student Support Services
- *J. Campus Security Policy

- K. School's Refund Policy
- *L. Withdrawal Procedures
- M. Tuition and Fees
- N. The percentage of students who have completed their program of study within 150% of the normal time for completion of or graduation from the program of study (Normal Time defined in Glossary)
- O. The percentage of your graduates employed in their field of study or related field, within six months after completion of or graduation from their program of study
- P. The percentage of student mastery of stated program of study goals (Student Mastery defined in Glossary)
- Q. A list of postsecondary educational institutions that have accepted credits from your institution

*The items listed above that are marked with an asterisk may be disclosed via the student catalog.

The items listed above that are not marked with an asterisk must be provided separately from the student catalog and enrollment contract or agreement. This information must be provided to prospective students via CPSCR FORM- 14 (INSTITUTION DISCLOSURE OF INFORMATION FORM). This form must be maintained by the school for verification of compliance with this regulatory requirement.

IX. ADMISSIONS & RECRUITMENT

4.9

A. Admissions

1. The admission policy shall conform to the school's philosophy and objectives, shall be publicly stated, (printed and made available to its students) and shall be administered as written.
2. The school is required to maintain student records which reflect the requirements for admission of all students.

B. Recruitment

1. Recruiting shall be ethical and compatible with the educational objectives of the school.
2. The school should provide, in writing, the information being communicated to students. This will insure that each representative is communicating current and accurate information. Recruitment information should include the following:
 - a. Programs of Study and Individual Courses
 - b. Tuition and Fees
 - c. Terms

- d. School Operating Policies
 - e. Certificates
 - f. Diplomas
 - g. Transfer of Credit Hours
 - h. Graduation Policies
 - I. The percentage of students who have completed their program of study within 150% of the normal time for completion of or graduation from the program of study (Normal Time defined in Glossary)
 - j. The percentage of your graduates employed in their field of study or related field, within six months after completion of or graduation from their program of study
3. Representatives of the school shall use only those titles which accurately reflect their actual duties and responsibilities.

X. ADVERTISEMENT 4.10

- A. Any promotional literature used by a school must be presented in such a manner as to be factual with respect to services offered and/or benefits received.
- B. A school licensed by the Commission on Proprietary School and College Registration shall use the statement "Licensed by the Mississippi Commission on Proprietary School and College Registration, Certificate No. _____" on all advertising, both oral and written, and on all school publications.

XI. RECORDS 4.11

- A. Each school shall develop and maintain adequate records pertaining to students and the school's administrative operations. These records should include, but are not limited to the following:
 - 1. Student attendance for each individual course meeting.
 - 2. Administrators
 - 3. Instructors
 - 4. Staff
 - 5. Student activities
 - 6. Student academic records
 - 7. Student enrollment
 - 8. Student admission
 - 9. Student enrollment contracts
 - 10. Financial aid information
 - 11. Job placement service information
 - 12. Program of study and individual courses
 - 13. Graduation information
 - 14. Instructional supplies and equipment
 - 15. The Library or the Instructional Resource Center

16. The physical facility
 17. Student withdrawals
 18. Student refund policy
 19. Student financial records (tuition, fees, payments, refunds, etc.)
 20. Student complaints
- B. A permanent academic record (transcript) shall be maintained of the student's progress. Compatible with the school's philosophy and objectives, the transcript shall indicate student accomplishment in terms of clock hours, units of credit, or some other recognized system. The grading system used shall be fully explained on the transcript.
 - C. Each school shall maintain a record listing of all students who enroll which shall include, but is not limited to the student's name, address, telephone number, social security number, programs of study, start date, and anticipated graduation date. This information should be current as of the date on which the student enrolls and shall be available for inspection by or submission to the Commission on Proprietary School and College Registration.
 - D. All basic records and reports pertaining to students and staff shall be maintained so that they will be safe from theft, fire, or other possible loss.
 - E. In the event that a school closes its facility, the Commission on Proprietary School and College Registration must be informed of:
 1. The location of all student records; and
 2. Information pertaining to how students may obtain these records.

XII. CERTIFICATES OR DIPLOMAS

4.12

The conferring of **diplomas, degrees, certificates, or other written evidence of proficiency** issued by a school shall be consistent with applicable state laws.

XIII. INSTRUCTIONAL RESOURCES AND MATERIALS

4.13

- A. The instructional resources, including audiovisual teaching equipment and instructional materials, shall meet the needs of the school's educational program.
- B. An evaluation of this material may be conducted to verify items listed on the application under Section XIX- Equipment.
- C. A business school should have available, and make easily accessible, to faculty and students such standard reference works as a current unabridged dictionary, a current world almanac, thesaurus, recent editions of handbooks appropriate to the curriculum, current periodicals, a set of encyclopedias, and other references relative to the educational philosophy and objectives of the school.

Major consideration will be given to the variety of volumes and periodicals readily available to students and faculty, the date of publication, appropriateness, and usefulness to the program.

- D. Each individual trade area shall have a carefully chosen text for each student with adequate, up-to-date reference materials and periodicals in the particular area of training.
- E. The instructional resources may be consolidated or may be distributed throughout the educational facility. Easy access to and use of reference materials and periodicals are of prime importance in determining if the school is meeting the educational needs of its students and faculty. Availability and utilization of audiovisual equipment is also important.

XIV. EDUCATIONAL FACILITIES

4.14

- A. Each school must provide an environment that is conducive to effective instruction, promotes learning, and supports the educational programs offered by the school.
- B. The buildings, classrooms, equipment, furniture, grounds, instructional tools, instructional facilities, machinery, and other physical requirements of the educational program shall be appropriate and shall contribute to the achievement of the educational philosophy and objectives of the school.
- C. The school shall meet the general test of safety, usefulness, cleanliness, maintenance, health, lighting, and compliance with any local or state laws governing physical facilities, particularly with respect to fire, safety, and sanitation.

XV. CLASSROOM FACILITIES

4.15

- A. Academic Classes
 - 1. Classroom size

Regular classrooms shall contain a minimum of 600 square feet of floor space, or a minimum of 20 square feet per student enrolled, whichever is greatest.
 - 2. Equipment

Every classroom shall provide appropriate equipment for students and teachers.

 - a. Individual student seats and desks or tables and chairs chosen for comfort

- b. Teacher's desk
- c. Filing and storage facilities
- d. Sufficient amounts of chalkboard and tack board
- e. Shades or venetian blinds to improve visual comfort and efficiency
- f. Adequate laboratory facilities, equipment, and supplies for courses

offered

B. Technical and Apprenticeship Trades

1. Classroom Size

The minimum size of the classroom shall be 600 square feet and equipped to provide the greatest possible learning experience.

2. Classroom Equipment will conform to the section under academic.

3. Shop Area Size

The shop size shall meet the standards prescribed by the Bureau of Vocational-Technical Education of the State Department of Education for a particular trade.

4. Shop Equipment

The shop equipment shall meet the minimum standard equipment list that is prepared by the Bureau of Vocational-Technical Education of the State Department of Education for each of the different trade areas.

XVI. TEACHER QUALIFICATIONS

4.16

A. Academic Classes

- 1. The classroom teacher shall have a high school diploma or equivalent.
- 2. The classroom teacher shall also have additional training as follows:
 - a. A degree, certificate, or license in subject area; or related area; or
 - b. 18 semester hours of credit from an accredited institution in the subject area in which he/she is teaching; or
 - c. 12 semester hours in methods and techniques of teaching; and/or
 - d. A minimum of 3 years work experience in the subject area.

B. Technical or Apprenticeship Trades

1. Qualifications of the Instructor of Technical Education

- a. The classroom teacher shall have a high school diploma or equivalent.
- b. The classroom teacher shall also have additional training as follows:
 - (1) Certificate, license or degree in the subject area or related field; or
 - (2) 18 hours of credit from an accredited institution in mathematics and/or science, or courses related to the subject area; or
 - (3) 3 years work experience in the technical area, or related area.

2. Qualifications of the Instructor of Apprenticeship Trades

- a. The teacher shall have a high school diploma or equivalent
- b. The teacher shall also have additional training as follows:
 - (1) The teacher shall have 3 years work experience above the learner's level in the trade to be taught; and
 - (2) The teacher shall have recognized standing as a tradesman or specialist supported by evidence from previous employers.

C. When, in cases of emergency, sickness, etc., a regularly approved instructor is unable to perform his/her duties, and an alternate instructor is required to substitute for more than two consecutive weeks, the Commission on Proprietary School and College Registration must be notified and the credentials of the substitute submitted to the Commission. In the event that a teacher leaves and a new teacher is employed to replace that instructor, the school shall give the Commission notice of the fact within ten (10) days and submit an Instructor Data Form (CPSCR FORM- 7) for the new instructor.

D. The Commission on Proprietary School and College Registration does not appoint teachers; however, the Commission has a direct duty and responsibility in passing upon their qualifications. The right of acceptance carries with it the right of revoking such acceptance for cause.

XVII. STUDENT - INSTRUCTOR RATIO

4.17

- A. The student-teacher ratio should be reasonable at all times in keeping with general accepted teaching modes for the subject matter. Skills training require more individual instruction or attention thereby requiring smaller classes.
- B. Academic Classes
 - 1. No classroom teacher shall have over (30) students enrolled and/or the school average shall not exceed 29 students per teacher, except as

specifically approved by the Commission on Proprietary School and College Registration.

2. Ratios for laboratory or clinical instruction shall not exceed 15 students per teacher.

C. Technical or Apprenticeship Trades

1. The student-teacher ratio shall not exceed 20 to 1.
2. Ratios for laboratory or clinical instruction shall not exceed 15 students per teacher.

XVIII. EDUCATIONAL STANDARDS

4.18

- A. The course content and length of instruction shall be of such nature and quality as to assure that the students will adequately develop the job skills and knowledge necessary for obtaining employment in the occupation for which the instruction is offered.

- B. Any educational institution licensed by the Commission on Proprietary School and College Registration shall be maintained and operated in compliance with the following standards:

1. Instructional content and length
 - a. All programs must be of vocational nature by developing competencies needed for employment in a recognized occupation as defined in the current edition of Dictionary of Occupational Titles, published by the United States Department of Labor, or occupations generally recognized by the industry in which the occupation is classified.
 - b. Programs of study must adequately cover the subject, must be clearly presented, and must be in accordance with the best current knowledge and practice of trade, professional or manufacturing standards. Study must extend over a period of time sufficient to complete the work with standards appropriate for employment in the occupation for which trained or in a closely related occupation.
 - c. The programs of study must be consistent in quality, content, and length with similar programs in public or private institutions in the state which are approved by the State Department of Education for vocational education.
2. Instructional practices: Schools shall provide favorable conditions for effective classroom instruction. A total pattern of successful instruction

includes (a) well defined instructional objectives, (b) systematic planning, (c) selection and use of varied types of learning materials and experiences, (d) adaptation of organization and instructional procedures to student needs, (e) use of varied evaluation instruments and procedures, and (f) good student and teacher morale.

- C. The Commission on Proprietary School and College Registration will evaluate course content and length of instruction on individual applications.

XIX. COMPLAINTS REGISTERED AGAINST A LICENSED AGENT 4.19

- A. A complaint relative to any of the violations and causes specified under Section 75-60-33, Mississippi Code of 1972, as amended, must be submitted in writing to the Commission on Proprietary School and College Registration by a parent and/or student.
- B. Upon receipt of the written complaint, the Commission will maintain a written record of the complaint.
- C. The Commission will notify the complainant of receipt of the complaint and request further information if necessary.
- D. Evaluation of the complaint will be based on the violations and causes specified under Section 75-60-33, Mississippi Code of 1972, as amended.
- E. The Commission will notify the school, in writing, of the complaint. An informal conference with the agent and a school representative may be scheduled at this time, if needed. A written response to the issues in the complaint may be requested.
- F. If the complaint is resolved, at this time, written documentation of the resolution will be placed in the school file. The complainant and school will be notified of the resolution agreement.
- G. If the complaint is not resolved by the Commission, agent, school representative, and complainant, a public hearing may be scheduled in an effort to resolve the differences. The person(s) making the complaint and representative(s) of the school will be notified to appear at the scheduled hearing in accordance with Sections 75-60-19 and 75-60-33, Mississippi Code of 1972, as amended.

At the hearing, the Hearing Officer will allow representative(s) of the school and the complainant(s) to give in detail the circumstances relating to the complaint. The Hearing Officer will make a recommendation to the Commission based on the evidence presented. Both the school and the complainant(s) will be advised, in writing, of the Commission's decision within thirty (30) days after the Commission has made its decision.

- H. Complainants whose complaints are not relative to Section 75-60-19, will be given referrals to the appropriate source if such information is available.

XX. COMPLAINTS REGISTERED AGAINST A LICENSED SCHOOL OR COLLEGE 4.20

- A. Any complaints relative to any of the violations and causes specified under Section 75-60-19, Mississippi Code of 1972, as amended, must be submitted in writing to the Commission on Proprietary School and College Registration by a parent and/or student.
- B. The complaint must be submitted within two (2) years of the alleged violation.
- C. Upon receipt of the written complaint, the Commission will maintain a written record of the complaint.
- D. The Commission will notify the complainant of receipt of the complaint and request further information if necessary.
- E. The School Director will be notified that a complaint has been made and, where appropriate, the nature of the complaint.
- F. An investigation will be commenced within twenty (20) days of receipt of the complaint.
- G. A written finding will be issued within ninety (90) days of receipt of the complaint. This finding will be sent to the complainant, the School Director, and placed in the school file.
- H. If it is determined that a violation of Section 75-60-19, Mississippi Code of 1972, as amended, has occurred, the procedure outlined in Section 75-60-19 of the above referenced Code will be employed.

XXI. HEARING PROCEDURE 4.21

Upon a finding that there is good cause to believe that a school, or an officer, agent, employee, partner or teacher, has committed a violation of Section 75-60-19, Mississippi Code of 1972, as amended.

- A. The Commission shall initiate proceedings by serving a notice of hearing upon each and every such party subject to the administrative action. The school or such party shall be given reasonable notice of the hearing, including the time, place and nature of the hearing and a statement sufficiently particular to give notice of the transactions or occurrences intended to be proved, the material elements of each cause of action and the civil penalties and/or administrative sanctions sought.

- B. Opportunity shall be afforded to the party to respond and present evidence and argument on the issues involved in hearing including the right of cross-examination. In a hearing, the school or such party shall be accorded the right to have its representative appear in person or with counsel or other representative. Disposition may be made in any hearing by stipulation, agreed settlement, consent order, default or other informal method.
- C. The Commission shall designate an impartial hearing officer to conduct the hearing, who shall be empowered to:
 - 1. Administer oaths and affirmations; and
 - 2. Regulate the course of the hearings, set the time and place for continued hearings, and fix the time for filing of briefs and other documents; and
 - 3. Direct the school or such party to appear and confer to consider the simplification of the issues by consent; and
 - 4. Grant a request for an adjournment of the hearing only upon good cause shown. The strict legal rules of evidence shall not apply, but the decision shall be supported by substantial evidence in the record.
- D. The Commission, acting by and through its hearing officer, is hereby authorized and empowered to issue subpoenas for the attendance of witnesses and the production of books and papers at such hearing. Process issued by the Commission shall extend to all parts of the state and shall be served by any person designated by the Commission for such service. Where, in any proceeding before the hearing officer, any witness fails or refuses to attend upon a subpoena issued by the Commission, refuses to testify, or refuses to produce any books and papers the production of which is called for by a subpoena, the attendance of such witness, the giving of his testimony or the production of the books and papers shall be enforced by any court of competent jurisdiction of this state in the manner provided for the enforcement of attendance and testimony of witnesses in civil cases in the courts of this state.
- E. Decision after hearing. The hearing officer shall make written findings of fact and conclusions of law, and shall also recommend in writing to the Commission a final decision, including penalties. The hearing officer shall mail a copy of his findings of fact, conclusions of law and recommended penalty to the party and his attorney, or representative. The commission shall make the final decision, which shall be based exclusively on evidence and other materials introduced at the hearing. It is determined that a party has committed a violation, the Commission shall send by certified mail, return receipt requested, a copy of the final order to the party and his attorney, or representative. The Commission shall, at the request of the school or such party, furnish a copy of the transcript or any part thereof upon payment of the cost thereof.
- F. Civil penalties and administrative sanctions.

1. A hearing officer may recommend, and the Commission may impose, a civil penalty not to exceed Two Thousand Five Hundred Dollars (\$2,500.00) for any violation of this section. In the case of a second or further violation committed within the previous five (5) years, the liability shall be a civil penalty not to exceed Five Thousand Dollars (\$5,000.00) for each violation.
 2. Notwithstanding the provisions of paragraph (a) of this section 75-60-19(6), Mississippi Code of 1972, as amended, a hearing officer may recommend and the Commission may impose a civil penalty not to exceed Twenty-five Thousand Dollars (\$25,000.00) for any of the following violations:
 - a. operation of a school without a registration in violation of this chapter;
 - b. operation of a school knowing that the school's registration has been suspended or revoked;
 - c. use of false, misleading, deceptive fraudulent advertising;
 - d. employment of recruiters on the basis of a commission, bonus or quota, except as authorized by the commission;
 - e. directing or authorizing recruiters to offer guarantees of jobs upon completion of a program of study or individual course;
 - f. failure to make a tuition refund when such failure is part of a pattern of misconduct; or
 - g. violation of any other provision of this chapter, or any rule or regulation promulgated pursuant thereto, when such violation constitutes part of a pattern of misconduct which significantly impairs the educational quality of the program or programs being offered by the school. For each enumerated offense, a second or further violation committed within the previous five (5) years shall be subject to a civil penalty not to exceed Fifty Thousand Dollars (50,000.00) for each such violation.
 3. In addition to the penalties authorized in paragraphs (a) and (b) of section 75-60-19(6), Mississippi Code of 1972, as amended, a hearing officer may recommend and the commission may impose any of the following administrative sanctions: (i) a cease and desist order; (ii) a mandatory direction; (iii) A suspension or revocation of a certificate of registration; (iv) a probation order; or (v) an order of restitution.
 4. The Commission may suspend a registration upon the failure of a school to pay any fee, fine or penalty as required by this chapter unless such a failure is determined by the Commission to be for good cause.
 5. All Civil penalties, fines and settlements received shall accrue to the credit of the State General Fund.
- G. Any penalty or administrative sanction imposed by the Commission under this section may be appealed by the school, college or other person affected to the State Board for Community and Junior Colleges as provided in Section 75-60-4(3),

Mississippi Code of 1972, as amended, which appeal shall be on the record previously made before the commission's hearing officer. All appeals from the State Board for Community and Junior Colleges shall be on the record and shall be filed in the Chancery Court of the First Judicial District of Hinds County, Mississippi.

XXII. EMPLOYMENT BASED ON COMMISSION 4.22

No school may employ a recruiter on the basis of a commission, bonus or quota.

XXIII. CHANGES DURING THE TWO-YEAR LICENSURE PERIOD 4.23

A. The Commission on Proprietary School and College Registration must be informed of any changes in the following areas:

1. Ownership
2. Agents
3. Instructors
4. Programs of Study
5. Evaluation Methods
6. Job Placement Service
7. Administrators
8. Financial Stability
9. School Name
10. A Cohort Default Rate > 19%
11. The loss of financial aid program eligibility

B. Change of Ownership

Certificates of registration are not transferrable; therefore in the event of a change of ownership of a school, the new owner must apply for a certificate of registration within thirty days after the change of ownership has occurred.

If the Commission on Proprietary School and College Registration grants the certificate of registration it becomes valid upon the Commission's receipt of legal verification of the change of ownership.

XXIV. EVALUATION OF A SCHOOL 4.24

The Commission on Proprietary School and College Registration may conduct periodic announced and unannounced evaluations of a school.

These evaluations will be to determine if the school is complying with the Mississippi Proprietary School and College Registration Law and Regulations. This evaluation will also be used to verify that the school is in compliance with material presented in its application.

Any of the following areas may be evaluated during visitation:

- A. General School Information (Location, Telephone, Advertisements, etc.)
- B. Type of Ownership
- C. Personnel
- D. Equipment
- E. Evaluation System
- F. Job Placement Services
- G. Disclosure of Required Information to Students
- H. Financial Resources
- I. Facilities
- J. Refund Policy Procedures
- K. Program of Study and Individual Course Information

The school will be notified of the results of the evaluation, and may be requested to provide information concerning any questionable areas.

XXV. SCHOOL CLOSING

4.25

In the event that a school closes a facility, the following is required:

- A. The Commission on Proprietary School and College Registration must be informed within sixty (60) days of:
 - 1. Proof of official closing date.
 - 2. Proof of reason for the closure.
 - 3. Proof of method developed to assist students with the completion of their program of study and individual courses.
 - 4. Proof of notice sent to all currently enrolled students, notifying them of the closure.
 - 5. Proof of notice given to students indicating where they may obtain any of their records.
 - 6. Proof of disposition of student records, with a contact person, complete address, and telephone number and how students may be obtained.
 - 7. Proof of notice sent to all students who have paid for any tuition and/or fees for future enrollment in a program of study or individual course informing them of the closure, and refund information.
- B. In the event a school files a bankruptcy petition, a certified copy must be filed with the Commission on Proprietary School and College Registration.

XXVI. SCHOOL LISTING

4.26

The Commission on Proprietary School and College Registration will maintain a list of schools holding a valid certificate of registration in accordance with Title 75, Chapter 60,

Mississippi Code of 1972, as amended. This list will be available to the public at a cost of \$5.00.

XXVII. REQUIREMENTS FOR SUBMITTING APPLICATIONS

4.27

This section provides the requirements for submitting applications to the Commission on Proprietary School and College Registration. Please be advised that the Commission may request additional information needed to make a determination regarding any application.

A. Certificate of Registration

The following information must be returned simultaneously to the Commission on Proprietary School and College Registration for action.

1. The application form completed in its entirety and signed by the school owner. Be certain that all sections (I -XXIV) are completed and included.
2. A non-refundable application fee as specified by the State Board for Community and Junior Colleges and payable to the Commission on Proprietary School and College Registration must accompany the application.
3. A surety bond in the penal sum of Fifty Thousand Dollars (\$50,000.00). The bond form must be completed by the Insurance Company or Agency and signed by a Mississippi Resident Agent. CPSCR FORM- 2 for the School Bond is included in the application packet.

Applicants may file in lieu of the bond, cash, a certificate of deposit or government bonds in the amount of Fifty Thousand Dollars (\$50,000.00).

B. Certificate of Registration Renewal

The following information must be returned simultaneously to the Commission on Proprietary School and College Registration at least thirty (30) days prior to the expiration date of the current certificate.

1. The Certificate of Registration Renewal Application completed in its entirety, and signed by the school owner. Be certain that all sections (I - XXIV) are completed and included.
2. An application renewal fee as specified by the State Board for Community and Junior Colleges is payable to the Commission on Proprietary School and College Registration.

The renewal fee must accompany the application. Both the renewal application and renewal fee must be received in the office of the Director for Proprietary

School and College Registration at least thirty (30) days prior to the expiration date of the school's current certificate of registration.

3. If the renewal fee and application are not received at least thirty (30) days prior to the expiration date of the school's current certificate of registration, in addition to the renewal fee, a delinquent fee will be charged.

The amount of the delinquent fee is specified by the State Board for Community and Junior Colleges.

4. If the renewal application and renewal fee are not received by the expiration date of the current certificate of registration:
 - a. The current certificate of registration will expire and the school or college must reapply as a new applicant.
 - b. The registered school and all annex and franchise locations will be notified to cease operation. A copy of this notification will be sent to the Attorney General's Office.

C. Program of Study

1. Refer to the Glossary for the definitions of a program of study and individual course.
2. The following information must be returned simultaneously to the Commission on Proprietary School and College Registration for action:
 - a. The application for Program of Study-Description.
 - b. The application fee as specified by the State Board for Community and Junior Colleges.
 - c. The Instructor Data Form for all new instructors required to implement the new program of study.
3. All programs of study must be approved by the Commission on Proprietary School and College Registration prior to being offered to students.

D. The Instructor Data Form

The Commission on Proprietary School and College Registration does not appoint teachers; however, the Commission has a direct duty and responsibility in passing upon their qualifications.

The Instructor Data Form must be completed in its entirety and submitted to the Commission on Proprietary School and College Registration. Transcripts,

certificates, licenses, and verification of High School graduation must accompany the application.

E. The School Director Data Form

The Commission on Proprietary School and College Registration does not appoint administrators; however, the Commission has the authority and responsibility to pass upon their qualifications.

The School Director Data Form must be completed in its entirety and submitted to the Commission on Proprietary School and College Registration.

F. An Agent's Permit

1. The following information must be returned simultaneously to the Commission:

- a. The application for an agent's permit completed in its entirety.
- b. The surety bond requirement of Ten Thousand Dollars (\$10,000.00).
- c. The application fee as specified by the State Board for Community and Junior Colleges, payable to the Commission on Proprietary School and College Registration.

2. If the school does not have a certificate of registration for the State of Mississippi, the following must be submitted along with the application:

- a. A copy of the certificate of registration for the school submitting the application must be included; and
- b. A copy of the school's catalog that will be utilized during the one-year effective period of the agent's permit.

G. Agent's Permit Renewal

1. The following items must be returned simultaneously to the Commission on Proprietary School and College Registration at least thirty (30) days prior to the expiration date of the current agent permit.

- a. The application for an agent's permit completed in its entirety.
- b. The surety bond requirement of Ten Thousand Dollars (\$10,000.00).
- c. The application fee as specified by the State Board for Community and Junior Colleges, payable to the Commission on Proprietary School and College Registration.
- d. A notice of continuation on the Ten Thousand Dollar (\$10,000.00) Surety Bond from the Insurance Company or a new bond if the previous bond has been canceled, or is not in the penal sum of Ten Thousand Dollars (\$10,000.00).

2. If the application for renewal of an agent's permit is not received by the expiration date, the school will be notified that the agent cannot solicit students for the school. A copy of this letter will be sent to the Attorney General's Office.

The applicant must then reapply as a new applicant.

APPENDICES

APPENDIX A

APPLICATION FEES

(These fees are not subject to Refund)

1. Certificate of Registration

- A. An initial fee as specified by the State Board for Community and Junior Colleges must accompany each application.

This fee is to be paid within thirty (30) days after the end of this year.

- B. The application for a certificate of registration must be accompanied by a surety bond in the penal sum of \$50,000. Applicants may file in lieu of the bond, cash, a certificate of deposit, or government bonds in the amount of \$50,000.

2. Certificate of Registration Renewal

- A. An application renewal fee as specified by the State Board for Community and Junior Colleges is payable to the Commission on Proprietary School and College Registration.

- B. Applications for renewal must be accompanied by a surety bond in the penal sum of \$50,000 if a continuous bond has not been furnished in the penal sum of \$50,000. Applicants may file in lieu of the bond, cash, a certificate of deposit, or government bonds in the amount of \$50,000.

3. Delinquent Fee

- A. A delinquent fee is required if a renewal fee is not paid at least thirty (30) days prior to the expiration date of a school's current certificate of registration. This delinquent fee is in addition to the renewal fee. The delinquent fee is specified by the State Board for Community and Junior Colleges.

- B. Failure to pay the assessed delinquent fee may lead to the suspension of the certificate of registration. The reinstatement registration fee for a suspended school is specified by the State Board for Community and Junior Colleges.

4. Agent Permit

- A. The application for a permit shall be accompanied by a fee as specified by the State Board for Community and Junior Colleges.
- B. The application for a permit shall be accompanied by a surety bond in the penal sum of \$10,000.

5. Agent Permit Renewal

- A. The application for renewal of an agent permit must be accompanied by a fee as specified by the State Board for Community and Junior Colleges.
- B. The application for renewal must be accompanied by a surety bond in the penal sum of \$10,000, if a continuous bond has not been furnished in the penal sum of \$10,000.

6. Application for New Program of Study

- A. Each application for the original registration of a new course must be accompanied by a fee as specified by the State Board for Community and Junior Colleges.

7. Reinstatement Fee

- A. The reinstatement fee for a suspended school is specified by the State Board for Community and Junior Colleges.

**All payments should be made to:
Commission on Proprietary School & College Registration
CPSCR**

PLEASE READ CAREFULLY

A. ANNEX LOCATIONS

If your certificate of registration is valid for an annex location, to determine the amount of fees payable based on the school's gross tuition income, the gross tuition income for the registered location must be combined with the gross tuition income for each individual annex location.

B. THE FIRST YEAR AFTER REGISTRATION

Twelve (12) calendar months following the effective date of the certificate of registration.

C. THE PREVIOUS LICENSE YEAR

Thirteen (13) calendar months prior to the expiration date of the current certificate of registration.

APPENDIX B
(CPSCR FORMS)

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

**CERTIFICATE OF REGISTRATION AFFIDAVIT
(THIS FORM MUST BE NOTARIZED)**

SCHOOL NAME AND ADDRESS

I _____ hereby certify that Certificate of Registration,
License No. _____ issued to me on the _____ day of _____, 19____, was lost, stolen,
or destroyed and is no longer in my possession. My signature below certifies that I understand
that providing false information on this form may lead to the cancellation of my Certificate of
Registration and may also result in appropriate legal action.

OWNER

DATE

SIGNATURE

OF

Have your Notary Public complete this section.

Subscribed and Sworn to before me this _____ day of _____, 20_____

Notary Public

My Commission expires the _____ day of _____, 20_____.

PLEASE AFFIX YOUR SEAL TO THIS DOCUMENT.

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

AGENT'S PERMIT AFFIDAVIT
(THIS FORM MUST BE NOTARIZED)

SCHOOL NAME AND ADDRESS

I _____ hereby certify that Agent's Permit Number
_____ issued to me on the _____ day of _____, 20____, was lost, stolen, or
destroyed and is no longer in my possession. My signature below certifies that I understand that
providing false information on this form may lead to the cancellation of my Agent's Permit and
may also result in appropriate legal action.

AGENT DATE _____ SIGNATURE OF

Have your Notary Public complete this section.

Subscribed and Sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission expires the _____ day of _____, 20____.

PLEASE AFFIX YOUR SEAL TO THIS DOCUMENT.

GLOSSARY

ACID-TEST RATIO

The ratio of cash plus readily marketable securities plus net receivables to total current liabilities.

AGENT

Any individual who solicits prospective students in Mississippi to enroll for a fee in a course of instruction.

ANNEX LOCATION

An annex is an additional location that a certificate of registration may include if:

1. The location offers exactly the same courses as the registered school location; and
2. The location is under the same ownership, management and control as that of the registered location.

BOARD

The State Board for Community and Junior Colleges established in Section 37-4-3, et seq., Mississippi Code of 1972.

CHANGE OF OWNERSHIP

Any one or a combination of the following:

1. The sale of the institution or the majority of its assets;
2. The division of one (1) or more institutions into two (2) or more institutions;
3. The transfer of the controlling interest in stock of the institution or its parent corporation;
4. The transfer of the controlling interest in stock of the institution to its parent corporation;
5. The transfer of the liabilities of the institution to its parent corporation;
6. The lease of any institution; or
7. The rental of any institution.

COMMISSION

The Commission on Proprietary School and College Registration established under MS Code 75-60-1, Senate Bill 2636.

COURSE OF INSTRUCTION

The offering of instruction to individuals for a charge, fee or contribution of any kind, to a person or persons for the purpose of training or preparing such person(s) for a field of endeavor in a business, trade, technical or industrial occupation.

CURRENT RATIO

The ratio of current assets to current liabilities. A ratio of 2:1 would mean that current assets are at least twice the amount of current liabilities. To calculate, divide current assets by current liabilities. Current ratios and acid-test ratios are used to determine liquidity or the ability of an entity to meet its short-term financial obligations when and as they fall due.

DEBT TO EQUITY

Total Liabilities divided by Owners' Equity provides insight into the extent to which nonequity capital is used to finance the assets of an entity.

DIRECTOR

The Director for Proprietary School and College Registration.

FIRST YEAR AFTER REGISTRATION

Twelve (12) calendar months immediately following the effective date of the certificate of registration.

GRADUATE

Any student (full or part-time) who upon completion of a program of study receives a certificate, license, or diploma from a proprietary school licensed by the Commission.

INDEPENDENT VERIFICATION

The right of the Commission and/or State Board for Community and Junior Colleges' Personnel to:

1. Observe the administration of an exam; or
2. Actually administer the exam.

INDIVIDUAL COURSE

A series of lectures or other matter dealing with a subject.

LAST DAY OF STUDENT ATTENDANCE

1. The date the student gives written notice to the school that he/she has withdrawn; or

2. The date on which the student is deemed withdrawn, according to item a. below.
 - a. A student is considered withdrawn, if all of the following are met:
 - (1) The student has failed to attend classes for a period of thirty (30) calendar days; and
 - (2) The school has notified the student, and the Director for Proprietary School and College Registration, that the student will be considered withdrawn if the student does not notify the school to the contrary within twelve (12) calendar days from the date on which the letter is mailed (postmarked); or
 - (3) The student fails to respond within the twelve (12) day period.

MANAGEMENT AND CONTROL

The policies and procedures through which a school's administrative and operational activities are implemented, and all personnel responsible for and involved with the execution of administrative and operational activities. Personnel would include the following:

- a. School Director
- b. Advisory Board or Council
- c. Administrators
- d. President

NORMAL TIME

The pre-determined time period required to complete a program of study.

PREVIOUS LICENSE YEAR

Thirteen (13) calendar months prior to the expiration date of the current certificate of registration.

PROGRAM OF STUDY

A curriculum (set of individual courses) in a particular area of specialization for which a diploma, degree, certificate or other written evidence of proficiency or achievement is offered or awarded.

QUARTER

A term of up to fourteen (14) weeks.

RECRUITER

Any person employed by a school or college licensed by the Commission, regardless of job title, job description, full-time or part-time employment status, who either directly, or indirectly influences the decision of any prospective student to enroll for a fee in a course of instruction.

REGISTERED LOCATION

The location for which a certificate of registration is valid excluding, any annex or franchise locations.

RETURN ON OWNER'S EQUITY

Refers to the ability of an entity to generate revenues in excess of expenses; net income divided by average owners' equity.

SCHOOL DIRECTOR

Person responsible for the daily operations of the school.

SCHOOL OWNER OR OWNERSHIP

If the school is owned by an individual, that individual; if the school is owned by a partnership, all partners; if the school is owned by a corporation, the officers and directors of the corporation.

SEMESTER

A term of fifteen (15), sixteen (16), seventeen (17), or eighteen (18) weeks.

STUDENT

Any person who enters into a student enrollment contract or agreement.

STUDENT CATALOG

A typed and bound publication which is readily identifiable as a catalog. The catalog must be designed and written to convey accurate impressions of the school. The catalog must avoid false, or misleading statements. The catalog should provide sufficient detailed data to enable prospective students to clearly understand their opportunities, limitations, and obligations. Each student must be given a copy of this catalog upon enrollment.

TERM

The amount of instructional time that an enrollment period covers.

WORKING CAPITAL

Current assets less current liabilities; it is a measure of whether a company will have sufficient resources to meet short term debts.

MISSISSIPPI



*COMMISSION ON PROPRIETARY SCHOOL AND
COLLEGE REGISTRATION*

REGULATIONS

*FOR MISSISSIPPI PROPRIETARY SCHOOL
AND COLLEGE REGISTRATION
STATE OVERSIGHT OF PROPRIETARY INSTITUTIONS
OPERATING OR RECRUITING IN MISSISSIPPI*

ADOPTED: DECEMBER 1992

Revised August 2003

Revised July 2011

**~~COMMISSION ON PROPRIETARY SCHOOL AND
COLLEGE REGISTRATION~~**

REGULATIONS

FOR

**THE REGISTRATION OF MISSISSIPPI
PROPRIETARY SCHOOLS AND COLLEGES**

**~~MISSISSIPPI PROPRIETARY SCHOOL
AND COLLEGE REGISTRATION~~**

~~CONTENTS~~

PART I. STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES	5
PART II. COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION	6
2.1 Membership	7
2.2 Staff	7
2.3 Powers and Duties	7
PART III. POLICIES GOVERNING COMMISSION ACTIVITY	9
3.1 Commission Meeting Schedule	11
3.2 Commission Agenda	12
3.3 Notices to Commission Members	13
3.4 Commission Members' Voting	13
3.5 Commission Minutes	13
3.6 Commission Officers and Their Selection	14
3.7 Commission Administrative Procedures	14
3.8 Commission Members' Compensation/Reimbursement	14
3.9 Distribution of Regulations	15
3.10 Public Access to Commission Records	15
3.11 School Listings	15
3.12 Replacement of Certificates of Registration and Agent's Permits	16
3.13 Disclosure of Information	16
3.14 Commission Members' Participation	16
3.15 Application Review	17
PART IV. REGULATIONS FOR PROPRIETARY SCHOOL AND COLLEGE REGISTRATION	18
4.1 Introduction	20
4.2 Procedures for Obtaining Applications	20
4.3 Issuance of Certificates of Registration	20
4.4 Issuance of Agent's Permits	21
4.5 Exemptions To Requirements for a Certificate of Registration	21
4.6 Additional Locations That a Certificate of Registration May Include	21
4.7 Refund Policy	23
4.8 Disclosure of Information to Students	24
4.9 Admissions and Recruitment	24

4.10	Advertisement	25
4.11	Records	25
4.12	Certificates or Diplomas	26
4.13	Instructional Resources and Materials	26
4.14	Educational Facilities	27
4.15	Classroom Facilities	27
4.16	Teacher Qualifications	28
4.17	Student - Instructor Ratio	29
4.18	Educational Standards	29
4.19	Complaints Registered Against A Licensed Agent	30
4.20	Complaints Registered Against A Licensed School	31
4.21	Hearing Procedure	31
4.22	Employment Based on Commission	33
4.23	Changes During the Two-Year Licensure Period	33
4.24	Evaluation of A School	34
4.25	School Closing	34
4.26	School Listing	35
4.27	Requirements for Submitting Applications	35
	A. Certification of Registration	35
	B. Certification of Registration Renewal	35
	C. Program of Study	36
	D. Instructor Data Form	37
	E. School Director Data Form	37
	F. An Agent's Permit	37
	G. Agent's Permit Renewal	37
PART V.	APPENDICES	38
	Appendix A (Application Fees)	39
	Appendix B (CPSCR FORMS)	42
	CPSCR FORM-11	
	CPSCR FORM-12	
	CPSCR FORM-13	
PART VI.	GLOSSARY	46

MEMBERS
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES

FIRST CONGRESSIONAL DISTRICT

Chip Crane	Edwin (Ed) Perry
508 South Spring Street	P. O. Box 70
Fulton, MS 38843	Oxford, MS 38655

SECOND CONGRESSIONAL DISTRICT

Bobby Steinriede	George Walker
P. O. Box 667	1422 Shady Lane
Hollandale, MS 38748	Clarksdale, MS 38614

THIRD CONGRESSIONAL DISTRICT

Bruce Martin	Henry (Bubba) Hudspeth
P. O. Box 1729	306 E. Ridge Drive
Meridian, MS 39302	Louisville, MS 39339

FOURTH CONGRESSIONAL DISTRICT

Patricia Dickens	Napolean Moore
136 Duster Drive	6230 North Lake Circle
Natchez, MS 39120	Jackson, MS 39211

FIFTH CONGRESSIONAL DISTRICT

~~Max Huey~~
~~121 E. Canal Street~~
~~Picayune, MS 39466~~

Dr. Eric Clark
Executive Director

**COMMISSION ON PROPRIETARY SCHOOL
AND COLLEGE REGISTRATION**

MEMBERS

Dr. Shirley Hopkins-Davis, Chair
Hinds Community College
Post Office Box 463
Clinton, MS 39060

Stan Sullivan, Vice-Chair
P. O. Box 320970
Jackson, MS 39232

Mr. Otis Stanford
P. O. Box 1074
Clarksdale, MS 38614

Donald R. Benjamin
P.O. Box 74
Pontotoc, MS 38863

Dr. Barry Mellinger
66 Bluff Creek Road
Wiggins, MS 39577

**SECTION 1 – Mississippi Commission on Proprietary School & College Registration:
Purpose, Organization and Powers**

COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION

1.1 COMMISSION PURPOSE

The Commission on Proprietary School and College Registration is responsible for the administration of the Mississippi Proprietary School and College Registration Law, Title 75, Chapter 60, Mississippi Code of 1972, as amended. The purpose of the Commission on Proprietary School and College Registration is to establish and implement the registration process for obtaining and maintaining a certificate of registration, and an agent's permit. This administration is enacted via licensure.

2.1.2 COMMISSION MEMBERSHIP

The Commission on Proprietary School and College Registration is composed of five (5) members appointed by the ~~State Board for Community and Junior Colleges~~ Mississippi Community College Board. One (1) appointed from each of the five (5) Congressional districts as it existed at establishment of the commission. ~~All commission Mmembers shall have held a teaching, managerial, or other similar position with any public, private, trade, technical or other institution school; provided however, that.~~ Additionally, one (1) member shall be actively engaged in some capacity with a privately owned trade, technical, or other school institution. Initial terms are for three (3) to five (5) years as provided by the enabling legislation; subsequent terms are for five (5) years.

1.3 COMMISSION STAFF

2.2

The ~~State Board for Community and Junior Colleges~~ Mississippi Community College Board ~~shall appoints~~ such staff as ~~may be~~ is required for the performance of the commission's duties and provides necessary facilities for the commission's operation. The administrator for the commission is the Director for Proprietary School and College Registration (henceforth "the Director"). The Director ~~will be~~ is located at:

~~State Board for Community and Junior Colleges~~
Mississippi Community College Board
Commission on Proprietary School and College Registration
3825 Ridgewood Road, Sixth Floor
Jackson, MS 39211
Telephone: (601) 432-6518

1.4 POWERS AND DUTIES OF THE COMMISSION

2.3

~~The powers and duties of the Commission on Proprietary School and College Registration shall~~

be:

- (a) To adopt rules and regulations for implementing the institution and agent registration processed. ~~(85 — 87)~~ [Mississippi Code 1972, as amended §75-60-4(3).]
- (b) To develop application forms ~~to apply for:~~
 - ~~1. A certificate of registration and renewal~~
 - ~~2. An agent's permit and renewal~~
 - ~~3. A program of study or individual course~~
 - ~~4. A new instructor~~
 - ~~5. A school director~~for collecting data pertinent to the institution and agent registration processes [Mississippi Code 1972, as amended §75-60-4(3).]
- (c) ~~To appoint a duly authorized hearing officer to hear all controversies involving registration. — (87 — 103)~~ interpret which courses and institutions are exempt from registering with the commission [Mississippi Code 1972, as amended §75-60-5.]
- (d) ~~To determine which categories of courses, schools, or colleges for which Title 75, Chapter 60, as amended, does not apply based on Section 75-60-5. (106 — 150)~~ issue certificates of registration for qualifying institutions [Mississippi Code 1972, as amended §75-60-11.]
- (e) ~~To determine whether a tutorial course involving only one student is for the purpose of preparing for a vocational objective. (144 — 148)~~ assign registration numbers to registered institutions [Mississippi Code 1972, as amended §75-60-11.]
- (f) ~~To issue the certificate of registration and the agent's permit. suspend, revoke or cancel certificates of registration for cause in accordance with Mississippi Code 1972, as amended~~ §75-60-19.
- (g) ~~To withhold a certificate of registration based upon Section 75-60-11. (194 — 203)~~ prescribe the conditions of the surety bond requirement for registered institutions in accordance with Mississippi Code 1972, as amended §75-60-17.
- (h) ~~To assign a registration number to certificate of registration holders. (208 — 211)~~ petition for injunctive relief in instances of advertising or other activity by unapproved institutions [Mississippi Code 1972, as amended §75-60-21.]
- (i) ~~To assign an agent's permit number to a~~Agent p~~ermits holders. (660 — 664)~~ to qualifying applicants [Mississippi Code 1972, as amended §75-60-23.]
- (j) ~~To approve all new programs of study and/or individual courses offered by a registered school. (251 — 254)~~ assign Agent Permit numbers to registered agents [Mississippi Code 1972, as amended §75-60-25.]
- (k) ~~To prescribe the conditions of the surety bond requirement for both the certificate of registration and the agent's permit based upon Sections 75-60-17 and 75-60-29 respectively. suspend, revoke or cancel agent permits for cause in accordance with Mississippi Code 1972, as amended §75-60-33.~~
- (l) ~~To suspend, revoke, or cancel a certificate of registration for any one or a combination of the violations listed in Section 75-60-19. prescribe the conditions of the surety bond requirement for agents in accordance with Mississippi Code 1972, as amended §75-60-29.~~
- (m) ~~To maintain a written record of all complaints. (496 — 498)~~ approve all new programs of study and individual courses offered by registered institutions agents [Mississippi Code

- 1972, as amended §75-60-15(4).]
- (n) To investigate complaints. ~~(503—511)~~ made against registered institutions in accordance with Mississippi Code 1972, as amended §75-60-19.
 - (o) To, ~~when necessary, designate an impartial hearing officer to conduct hearings to determine if any violations of Section 75 60 19 have been committed by a proprietary school or college. (534—576)~~ investigate complaints made against registered agents in accordance with Mississippi Code 1972, as amended §75-60-33.
 - (p) To ~~act by and through a hearing officer to issue subpoenas in accordance with Section 75-60-19(4). (534—576)~~ maintain a written record of all complaints.
 - (q) To ~~impose civil penalties and administrative sanctions as prescribed in Section 75 60 19(6), for any violations prescribed in Section 75 60 19. (577—617)~~ When necessary, to conduct hearings to determine if violations of Mississippi Code 1972, as amended §75-60-19 have been committed by registered institutions or agents.
 - (r) To ~~petition the Chancery Court of the county in which a person or agent performs without registration. (629—640)~~ appoint a duly authorized officer to preside over all hearings involving registration controversies [Mississippi Code 1972, as amended §75-60-4(2).]
 - (s) To ~~request to be represented by the Attorney General, or District Attorney of the county where action is brought against a school or person performing without registration. (637—640)~~ act through a hearing officer to issue subpoenas in accordance with Mississippi Code 1972, as amended §75-60-19(4).
 - (t) To ~~issue a temporary certificate of registration or agent's permit in accordance with Sections 75 60 11 and 75 60 25 respectively.~~ impose civil penalties and administrative sanctions in accordance with Mississippi Code 1972, as amended §75-60-19(6), for any violations prescribed in §75-60-19.
 - (u) To ~~revoke an agent's permit in accordance with Section 75 60 33.~~ collect approved fees necessary for the administration of the commission [Mississippi Code 1972, as amended §75-60-4(3).]

**~~NOTE: THE NUMBERS IN PARENTHESES AT THE END OF EACH ITEM
REFERENCE LINE NUMBERS OF SENATE BILL 2636.~~**

**~~POLICIES GOVERNING
COMMISSION ON PROPRIETARY SCHOOL
& COLLEGE REGISTRATION
ACTIVITY~~**

**~~POLICIES GOVERNING COMMISSION ON PROPRIETARY SCHOOL
AND COLLEGE REGISTRATION ACTIVITY~~**

<u>SUBJECT</u>	<u>PAGE</u>
3.1 Commission Meeting Schedule	11
3.2 Commission Agenda	13
3.3 Notices to Commission Members	15
3.4 Commission Members' Voting	13
3.5 Commission Minutes	13
3.6 Commission Officers and Their Selection	14
3.7 Commission Administrative Procedures	14
3.8 Commission Members' Compensation/Reimbursement	14
3.9 Distribution of Regulations	15
3.10 Public Access to Commission Records	15
3.11 School Listings	15
3.12 Replacement of Certificates of Registration & Agent's Permits	16
3.13 Disclosure of Information	16
3.14 Commission Members' Participation	16
3.15 Application Review	17

SECTION 2 – Policies Governing Activity of the Mississippi Commission on Proprietary School and College Registration

2.1 COMMISSION MEETING SCHEDULE

3.1

1. 2.1.1 Actions of the Commission

The ~~€~~commission may take action only when in official session, and as reflected ~~by~~ in the ~~€~~commission's official meeting minutes. Opinions and personal comments of individual members are non-binding and do not constitute an official position of the ~~€~~commission.

2.1.2 Location of Meetings

Regular scheduled meetings and called meetings of the commission shall take place in Room 507, 3825 Ridgewood Road, Jackson, MS 39211.

2.2.1.3 Regular Scheduled Meetings

The ~~€~~commission ~~on Proprietary School and College Registration~~ shall meet bimonthly on the third Thursday, at 1:00 P.M., ~~3825 Ridgewood Road, Room 507, Jackson, MS 39211,~~ beginning with the month of August, 1992.

3.2.1.4 Called Meetings

The ~~on Proprietary School and College Registration~~ shall meet for called meetings; on Tuesdays, at 1:00 P.M., ~~3825 Ridgewood Road, Room 507, Jackson, MS 39211.~~

4. ~~The Commission may~~ Meeting times and locations may be changed ~~or alter its meeting time~~ by official action of the ~~€~~commission and after appropriate notification of such changes to members, the media, and schools registered institutions.

2.2 COMMISSION MEETING AGENDA

3.2

- ~~A.1. The commission Chairperson and Director shall confer and prepare the agenda which is to be considered by the Commission for commission meetings. Matters of emergency which arise after this process, or items which could not have been anticipated may be presented for discussion by the Commission.~~

- ~~B.2. Any commission member item may be placed items on the agenda by any Commission Member.~~

- ~~C.3. All requests for items to be placed on the agenda shall be received by the Director, at least twelve (12) calendar days prior to the scheduled bimonthly meeting.~~

- ~~D.4. Matters not on the agenda The commission will not be only considered matters not on the agenda by the Commission except when a majority of the €commission is present and voting concurs that an additional item be included, which did not arise in time to be placed on the regular agenda, or items which were omitted by clerical error, and which are of such~~

~~a nature that the Commission's consideration is required in the current meeting.~~

E.5. The ~~S~~standard ~~F~~format for the ~~A~~agenda will be as follows:

~~REGULAR SCHEDULED MEETING
COMMISSION ON PROPRIETARY SCHOOL AND COLLEGE REGISTRATION~~

~~DATE
1:00 P.M.
Jackson, Mississippi~~

~~AGENDA~~

~~I. CALL TO ORDER~~

~~II. PRELIMINARIES~~

- ~~A. Invocation~~
- ~~B. Acknowledgments/Introductions~~
- ~~C. Adjustments/Approval of Agenda~~
- ~~D. Approval of Minutes~~

~~III. DIRECTOR'S REPORT~~

~~IV. PUBLIC PARTICIPATION (15 MINUTES)~~

~~V. REPORTS~~

- ~~A. Current Listing~~
- ~~B. Complaints~~
- ~~C. Other~~

~~VI. ACTION~~

- ~~A. Old Business~~
 - ~~1. Applications~~
 - ~~2. Complaints~~
 - ~~3. Other~~
- ~~B. New Business~~
 - ~~1. Applications~~
 - ~~2. Complaints~~
 - ~~3. Other~~

~~VII. ADJOURNMENT~~

**MISSISSIPPI COMMISSION ON PROPRIETARY SCHOOL
AND COLLEGE REGISTRATION**

REGULAR SCHEDULED MEETING

Jackson, Mississippi

1:00 P.M., (INSERT DATE)

AGENDA

I. CALL TO ORDER

II. PRELIMINARIES

- A. Invocation
- B. Acknowledgments and Introductions
- C. Adjustments to the Agenda
- D. Approval of Agenda
- E. Approval of Previous Minutes

III. DIRECTOR'S REPORT

IV. PUBLIC PARTICIPATION

V. REPORTS

- A. Current Listing of Registered Institutions
- B. Financial Report
- C. Complaints
- D. Other

VI. DOCKET ACTION

- A. Old Business
- B. New Business
- C. Institutional Registrations
 - i. Initial applications for registration
 - ii. Registration renewals
 - iii. Requests for exemptions from institutional registration
- D. Agent Registrations
 - i. Initial applications for agent permits
 - ii. Agent permit renewals
- E. Programs
 - i. Requests for approval of new programs of study or courses
 - ii. Requests for changes to existing programs of study or courses
- F. Instructor Approvals
- G. Other

VII. ADJOURNMENT

The next scheduled meeting of the commission is at 1:00 p.m. on Thursday (INSERT DATE), in conference room 507 of the Paul B. Johnson, Jr. building located at 3825 Ridgewood Road, Jackson, Mississippi 39211.

2.3 NOTICES TO COMMISSION MEMBERS

3.3

- A.1. All notices to commission members shall be mailed postage prepaid to members at their to the official mailing address as recorded at shown in the office of the State Board for Community and Junior Colleges Mississippi Community College Board.
- B.2. Each commission member shall submit in writing to the Director for Proprietary School and College Registration any change in the member's official mailing address for receipt of official mail.

2.4 MEMBERS' VOTING

3.4

- A.1. A ~~In order for the Commission to conduct its business~~ a quorum of at least three (3) commission members must be present for the commission to conduct its business.
- B.2. A commission member present may vote for or against any motion, or the member may abstain. Voting by proxy is not permitted.
- C.3. ~~The~~ Minutes of the Commission meetings shall reflect the vote of each member on each matter. A unanimous vote may be reflected.
- D.4. Any commission member who may obtain pecuniary benefit from action on any application, either for himself/herself, a relative or for any business for which he/she is associated, shall not vote on said application. Such member shall ~~however~~ be allowed to present information to the members of the commission as a representative of the institution through which the pecuniary benefit is associated, but shall not be involved in commission deliberations regarding such application.

2.5 MINUTES OF COMMISSION MINUTES

3.5

- A.1. ~~The~~ Minutes of the Commission meetings shall be the responsibility of the Director. ~~In instances when the Commission may find it necessary to excuse the Director from the meeting, the Commission Chairperson shall appoint a member to record the minutes.~~
- B. The Director may secure such assistance as is necessary for the preparation of the minutes, or may designate staff to prepare the minutes.
- C.2. ~~All proposed minutes shall become the official minutes upon approval by the Commission. In instances when the commission excuses the Director (or designee) from the meeting, the commission Chair shall appoint a member to record the minutes.~~
- D.3. ~~The director may secure such assistance as is necessary for the preparation of the minutes or may designate staff to prepare the minutes. Proposed meeting minutes shall become the official minutes upon approval by the commission.~~

- E.4. Approved minutes will be on file in the office of the Director for ~~Proprietary School and College Registration~~.

2.6 COMMISSION OFFICERS AND THEIR SELECTION

3.6

- A.1. There shall be the following officer for the ~~Commission~~: Chair.

~~A. Chairperson~~

- B.2. This ~~officer of the Commission~~ Chair shall be elected annually in the June meeting, for a term of one year, with terms to commence on July 1st each year. The Chair position will not be filled by the commission member who is actively engaged in some capacity with a privately owned trade, technical, or other institution.

2.7 COMMISSION ADMINISTRATIVE PROCEDURES

3.7

- A.1. When the ~~Commission~~ adopts, amends, or repeals any of its policies or procedures, the Director shall file with the Secretary of State notice of such intended action and provide notice as required.
- B.2. Notice of such action shall be filed at least thirty (30) days prior to the adoption of the rule, amendment, or repeal except when imminent peril to the public health, safety or welfare requires adoption of a rule upon fewer than thirty (30) days notice. Thereafter, when the ~~Commission~~ adopts a rule, amendment, or repeal, the Director shall file with the Secretary of State a certified copy of the rule, amendment, or repeal. The action shall become final thirty (30) days after the filing of the certified copy with the Secretary of State.

2.8 COMMISSION MEMBERS' COMPENSATION/REIMBURSEMENT

3.8

- A.1. ~~The members of the Commission~~ members shall receive no annual salary, but may receive per diem compensation as authorized by Section 25-3-69, Mississippi code of 1972, as amended, for each day or fraction thereof devoted to the discharge of ~~Commission~~ duties or official ~~Commission~~ meetings.
- B.2. ~~The members of the Commission~~ members shall be entitled to reimbursement for expenses such as meals, lodging and other necessary expenses incurred in the discharge of their duties, including the current state rate per mile actually and necessarily traveled as authorized by Section 25-3-41, Mississippi Code of 1972, as amended.
- C.3. The discharge of official ~~Commission~~ duties shall consist of attending regular and called meetings of the ~~Commission~~, and attending official meetings at which the attendance of the ~~Commission~~ member(s) is required as an official assignment by the State Board for Community and Junior Colleges.

2.9 DISTRIBUTION OF REGULATIONS

3.9

~~Copies of the Commission on Proprietary School and College Registration Regulations for Mississippi Proprietary School and College Registration are available for distribution to the public for a fee of twenty five cents (\$.25) per page. Hard copies of the regulations for the commission are available to the public for a nominal fee. These Ceopies are available at the following address from:~~

~~State Board for Community and Junior Colleges
Mississippi Community College Board
Commission on Proprietary School and College Registration
3825 Ridgewood Road
Jackson, Mississippi 39211
Telephone: (601) 432-6518~~

Electronic copies of the regulations are available for download free of charge from the Mississippi Community College Board website at www.mscjc.edu.

2.10 PUBLIC ACCESS TO COMMISSION RECORDS

3.10

- A.1. Except where prohibited by law, any person shall have the right to inspect or obtain reproductions of any public record of the ~~C~~ommission on Proprietary School and College Registration.
- B.2. The right to inspect public records shall be acquired by a written request. ~~Within five (5) working days after the receipt of the request,~~ Written notification of the time, place and method of access shall be provided in accordance with section 25-61-5 of the Mississippi Code..
- C.3. The right to obtain a reproduction of a public record shall be acquired by written request. The request must specify which record(s) are to be reproduced and whether the reproductions are to be mailed or received in person. Hard ~~C~~opies of public records will be available ~~at a cost of twenty five cents (\$.25) per page or an established fee for specific records~~ for a nominal fee.
- D.4. Denial of a request for access to, or copies of, ~~Commission on Proprietary School and College Registration~~ public records of the commission will be in writing and will contain a statement of the specific reasons for the denial.
- E.5. The provisions of ~~this~~ section 2.10 do not apply to ~~the following:~~

~~Government Officials — State Legislators — State Agencies
government officials, state legislators, or state agencies.~~

2.11 SCHOOL LISTINGS OF REGISTERED INSTITUTIONS

3.11

1. ~~The Commission on Proprietary School and College Registration~~ will maintain a list of ~~schools~~ institutions holding a valid certificate of registration. This list will be available ~~to the public at a cost of five dollars (\$5.00)~~ for download from www.mscjc.edu. Hard copies of this list will be available to the public for a nominal fee. Copies are available from:

Mississippi Community College Board
Commission on Proprietary School and College Registration
3825 Ridgewood Road, Sixth Floor
Jackson, Mississippi 39211

~~2. The provisions of this section 2.11 do not apply to the following:~~

~~Government Officials~~
~~State Legislators~~
~~State Agencies~~

government officials, state legislators, or state agencies.

2.12 REPLACEMENT OF CERTIFICATES OF REGISTRATION & AGENT'S PERMITS 3.12

4. If for any reason, a eCertificate of rRegistration or a aAgent's pPermit must be replaced, the ~~school~~ institution owner or agent must submit the appropriate Affidavit Form (*Application for a Replacement Certificate of Registration or Application for Replacement of Agent Permit*) and replacement fee to the Commission on ~~Proprietary School and College Registration~~. The ~~replacement~~ fee for a duplicate eCertificate of rRegistration or a duplicate aAgent's pPermit is ~~five dollars (\$5.00)~~ stipulated in the current Schedule of Fees (Appendix A).

~~CPSCR FORM-11~~ for the certificate of registration
~~CPSCR FORM-13~~ for the agent's permit.

~~Payments should be made to:~~

~~The Commission on Proprietary School and College Registration~~

2.13 DISCLOSURE OF INFORMATION

3.13

4. Any Commission member who may obtain pecuniary benefit from action on any application either for himself/herself, a relative, or for any business for which he/she is associated, shall inform the Director for ~~Proprietary School and College Registration~~ in writing of his/her affiliation with the applicant or application.

The Director for Proprietary School and College Registration shall provide the commission a docket of all applications to be considered for action by the Commission, ~~to Commission members~~ along with the meeting notices.

2.14 COMMISSION MEMBERS' PARTICIPATION

3.14

- ~~1.~~ Upon request of the commission and to the extent permitted by law, Commission members shall be allowed to present information to the commission as a representative of an institution for which a pecuniary benefit is associated. The commission member shall ~~not however be involved in~~ recuse himself/herself from commission deliberations regarding such application.

2.15 APPLICATION REVIEW

3.15

- ~~A.1.~~ All information requested on any application must be submitted in its entirety. The commission will only consider complete applications. Applicants who submit incomplete applications will be notified and allowed fourteen (14) calendar days to submit the required information. If this information is not received within the ~~specified time period~~ fourteen (14) days, denial of the application will be recommended to the commission at the next commission meeting.

- ~~B.2.~~ The information provided in Aall sections of any application must be ~~s~~deemed sufficient and appropriate prior to application approval. If any section of any application is deemed insufficient or inappropriate, the applicant will be notified of the deficiency and the ~~C~~commission may request additional information from said applicant. Applications will be reviewed based on statutory and regulatory requirements. After the review of an application the ~~C~~commission will be informed of any significant findings.

- ~~C.3.~~ **The following provides information regarding analysis of financial resources for the certificate of registration application:**

Applications for Certificates of Registration must contain Ssufficient financial information ~~must be submitted so that~~ to allow determination of financial stability ~~can be determined.~~

~~a.A.~~ Financial resources and practices must be such that ~~the following exist:~~

- ~~i.(1).~~ There is reasonable expectation of sound financial practices.
- ~~ii.(2).~~ There is evidence presented to suggest that the potential exists for the business to be successful.
- ~~iii.(3).~~ There is reasonable expectation that the business will continue to exist.
- ~~iv.(4).~~ There is evidence ~~presented which indicates that~~ sufficient planning has been conducted to provide for the necessary financial obligations required to assume the essential costs associated with operating the business.

~~b.B.~~ The following ~~items~~ indicators of fiscal stability will also be examined:

(1). ~~Whether financial statements are associated with an independent licensed certified public accountant or public accountant registered with the appropriate state board of accountancy.~~

i.(2). The Current Ratio

ii.(3). ~~Whether or not there are p P ast due liabilities.~~

iii.(4). Working Capital

iv.(5). Stockholder's Eequity or Nnet Wworth.

D. The accuracy and completeness of all financial statements (reviewed or audited) submitted in support of an application for a Certificate of Registration (initial or renewal) must be sworn to by an independent licensed certified public accountant or public accountant registered with the appropriate state board of accountancy.

E.4. Instructional resources must be ~~such that adequate items are~~ and available for individual student use.

2.16 ON-LINE/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:

- A. The institution maintains a telephone number with a Mississippi area code;
- B. The institution maintains a postal address with a Mississippi zip code;
- C. The institution markets and/or recruits Mississippi students via any means of media which originates in Mississippi;
- D. The institution maintains an Internet URL which originates in Mississippi or utilizes an ISP which is based in Mississippi; or
- E. 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.

2.17 INSTITUTIONS WITH NATIONAL ACCREDITATION

Mississippi statute 75-60-11 says private business and vocational schools that have obtained national accreditation from an accrediting agency designated by the United States Department of Education may submit evidence of current accreditation in lieu of other application requests. Applications submitted on evidence of national accreditation must be approved or denied within thirty (30) days after receipt. If no action is taken within thirty (30) days, the application shall be deemed approved and a school license must be issued.

Therefore, 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 accreditation to the commission. All proprietary school fees (Appendix A) shall continue to be levied including fees based on gross tuition (verified by audited financial statements). Oversight of proprietary schools shall be retained by the commission, regardless of national accreditation status.

The commission interprets the legislation to mean any regionally or nationally accrediting agency recognized by the United State Department of Education and includes the following.

A. Regional Accrediting Agencies

- a. New England Association of Schools and Colleges
- b. Middle States Commission on Higher Education
- c. North Central Association of Colleges and Schools
- d. Northwest Commission on Colleges and Universities
- e. Southern Association of Colleges and Schools
- f. Western Association of Schools and Colleges

B. Nationally Recognized Accrediting Agencies

- a. Accrediting Commission of Career Schools and Colleges of Technology
- b. Accrediting Council for Continuing Education and Training
- c. Accrediting Council for Independent Colleges and Schools
- d. Association for Biblical Higher Education, Commission on Accreditation
- e. Association of Advanced Rabbinical and Talmudic Schools, Accreditation Commission
- f. Council on Occupational Education
- g. Distance Education and Training Council, Accrediting Commission
- h. National Accrediting Commission of Cosmetology Arts and Sciences
- i. New York State Board of Regents, and the Commissioner of Education
- j. Transnational Association of Christian Colleges and Schools, Accreditation Commission

Each institution choosing to register with the commission by use of regional or national accreditation status must supply the commission with, at minimum, a status report, an annual progress report (submitted with renewal application), audited financial statements and copies of any correspondence received from any accrediting agency stating formal action taken by the accrediting agency. Other documents including college catalog, student handbook, faculty roster, program of study/course lists and any documents commonly included as part of the accreditation process must be made available upon request by the commission.

REGULATIONS

FOR

***MISSISSIPPI COMMISSION ON PROPRIETARY SCHOOL
AND COLLEGE REGISTRATION***

REGULATION SECTIONS

<u>SECTION</u>	<u>PAGE</u>
I. Introduction	20
II. Procedures for Obtaining Applications	20
III. Issuance of Certificates of Registration	20
IV. Issuance of Agent's Permits	21
V. Exemptions To Requirements for a Certificate	
VI. Additional Locations That a Certificate of Registration May Include	21
VII. Refund Policy	23
VIII. Disclosure of Information to Students	24
IX. Admissions and Recruitment	24
X. Advertisement	25
XI. Records	25
XII. Certificates or Diplomas	26
XIII. Instructional Resources and Materials	26
XIV. Educational Facilities	27
XV. Classroom Facilities	27
XVI. Teacher Qualifications	28
XVII. Student – Instructor Ratio	29
XVIII. Educational Standards	29
XIX. Complaints Registered Against A Licensed Agent	30
X. Complaints Registered Against A Licensed School	31
XXI. Hearing Procedure	31
XXII. Employment Based on Commission	33
XXIII. Changes During the Two-Year Licensure Period	33
XXIV. Evaluation of A School	34
XXV. School Closing	34
XXVI. School Listing	35
XXVII. Requirements for Submitting Applications	35
A. Certification of Registration	35
B. Certification of Registration Renewal	35
C. Program of Study	36
D. Instructor Data Form	37
E. School Director Data Form	37
F. An Agent's Permit	37
G. Agent's Permit Renewal	37

SECTION 3 – Regulations and Procedures for Registration of Proprietary Schools and Colleges

3.1H. INTRODUCTION

4.1

In 1992, Mississippi Senate Bill 2636 transferred the administration of Proprietary School and College Registration from the State Department of Education to the Commission on Proprietary School and College Registration under the ~~State Board for Community and Junior Colleges~~ Mississippi Community College Board. The Commission on Proprietary School and College Registration established these regulations to implement Title 75, Chapter 60, of the Mississippi Code of 1972, as amended.

~~The mission of proprietary schools applying for registration under the Mississippi Proprietary School and College Registration Law varies greatly, from those with a single program and purpose, to those with many programs that are highly complex. The purpose of the Mississippi Proprietary School and College Registration Law and associated regulations is to allow proprietary schools and colleges institutions that have adequate facilities, resources, and faculty, the opportunity to obtain a eCertificate of rRegistration. The law and regulations are further designed to insure that students are provided learning experiences which that are conducive to the achievement of the objectives of the programs being provided to them in exchange for their enrollment fees.~~

3.2H. PROCEDURE FOR OBTAINING APPLICATIONS

4.2

- A. ~~Any person interested in making application for a certificate of registration or an agent's permit under the Mississippi Proprietary School and College Registration Law should contact, in writing:~~

Application forms may be obtained by sending a written request, along with a check or money order for the amount specified in the current Schedule of Fees, made out to “Commission on Proprietary School and College Registration” to:

Mississippi Community College Board
Commission on Proprietary School and College Registration
3825 Ridgewood Road, Sixth Floor
Jackson, MS 39211

~~Telephone: (601) 432-6518~~

- B. ~~The application packet fee as specified by the State Board for Community and Junior Colleges must be submitted by check or money order.~~
- C. ~~After receipt of the written request and application fee, each prospective applicant will be mailed a copy of the Mississippi Proprietary School and College Registration Regulations and a copy of the application packet.~~

On receipt of the written request and application fee, a copy of the application packet will be forwarded by U.S. mail.

3.3III. ISSUANCE OF CERTIFICATES OF REGISTRATION

4.3

- A. A eCertificate of rRegistration shall be granted or denied within sixty (60) days after receipt of the completed application by the Commission on Proprietary School and College Registration. If a eCertificate of Registration cannot be issued within the 60-day period and the school institution has submitted all the required information, the Commission on Proprietary School and College Registration may issue a tTemporary eCertificate of Registration. A This temporary certificate will be valid until the Commission on Proprietary School and College Registration makes its determination.
- B. A eCertificate of rRegistration is only valid only for the school institution and courses for which it is issued. A eCertificate of rRegistration does not include other additional schools institutions or additional locations of the same insitution, unless the Commission on Proprietary School and College Registration has approved annex or franchise locations on the initial certificate of registration application Application for a Certificate of Registration or certificate of registration renewal application Application for Renewal of a Certificate of Registration.
- C. The Commission on Proprietary School and College Registration may suspend, revoke, or cancel a eCertificate of rRegistration for any one or a combination of the causes specified in Section 75-60-19, Mississippi Code of 1972, as amended. In the event that the Commission on Proprietary School and College Registration has cause to suspend, revoke, or cancel a certificate, the procedure outlined in Section 75-60-19 will be followed.

3.4IV. ISSUANCE OF AGENT'S PERMITS

4.4

- A. In order for Prior to an individual to-selling a course of instruction for a school on behalf of an institution, or soliciting students to enroll in a course of instruction at a school registered insitution, he/she such individual must first secure an aAgent's pPermit from the Commission on Proprietary School and College Registration.
- B. The aApplications for an aAgent's pPermit will be approved or denied within thirty (30) sixty (60) days after the completed application has been received of receipt by the Commission.
- C. A pocket card will be issued to the applicant upon approval for a permit of an Agent Permit. This card will give state the agent's name, address, permit number

and the name and address of the employing ~~school~~ institution, and will certify that the person whose name appears on the card is an authorized agent of the ~~school~~ institution.

- D. ~~The Agent p~~Permits ~~is are~~ valid for one (1) year from the date ~~on which it was~~ of issued.
- E. ~~If the Commission has not made a determination within the allotted time period, it may issue a temporary permit. A temporary permit will be valid until the Commission makes its determination.~~

3.5V. EXEMPTIONS TO REQUIREMENTS FOR A CERTIFICATE OF REGISTRATION 4.5

A. Section 75-60-5, Mississippi Code of 1972, as amended, identifies categories of courses, schools or colleges for which the Mississippi Proprietary School and College Registration Law and Regulations do not apply provides for some exemptions from registration with the commission. Accordingly, the following categories of courses, schools and colleges are not required to register with the Commission on Proprietary School and College Registration:

- a. Tuition-free courses or schools conducted by employers exclusively for their own employees
- b. Institutions under the jurisdiction of the Board of Trustees of State Institutions of Higher Learning or the Mississippi Community College Board;
- c. Institutions or courses of instruction under the jurisdiction of the State Board of Cosmetology, State Board of Barber Examiners or the State Board of Massage Therapy;
- d. Courses of instruction required by law to be approved or licensed, or given by institutions approved or licensed, by a state board or agency other than the Commission on Proprietary School and College Registration; however, an institution so approved or licensed may apply to the Commission on Proprietary School and College Registration for a Certificate of Registration to be issued in accordance with the provisions of this chapter;
- e. Correspondence courses;
- f. Nonprofit private institutions offering academic credits at primary or secondary levels, or conducting classes for exceptional education as defined by regulations of the State Department of Education;
- g. Nonprofit private colleges and universities or any private institution offering academic credits at primary, secondary or postsecondary levels;
- h. Courses of instruction conducted by a public school district or a combination of public school districts;
- i. Courses of instruction conducted outside the United States;
- j. Any institution that offers only instruction in subjects that the Commission on Proprietary School and College Registration determines are primarily for non-

vocational, personal improvement or cultural purposes and that does not represent to the public that its course of study or instruction will or may produce income for those who take that course of study or instruction;

- k. Courses conducted primarily on an individual tutorial basis, where not more than one (1) student is involved at any one (1) time, except in those instances where the Commission on Proprietary School and College Registration determines that the course is for the purpose of preparing for a vocational objective;
- l. Kindergartens or similar programs for preschool-age children.

B. Nationally accredited schools shall follow accreditation standards for hiring and training faculty and any state statute that contradicts those federal standards is not applicable to nationally accredited schools. All other schools must comply fully with the applicable state statutes.

3.6VI. ADDITIONAL LOCATIONS THAT COVERED UNDER A CERTIFICATE OF REGISTRATION MAY INCLUDE: ANNEXES 4.6

A eCertificate of rRegistration is valid only for the school institution and courses for which it is issued. The eCertificate of rRegistration does not include other schools or is not valid for additional locations of a school institution, unless the Ccommission on Proprietary School and College Registration has approved these such locations as Annexes on the current eCertificate of rRegistration application or certificate of registration renewal application.

A. Annex Locations—An annex may be included under an existing Certificate of Registration if:

- 1. An annex is an additional location that a certificate of registration may include if:
 - a. The location offers exactly the same courses as the registered school location Courses and programs offered at the annex are identical to those offered at the registered institution location; and
 - b. The location annex is under the same ownership, management and control as that of the registered location (Please refer to the glossary for definitions of these terms).

B.2. An annex location must be applied for on the certificate of registration application or certificate of registration renewal application. If registration of an annex is sought at the same time as application for registration (initial or renewal) of a main campus, then approval of the annex may be sought on the application for a Certificate of Registration of the main campus.

C. If application for registration of an annex does not coincide with initial registration or renewal of registration of a main campus, then a separate Application for Registration of an Annex Location must be submitted, along with all appropriate fees as stipulated on the current Schedule of Fees (Appendix A).

D.3. Gross annual tuition revenues for the registered location and each individual annex ~~location~~ must be combined for the purpose of determining fees payable. Tuition for each location must be reported individually ~~on CPSCR FORM 8 (See Appendix B)~~ on the Gross Tuition Income Form.

These fees include:

1. ~~The Additional Fee (required for the initial certificate of registration)~~
2. ~~The Renewal Fee~~
3. ~~The Delinquent Fee~~

E.4. ~~The a~~ Annex locations must meet all the requirements set forth in Title 75, Chapter 60, Mississippi Code of 1972, as amended, and in these ~~R~~ regulations.

F.5. Annexes ~~locations~~ are subject to the same regulatory requirements as any other ~~institution facility that is~~ licensed by the ~~C~~ ommission on Proprietary School and College Registration. ~~This shall~~ These requirements include, but ~~is~~ are not limited to ~~the following:~~

a. Providing complete and ~~verification of all verifiable~~ information and ~~commitments made in the application for a certificate of registration or renewal on the annex facility,~~ including ~~but not limited to the~~ following:

General School Information _____

Instructional Equipment

Job Placement Services

The Student Enrollment Contract

Additional Information

Annex Locations

Facility Information

Program of Study Information

Instructors

Student Grievance Procedure

School Ownership _____

Evaluation System

Disclosure of Information to Students

Documents Verifying Completion of A Program of Study

Financial Resources Information

Adherence to Refund Policy

Administrators

Bond Information

- i. General institution information (such as location, telephone, advertisements, etc.)
- ii. Institution ownership
- iii. Facility information

- iv. Financial resource information
- v. Bond information
- vi. Program of study information
- vii. Instructor information
- viii. Administrator information
- ix. Policies for disclosure of information to students
- x. Student enrollment contracts
- xi. Student grievance procedures
- xii. Student and/or course evaluations
- xiii. Instructional equipment inventory
- xiv. Documents verifying completion of a program of study
- xv. Adherence to the legislatively mandated refund policy
- xvi. Job placement services

- b. Making available on request all records related to the above statement; ~~and that such records are current and available upon request.~~
- c. Meeting all applicable health and safety standards ~~that may be~~ as required by local, state and federal agencies.
- d. ~~The Agreement to notify the Commission~~ Notifying the commission in writing within 30 days of changes in any of the following:

Ownership	Job Placement Service
Agents	School Director
Instructors	Financial Stability
Programs of Study	Evaluation System
Facility Standards	School Name
A Cohort Default Rate > 19%	Instructional Equipment
The loss of financial aid program eligibility	

- i. Ownership of the annex/institution
- ii. Director over the annex/institution
- iii. Name of the annex/institution
- iv. Agents
- v. Financial stability
- vi. The loss of eligibility for student financial aid programs
- vii. A Cohort Default Rate greater than 19%
- viii. Instructors
- ix. Programs of study
- x. Facility standards
- xi. Job placement services
- xii. Evaluation methods
- xiii. Major instructional equipment

- e. ~~Agreement to m~~Maintaining all premises, equipment, and facilities of the ~~school~~ institution in adequate, safe, and sanitary condition.
 - g. ~~Agreementing~~ to make accessible to commission staff, enrollees ~~accessible~~ to be interviewed for the purpose of ~~securing information to~~ verifying compliance with the conditions as stated on the application for a ~~eCertificate of rRegistration or certificate of registration renewal~~.
- G.6. Annexes ~~locations~~ are subject to announced and unannounced visitation by representatives of the ~~Ccommission on Proprietary School and College Registration~~, and/or the State Board for Community and Junior Colleges.
- H.7. Annexes ~~locations~~ must have the same name as the associated registered location, distinguishable by individual site location.
- I.8. All policies, procedures, tuition, fees, catalogs, and academic calendars utilized at the registered location must also be utilized at the annex ~~location~~.
- J.9. If a ~~eCertificate of rRegistration~~ is suspended, revoked, or canceled by the ~~Ccommission on Proprietary School and College Registration~~, the registered ~~school institution~~ and all annexes ~~locations~~ must comply included under that Certificate of Registration must cease to operate, unless specifically granted written approval by the commission to remain in operation.
- K.10. The approved annex ~~location~~ will be a permanent additional location of the registered ~~school institution~~. This ~~location~~ facility must always be identified as an annex ~~location~~ on each ~~a~~Application for Renewal of a eCertificate of rRegistration renewal.

3.7VI. MANDATORY REFUND POLICY

4.7

Each ~~school~~ institution is required to take and keep a record of student attendance for each individual course meeting.

~~Any school issued a certificate of registration by the Commission on Proprietary School and College Registration must comply with the pro rata student tuition refund policy provided in Section 75-60-18, Mississippi Code of 1972, as amended.~~

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if the student has provided the institution with written notification of withdrawal. All refunds shall be made without requiring a request from the student within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

3.7.1 Refunds for Classes Cancelled by the Institution

If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

3.7.2 Refunds for Students Who Withdraw on or Before First Day of Class

If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100.00) of the tuition and processing fees may be retained by the institution. The refund shall be made within thirty (30) days of the class starting date.

3.7.3 Refunds for Students Who Enrolled Prior to Institution Visit

Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits and orientation sessions.

3.7.4 Refunds for Students Who Withdraw After Instruction Begins

Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

- A. After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;
- B. After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;
- C. After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and
- D. After the first fifty percent (50%) of the period of financial obligation, the institution may retain 100% of the tuition.

3.8 **DISCLOSURE OF INFORMATION TO STUDENTS**

4.8

Prospective students are entitled to sufficient data ~~which will assist as to allow them with to~~ make informed decisions regarding training opportunities and institutions. ~~An school~~ institution is therefore obligated to provide sufficiently detailed data in advance of enrollment to

enable prospective students to clearly understand their opportunities, limitations and obligations. The following information must be fully disclosed to prospective students prior to enrollment and prior to the signing of an enrollment contract or agreement.

- *A. Recruiting Policies
- *B. Admission Requirements
- *C. Academic Calendars
- *D. ~~Grading System Used By the School~~ Objectives of the programs of study
- *E. ~~Graduation Policy~~ Program length
- *F. ~~Program Length~~ Grading systems
- *G. ~~Objectives of the Programs of Study~~ Graduation policy
- *H. ~~Licensing Requirements for Jobs~~ Withdrawal procedures
- *I. ~~Student Support Services~~ Licensing requirements for jobs
- *J. ~~Campus Security Policy~~ Student support services
- K. ~~School's Refund Policy~~ Campus security policy
- *L. ~~Withdrawal Procedures~~ Tuition and fees
- M. ~~Tuition and Fees~~ Refund policy
- N. The percentage of students who ~~have completed their~~ program of study within 150% of the normal time ~~for completion of or graduation from the program of study (Normal Time defined in Glossary)~~
- O. The percentage of ~~your~~ institution's graduates employed in their field of study or related field, within six months after completion of, or graduation from, their program of study
- P. The percentage of students achieving mastery of stated goals of the program of study ~~goals (Student Mastery defined in Glossary)~~
- Q. A list of postsecondary educational institutions that have accepted credits from ~~your~~ the institution

~~*The items listed above that are marked with an asterisk may be disclosed via the student catalog. Items A through L from the above list may be disclosed via the institution's official student catalog.~~

~~The items listed above that are not marked with an asterisk~~ Items M through Q must be provided separately from the student catalog and enrollment contract or agreement. This information ~~must be provided~~ to prospective students via ~~CPSCR FORM 14 (INSTITUTION DISCLOSURE OF INFORMATION FORM)~~ the Institution Disclosure of Information Form. This form must be maintained by the ~~school~~ institution and made available upon request to commission representatives for use in ~~for~~ verification of compliance with this regulatory requirement.

3.9IX. ADMISSIONS & RECRUITMENT

4.9

3.9.1A. Admissions

~~A.1.~~ The admission policy shall conform to the ~~school's~~ institution's philosophy and objectives, shall be publicly stated; (printed and made available to its students), and shall be administered as written.

~~B.2.~~ The ~~school~~ institution ~~is required to~~ shall maintain ~~student~~ records for all students which reflect the requirements for showing adherence to the admission policy of all students.

3.9.2B. Recruitment

~~A.1.~~ Recruiting shall be ethical and compatible with the educational objectives of the ~~school~~ institution.

~~B.2.~~ The ~~school~~ institution ~~should~~ shall provide students, in writing, the information being communicated to students ensure. ~~This will insure that each representative is communicating current and accurate information. Recruitment information should~~ shall include the following:

- a. Programs of ~~S~~study and ~~I~~individual ~~C~~ourses
- b. Tuition and ~~F~~ees
- c. Terms
- d. ~~School~~ Institution ~~O~~perating ~~P~~olicies
- e. Certificates and diplomas offered
- f. ~~Diplomas~~
- ~~f.g.~~ Transfer of Credit Hours Transferability of credit hours
- ~~g.h.~~ Graduation ~~P~~olicies
- ~~h.i.~~ The percentage of students who ~~have~~ completed their program of study within 150% of the normal time for completion ~~of or graduation from the program of study (Normal Time defined in Glossary)~~
- ~~i.j.~~ The percentage of ~~your~~ graduates employed in their field of study or a related field, within six months after completion of, or graduation from, their program of study

~~C.3.~~ Representatives of the ~~school~~ institution shall use only those titles ~~which~~ that accurately reflect their actual duties and responsibilities.

3.10X. ADVERTISEMENT

4.10

- A. Any promotional literature used by an ~~school~~ institution must be ~~presented in such a manner as to be~~ factual with respect to services offered and/or benefits received.
- B. An ~~school~~ institution ~~licensed~~ registered by with the Commission on Proprietary School and College Registration shall use the statement "Licensed by the Mississippi Commission on Proprietary School and College Registration,

Certificate No. _____ (insert number)" on all advertising, both oral and written, and on all ~~school~~ publications.

XII. 3.11 RECORDS

4.11

- A. Each ~~school~~ institution shall develop and maintain adequate records pertaining to students and the ~~school's~~ institution's administrative operations. These records ~~should~~ shall include, but are not limited to the following:
- ~~a.1.~~ Student attendance for each individual course meeting;
 - ~~b.2.~~ Administrators
 - ~~c.3.~~ Instructors
 - ~~d.4.~~ Staff
 - ~~e.5.~~ Student activities
 - ~~f.6.~~ Student academic records
 - ~~g.7.~~ Student enrollment
 - ~~h.8.~~ Student admission
 - ~~i.9.~~ Student enrollment contracts
 - ~~j.10.~~ Financial aid information
 - ~~k.11.~~ Job placement service information
 - ~~l.12.~~ Programs of study and individual courses
 - ~~m.13.~~ Graduation information
 - ~~n.14.~~ Instructional supplies and equipment
 - ~~o.15.~~ The Library and/or the other ~~Instructional Resources Center~~
 - ~~p.16.~~ The ~~p~~Physical facilities
 - ~~q.17.~~ Student withdrawals
 - ~~r.18.~~ Student refund policy
 - ~~s.19.~~ Student financial records (tuition, fees, payments, refunds, etc.)
 - ~~t.20.~~ Student complaints
- B. A permanent academic record (transcript) ~~shall be maintained of the each~~ student's progress shall be maintained. ~~Compatible with the school's philosophy and objectives, t~~The transcript shall indicate student accomplishment in terms of clock hours, units of credit, or some other recognized system compatible with the institution's philosophy and objectives. The grading system used to evaluate student performance shall be fully explained on the transcript.
- C. Each ~~school~~ institution shall maintain a ~~record~~ listing of all students who enroll. This listing ~~which~~ shall include, but is not limited to ~~the each~~ student's name, address, telephone number (if in existence), social security number, programs of study, start date, and anticipated graduation date. This information should be current as of the date on which the student enrolls and shall be available for inspection by, or submission to, the ~~C~~ommission on ~~Proprietary School and College Registration~~.

- D. All ~~basic~~ records and reports pertaining to students and staff shall be maintained so that they will be safe from theft, fire, or other possible loss.
- E. In the event that an ~~school~~ institution closes its facility, the ~~Commission on Proprietary School and College Registration~~ Commission must be informed of:
 - a.1. The location of all student records; and
 - b.2. Information ~~pertaining to~~ on how students may obtain ~~these~~ their records.

3.12~~XII~~. CERTIFICATES OR DIPLOMAS 4.12

The conferring of diplomas, degrees, certificates, or other written evidence of proficiency issued by an ~~school~~ institution shall be consistent with applicable state laws.

3.13~~XIII~~. INSTRUCTIONAL RESOURCES AND MATERIALS 4.13

- A. ~~The~~ instructional resources, including audiovisual teaching equipment and instructional materials, shall meet the needs of the ~~school's~~ institution's educational program.
- B. ~~An~~ The commission may conduct an evaluation of ~~this~~ these materials ~~may be conducted~~ to verify possession and condition of items listed on the institution's application under Section XIX—Equipment Application for Certificate of Registration or Application for Renewal of Certificate of Registration.
- C. A business school ~~should~~ shall ~~have available, and~~ make easily accessible, to faculty and students such standard reference works as a current unabridged dictionary, a current world almanac, thesaurus, recent editions of handbooks appropriate to the curriculum, current periodicals, a set of encyclopedias, and other references ~~relative~~ relevant to the educational philosophy and objectives of the ~~school~~ institution.
Major consideration will be given to the variety of volumes and periodicals readily available to students and faculty, the date of publication, appropriateness, and usefulness to the program.
- D. Each individual trade area shall have a carefully chosen text for each student with adequate, up-to-date reference materials and periodicals in the particular area of training.
- E. ~~The~~ instructional resources may be consolidated or may be distributed throughout the educational facility. Easy access to ~~and use of~~ appropriate reference materials and ~~periodicals~~ audiovisual equipment ~~are~~ is of prime importance in determining if the ~~school~~ institution is meeting the educational needs of its students and faculty. ~~Availability and utilization of audiovisual equipment is also important.~~

~~3.14~~**XIV. EDUCATIONAL FACILITIES 4.14**

- A. Each ~~school~~ institution must provide an environment that is conducive to effective instruction, promotes learning, and supports the educational programs offered ~~by the school~~.
- B. The buildings, classrooms, equipment, furniture, grounds, instructional tools, instructional facilities, machinery, and other physical requirements of the educational program shall be appropriate ~~and shall contribute~~ to the achievement of the educational philosophy and objectives of the ~~school~~ institution.
- C. The ~~school~~ institution shall meet the general ~~test~~ standards of safety, usefulness, cleanliness, maintenance, health, lighting, and shall be in compliance with any local or state laws governing physical facilities, particularly with respect to fire, safety, and sanitation.

~~3.15~~**XV. CLASSROOM FACILITIES 4.15**

~~3.15.1A.~~ Academic Classes

~~3.15.1.14.~~ Classroom size

Regular classrooms shall contain a minimum of 600 square feet of floor space, or a minimum of 20 square feet per student enrolled, whichever is greatest.

~~3.15.1.22.~~ Classroom Equipment

Every classroom shall provide appropriate equipment for students and teachers; to include:

- ~~A.a.~~ Individual student seats and desks or tables and chairs chosen for comfort
- ~~B.b.~~ Teacher's Instructor's desk
- ~~C.c.~~ Filing and storage facilities
- ~~D.d.~~ Sufficient ~~amounts of~~ chalkboard, and whiteboard, tack board, or equivalent
- ~~E.e.~~ ~~Shades or venetian blinds~~ Window coverings to improve visual comfort and efficiency
- ~~F.f.~~ Adequate laboratory facilities, equipment, and supplies for courses offered

~~3.15.2B.~~ Technical and Apprenticeship Trades

~~3.15.2.14.~~ Classroom Size

The minimum size of the classroom shall be 600 square feet and equipped to provide the greatest possible learning experience.

~~3.15.2.22.~~ Classroom Equipment ~~will conform to the section under academic.~~

Every classroom shall provide appropriate equipment for students and instructors to include:

- A. Individual student seats and desks or tables and chairs chosen for comfort
- B. Instructor's desk
- C. Filing and storage facilities
- D. Sufficient chalkboard, whiteboard, tack board, or equivalent
- E. Window coverings to improve visual comfort and energy efficiency
- F. Adequate laboratory facilities, equipment, and supplies for courses offered

3.15.2.33. Shop Area Workshop/Laboratory Size

~~The shop size shall meet the standards prescribed by the Bureau of Vocational Technical Education of the State Department of Education for a particular trade.~~ Facilities used for practical instruction shall meet the size standards prescribed for each discipline by the Office of Vocational and Technical Education of the State Department of Education.

3.15.2.44. Shop Workshop/Laboratory Equipment

~~The shop equipment shall meet the minimum standard equipment list that is prepared by the Bureau of Vocational Technical Education of the State Department of Education for each of the different trade areas.~~ Equipment shall meet or exceed the minimum standard equipment list that is prescribed for each discipline by the Office of Vocational and Technical Education of the State Department of Education.

3.16XVI. TEACHER QUALIFICATIONS

4.16

The commission does not appoint instructors, however, the commission has a responsibility to review and evaluate their qualifications. The right of acceptance carries with it the right of revoking such acceptance for cause.

3.16.1A. Academic Classes

A.1.The eClassroom teacher instructors shall have at least a high school diploma or equivalent.

B.2.The eClassroom teacher instructors shall also have additional training as follows:

- a. A degree, certificate, or license in subject area; or related ~~area~~ field; or

- b. A minimum of eighteen (18) semester hours of credit from an accredited institution in the subject area in which he/she is teaching being taught; or
- c. A minimum of twelve (12) semester hours in methods and techniques of teaching; and/or
- d. A minimum of three (3) years work experience in the subject area.

3.16.2B. Technical or Apprenticeship Trades Classes

1. Qualifications of the Instructor of Technical Education

A.a. The eClassroom teacher instructors shall have at least a high school diploma or equivalent.

B.b. The eClassroom teacher instructors shall ~~also~~ have additional training as follows:

- a.(1) Certificate, license or degree A degree, certificate, or license in the subject area or related field; or
- b.(2) A minimum of eighteen (18) hours of credit from an accredited institution in mathematics and/or science, or courses related to the subject area; or
- c.(3) A minimum of three (3) years work experience in the technical area, or related area field.

3.16.32. Qualifications of the Instructor of Apprenticeship Trades Classes

A.a. The classroom teacher Instructors of apprenticeship trades shall have at least a high school diploma or equivalent

B.b. The teacher Instructors of apprenticeship trades shall ~~also~~ have additional training as follows:

- (2) a. The teacher shall have A minimum of three (3) years work experience above the learner's students' level in the trade to be taught; and
- (3) b. The teacher instructor shall have recognized standing as a tradesman or specialist supported by evidence from previous employers.

3.16.4C. Approval of Substitute Instructors

When, in cases of emergency, sickness, etc., a regularly approved instructor is unable to perform his/her duties, and an alternate instructor is required to substitute for more than two consecutive weeks, the ~~C~~commission on Proprietary School and College Registration must be notified and the credentials of the substitute submitted to the ~~C~~commission. In

the event that an ~~teacher~~ instructor leaves and a new ~~teacher~~ instructor is employed to replace ~~that~~ the instructor of record, the ~~school~~ institution shall ~~give~~ provide the ~~Commission~~ notice of the fact within ten (10) days and submit an Instructor Data Form (~~CPSCR FORM 7~~) for the new instructor.

~~D. The Commission on Proprietary School and College Registration does not appoint teachers, however, the Commission has a direct duty and responsibility in passing upon their qualifications. The right of acceptance carries with it the right of revoking such acceptance for cause.~~

3.17~~XVII~~ STUDENT - INSTRUCTOR RATIO

4.17

~~A. The student teacher ratio should be reasonable at all times in keeping with general accepted teaching modes for the subject matter. Skills training requires more individual instruction or attention thereby requiring smaller classes.~~

3.17.1~~B~~ Academic Classes

~~A.1. No classroom ~~teacher~~ instructor shall have over thirty (30) students enrolled in any one class, and/or the ~~school~~ institution average shall not exceed twenty-nine (29) students per ~~teacher~~ instructor, except as specifically approved by the ~~Commission on Proprietary School and College Registration~~.~~

~~B.2. Ratios for laboratory or clinical instruction shall not exceed fifteen (15) students per ~~teacher~~ instructor.~~

3.17.2~~C~~ Technical or Apprenticeship Trades

~~A.1. The ~~student teacher~~ student-to-instructor ratio for classroom instruction shall not exceed twenty-to-one (20 ~~to~~ :1).~~

~~B.2. Ratios for laboratory or clinical instruction shall not exceed fifteen (15) students per ~~teacher~~ instructor.~~

3.18~~XVIII~~ EDUCATIONAL STANDARDS

4.18

A. The course content and length of instruction shall be of such nature and quality as to assure that ~~the~~ students will adequately develop the job skills and knowledge necessary for obtaining employment in the occupation for which the instruction is offered.

B. Any educational institution licensed by the ~~Commission on Proprietary School and College Registration~~ shall be ~~maintained~~ and operated in compliance with the following standards:

a.1. Instructional ~~e~~Content and ~~l~~Length

- i.a. All programs ~~must be~~ of a vocational nature ~~by developing~~ must be evaluated against competencies needed for employment in a recognized occupation as defined in the current edition of Dictionary of Occupational Titles, published by the United States Department of Labor, or occupations generally recognized by the industry in which the occupation is classified.
- ii.b. Programs of study must adequately cover the subject, must be clearly presented, and must be in accordance with the best current knowledge and practice of trade, professional or manufacturing standards. Study must extend over a period of time sufficient to complete the work with standards appropriate for employment in the occupation for which trained, or in a closely related occupation.
- iii.e. ~~The p~~Programs of study must be consistent in quality, content, and length with similar programs in public or private institutions ~~in the state which~~ that are approved by the Mississippi State Department of Education for vocational education or the Mississippi Community College Board.

~~b.2.~~ Instructional ~~p~~Practices

~~Schools~~ The institution shall provide favorable conditions for effective classroom instruction to include:

- ~~i.(a) w~~Well defined instructional objectives,
- ~~ii.(b) s~~Systematic planning,
- ~~iii.(c) s~~Selection and use of varied types of learning materials and experiences,
- ~~iv.(d) a~~Adaptation of organization and instructional procedures to student needs,
- ~~v.(e) u~~Use of varied evaluation instruments and procedures, and
- ~~vi.(f) g~~Good student and teacher morale.

~~c.C.~~ The Commission on Proprietary School and College Registration will evaluate course content and length of instruction on individual applications.

3.19~~XIX.~~ **COMPLAINTS REGISTERED AGAINST A LICENSED AGENT** **4.19**

- ~~A. — A complaint relative to any of the violations and causes specified under Section 75-60-33, Mississippi Code of 1972, as amended, must be submitted in writing to the Commission on Proprietary School and College Registration by a parent and/or student.~~
- ~~B. — Upon receipt of the written complaint, the Commission will maintain a written record of the complaint.~~
- ~~C. — The Commission will notify the complainant of receipt of the complaint and request further information if necessary.~~
- ~~D. — Evaluation of the complaint will be based on the violations and causes specified under Section 75-60-33, Mississippi Code of 1972, as amended.~~
- ~~E. — The Commission will notify the school, in writing, of the complaint. An informal conference with the agent and a school representative may be scheduled at this time, if needed. A written response to the issues in the complaint may be requested.~~
- ~~F. — If the complaint is resolved, at this time, written documentation of the resolution will be placed in the school file. The complainant and school will be notified of the resolution agreement.~~
- ~~G. — If the complaint is not resolved by the Commission, agent, school representative, and complainant, a public hearing may be scheduled in an effort to resolve the differences. The person(s) making the complaint and representative(s) of the school will be notified to appear at the scheduled hearing in accordance with Sections 75-60-19 and 75-60-33, Mississippi Code of 1972, as amended.~~

~~At the hearing, the Hearing Officer will allow representative(s) of the school and the complainant(s) to give in detail the circumstances relating to the complaint. The Hearing Officer will make a recommendation to the Commission based on the evidence presented. Both the school and the complainant(s) will be advised, in writing, of the Commission's decision within thirty (30) days after the Commission has made its decision.~~

- ~~H. Complainants whose complaints are not relative to Section 75-60-19, will be given referrals to the appropriate source if such information is available.~~
- A. The commission may revoke an Agent Permit if the permit holder solicits or enrolls students through fraud, deception or misrepresentation, or upon a finding that the permit holder is not of good moral character (as specified in Section 75-60-33, Mississippi Code of 1972, as amended.)
 - B. Complaints must be submitted in writing to the commission by a person with standing.
 - C. The commission must receive all complaints within two (2) years of the alleged violation.
 - D. The commission will maintain a record of all written complaints received.
 - E. The commission will notify the complainant that the complaint has been received and will request further information if necessary.
 - F. The commission will notify the agent's employing institution, in writing, of the complaint. An informal conference with the agent and an institution representative may be scheduled at this time. The commission may request a written response to the issues in the complaint.
 - G. If the complaint is resolved as a result of the informal conference, the commission will maintain written documentation of the resolution. The complainant, the agent, and the employing institution will be notified of the resolution agreement.
 - H. If the complaint is not resolved through the informal process, the commission may schedule a hearing in accordance with the procedure in section 3.21 of this document.
 - I. The commission will issue a written finding within ninety (90) days of receipt of the complaint. This finding will be sent to the complainant, the agent, and the employing institution's Chief Operating Officer, and will be placed in the institution's file at the commission office.

- J. If the commission determines that the complaint does not fall under the provisions of Section 75-60-19 of the Mississippi Code of 1972, as amended, the commission will attempt to refer the complainant to an appropriate agency of oversight body.
- K. The commission may initiate an investigation without registration of a complaint.

~~3.20XX.~~ **COMPLAINTS REGISTERED AGAINST A LICENSED REGISTERED SCHOOL OR COLLEGE INSTITUTION** **4.20**

- ~~A. Any complaints relative to any of the violations and causes specified under Section 75-60-19, Mississippi Code of 1972, as amended, must be submitted in writing to the Commission on Proprietary School and College Registration by a parent and/or student.~~
- ~~B. The complaint must be submitted within two (2) years of the alleged violation.~~
- ~~C. Upon receipt of the written complaint, the Commission will maintain a written record of the complaint.~~
- ~~D. The Commission will notify the complainant of receipt of the complaint and request further information if necessary.~~
- ~~E. The School Director will be notified that a complaint has been made and, where appropriate, the nature of the complaint.~~
- ~~F. An investigation will be commenced within twenty (20) days of receipt of the complaint.~~
- ~~G. A written finding will be issued within ninety (90) days of receipt of the complaint. This finding will be sent to the complainant, the School Director, and placed in the school file.~~
- ~~H. If it is determined that a violation of Section 75-60-19, Mississippi Code of 1972, as amended, has occurred, the procedure outlined in Section 75-60-19 of the above referenced Code will be employed.~~
- A. The Commission on Proprietary School and College Registration may suspend, revoke or cancel a Certificate of Registration for any one (1) or any combination of the following causes:
 - a. Violation of any provision of Mississippi Proprietary School Law (Title 75 Chapter 60, Mississippi Code of 1972, as amended), or any regulation made by the commission
 - b. The furnishing of false, misleading or incomplete information requested by the commission;

- c. The signing of an application or the holding of a *Certificate of Registration* by a person who has pleaded guilty or has been found guilty of a felony or any other indictable offense;
 - d. The signing of an application or the holding of a *Certificate of Registration* by a person who is addicted to the use of any narcotic drug, or who is found to be mentally incompetent;
 - e. Violation of any commitment made in an application for a *Certificate of Registration*;
 - f. Presentation to prospective students of misleading, false or fraudulent information relating to a course of instruction, employment opportunity, or opportunities for enrollment in accredited institutions of higher education after entering or completing courses offered by the holder of a *Certificate of Registration*;
 - g. Failure to provide or maintain premises or equipment for offering courses of instruction in a safe and sanitary condition;
 - h. Refusal by an agent to display his/her *Agent Permit* upon demand of a prospective student or other interested person;
 - i. Failure to maintain financial resources adequate for the satisfactory conduct of courses of study as presented in the plan of operation or to retain a sufficient number and qualified staff of instruction; however nothing in this document shall require an instructor to be certificated by the Commission on Proprietary School and College Registration or to hold any type of post-high school degree;
 - j. Offering training or courses of instruction other than those presented in the application; however, institutions may offer special courses adapted to the needs of individual students where the special courses are in the subject field specified in the application;
 - k. Accepting the services of an agent not licensed in accordance with Mississippi Proprietary School and College Law (Sections 75-60-23 through 75-60-37, inclusive of the Mississippi Code of 1972, as amended);
 - l. Conviction or a plea of nolo contendere on the part of any owner, operator or director of a registered institution of any felony under Mississippi law or the law of another jurisdiction;
 - m. Continued employment of an instructor who has been convicted of, or entered a plea of nolo contendere to, any felony under Mississippi law or the law of another jurisdiction;
 - n. Incompetence of any owner or operator to operate a school or college.
- B. Complaints must be submitted in writing to the commission by a person with standing.
- C. The commission must receive all complaints within two (2) years of the alleged violation.
- D. The commission will maintain a record of all written complaints received.

- E. The commission will notify the complainant that the complaint has been received and will request further information if necessary.
- F. The commission will notify the Chief Operating Officer of the Institution that a complaint has been made and, where appropriate, the nature of the complaint. An informal conference with an institution representative may be scheduled at this time. The commission may request a written response to the issues in the complaint.
- G. If the complaint is resolved as a result of the informal conference, the commission will maintain written documentation of the resolution. The complainant, the agent, and the employing institution will be notified of the resolution agreement.
- H. If the complaint is not resolved through the informal process, the commission may schedule a hearing in accordance with the procedure in section 3.21 of this document.
- I. The commission will issue a written finding within ninety (90) days of receipt of the complaint. This finding will be sent to the complainant, and the Institution's Chief Operating Officer, and will be placed in the institution's file at the commission office.
- J. If the commission determines that the complaint does not fall under the provisions of Section 75-60-19 of the Mississippi Code of 1972, as amended, the commission will attempt to refer the complainant to an appropriate agency of oversight body.
- K. The commission may initiate an investigation without registration of a complaint.

3.21~~XXI~~ **HEARING PROCEDURE**

4.21

Upon a finding by the commission that there is good cause to believe that a ~~school~~ registered institution, or an officer, agent, employee, partner or ~~teacher~~ instructor, has committed a violation of Section 75-60-19, Mississippi Code of 1972, as amended the commission shall initiate proceedings as outlined below:

- A. The ~~C~~commission shall initiate proceedings by serving a notice of hearing upon each and every such party subject to the administrative action. The ~~school~~ institution or such party shall be given reasonable notice of the hearing, including the time, place and nature of the hearing and a statement sufficiently particular to give notice of the transactions or occurrences intended to be proved, the material elements of each cause of action and the civil penalties and/or administrative sanctions sought.

- B. Opportunity shall be afforded to the party to respond and present evidence and argument on the issues involved in hearing including the right of cross-examination. In a hearing, the ~~school~~ institution or such party shall be accorded the right to have its representative appear in person or with counsel or other representative. Disposition may be made in any hearing by stipulation, agreed settlement, consent order, default or other informal method.
- C. The ~~E~~commission shall designate an impartial hearing officer to conduct the hearing, who shall be empowered to:
 - ~~a.1.~~ Administer oaths and affirmations; and
 - ~~b.2.~~ Regulate the course of the hearings, set the time and place for continued hearings, and fix the time for filing of briefs and other documents; and
 - ~~c.3.~~ Direct the ~~school~~ institution or such party to appear and confer to consider the simplification of the issues by consent; and
 - ~~d.4.~~ Grant a request for an adjournment of the hearing only upon good cause shown.

The strict legal rules of evidence shall not apply, but the decision shall be supported by substantial evidence in the record.

- ~~D.~~—The ~~E~~commission, acting by and through its hearing officer, is hereby authorized and empowered to issue subpoenas for the attendance of witnesses and the production of books and papers at such hearing. Process issued by the ~~E~~commission shall extend to all parts of the state and shall be served by any person designated by the ~~E~~commission for such service. Where, in any proceeding before the hearing officer, any witness fails or refuses to attend upon a subpoena issued by the ~~E~~commission, refuses to testify, or refuses to produce any books and papers the production of which is called for by a subpoena, the attendance of such witness, the giving of his testimony or the production of the books and papers shall be enforced by any court of competent jurisdiction of this state in the manner provided for the enforcement of attendance and testimony of witnesses in civil cases in the courts of this state.

~~3.22 DECISION AFTER A HEARING~~

- ~~A.E.~~—~~Decision after hearing.~~ The hearing officer shall make written findings of fact and conclusions of law, and shall also recommend in writing to the ~~E~~commission a final decision, including penalties.
- B. The hearing officer shall mail a copy of his findings of fact, conclusions of law and recommended penalty to the party and his attorney, or representative.
- C. The commission shall make the final decision, which shall be based exclusively on evidence and other materials introduced at the hearing.

- D. ~~It~~ If it is determined that a party has committed a violation, the ~~C~~commission shall send by certified mail, return receipt requested, a copy of the final order to the party and ~~his~~ the party's attorney, or representative. The ~~C~~commission shall, at the request of the ~~school~~ institution or such party, furnish a copy of the transcript of the hearing, or any part thereof upon payment of the cost thereof, upon payment of the cost thereof.

3.23F. CIVIL PENALTIES AND ADMINISTRATIVE SANCTIONS

A.1. A hearing officer may recommend, and the ~~C~~commission may impose, a civil penalty not to exceed Two Thousand Five Hundred Dollars (\$2,500.00) for any violation of this section. In the case of a second or further violation committed within the previous five (5) years, the liability shall be a civil penalty not to exceed Five Thousand Dollars (\$5,000.00) for each violation.

B.2. Notwithstanding the provisions of paragraph ~~(a)~~ A of ~~this section 75-60-19(6), Mississippi Code of 1972, as amended,~~ section 3.23 of these regulations, a hearing officer may recommend and the ~~C~~commission may impose a civil penalty not to exceed Twenty-five Thousand Dollars (\$25,000.00) for any of the following violations:

- a. ~~o~~Operation of a ~~school~~ institution without a ~~registration~~ Certificate of Registration in violation of this chapter;
- b. ~~o~~Operation of a ~~school~~ institution knowing that the ~~school's~~ institution's registration has been suspended or revoked;
- c. ~~u~~Use of false, misleading, deceptive or fraudulent advertising;
- d. ~~e~~Employment of recruiters on the basis of a commission, bonus or quota, except as authorized by the commission;
- e. ~~d~~Directing or authorizing recruiters to offer guarantees of jobs upon completion of a program of study or individual course;
- f. ~~f~~Failure to make a tuition refund when such failure is part of a pattern of misconduct; or
- g. ~~v~~Violation of any other provision of this ~~chapter document~~, or any rule or regulation ~~promulgated pursuant thereto~~ of the commission, when such violation constitutes part of a pattern of misconduct which significantly impairs the educational quality of the program or programs being offered by the ~~school~~ institution. For each enumerated offense, a second or further violation committed within the previous five (5) years shall be subject to a civil penalty not to exceed Fifty Thousand Dollars (\$50,000.00) for each such violation.

C.3. In addition to the penalties authorized in paragraphs ~~(a) and (b)~~ of ~~section 75-60-19(6), Mississippi Code of 1972, as amended,~~ 3.23A and 3.23B of these regulations, a hearing officer may recommend and the commission may impose any of the following administrative sanctions:

- 9. ~~School Name~~
- 10. ~~A Cohort Default Rate > 19%~~
- 11. ~~The loss of financial aid program eligibility~~

a.B. Change of Ownership of an institution

~~Certificates of Registration are not transferrable, therefore, in the event of a change of ownership of a school registered institution, the new owner must apply for a eCertificate of Registration within thirty (30) days after the change of ownership has occurred.~~

~~If the Commission on Proprietary School and College Registration is granted to the new owner, the eCertificate of Registration it becomes valid upon the Commission's receipt of legal verification of the change of ownership.~~

- b. Chief Operating Officer (Director) of an institution
- c. Institution name
- d. Agents of an institution
- e. Financial stability of an institution
- f. An institution's loss of eligibility for student financial aid programs
- g. A Cohort Default Rate greater than 19%
- h. Instructors
- i. Programs of study
- j. Facility standards
- k. Job placement services
- l. Evaluation methods
- m. Major instructional equipment

3.26XXIV. EVALUATION OF A SCHOOL AN INSTITUTION

4.24

~~The Commission on Proprietary School and College Registration may conduct periodic announced and unannounced evaluations of a school any registered institution.~~

~~These evaluations will be to determine if the school institution is complying with the Mississippi Proprietary School and College Registration Law and Regulations. This Such evaluations will may also be used to verify that the school institution is in compliance with material presented in its application.~~

Any of the following areas may be evaluated during an evaluation ~~visitation~~:

- A. General ~~School~~ institution ~~Information~~ (Location, Telephone, ~~Advertisements~~, etc.)
- B. Type of ~~Ownership~~
- C. Personnel
- D. Equipment
- E. Evaluation ~~System~~ methods

- F. Job Placement Services
- G. Disclosure of Required Information to Students
- H. Financial Resources
- I. Facilities
- J. Refund Policy and Procedures
- K. Program of Study and Individual Course Information

The ~~school~~ institution will be notified of the results of the ~~any~~ evaluation, and may be requested to provide information concerning any questionable areas.

~~3.27XXV.~~ **SCHOOL CLOSING CLOSING OF A REGISTERED INSTITUTION**

In the event that a ~~school~~ an institution closes a facility, the commission must be provided within sixty (60) days following is required:

- ~~A. The Commission on Proprietary School and College Registration must be informed within sixty (60) days of:~~
 - ~~A.1. Proof of The~~ Proof of The official closing date.
 - ~~B.2. Proof of A~~ Proof of A reason for the closure with supporting evidence (where applicable).
 - ~~C.3. Proof Evidence of the development~~ Proof Evidence of the development of a method ~~developed~~ developed to assist students with the completion of their programs of study and individual courses.
 - ~~D.4. Proof of notice sent to~~ Proof of notice sent to Evidence that all currently enrolled students, ~~notifying them of the closure~~ have been notified in writing of the facility's closure and have been provided written indication of where they may obtain any of their records.
 - ~~5. Proof of notice given to students indicating where they may obtain any of their records.~~
 - ~~E.6. Proof Evidence~~ Proof Evidence of disposition of student records, with a contact person, complete address, and telephone number and how students may be obtained.
 - ~~F.7. Proof Evidence~~ Proof Evidence of notice sent to all students who have paid for any tuition ~~and/or fees toward~~ and/or fees toward future enrollment in a program of study or individual course informing them of the closure, and refund information.
- ~~C. In the event a school~~ If an institution files a bankruptcy petition, a certified copy must be ~~filed~~ lodged with the ~~Commission on Proprietary School and College Registration.~~

~~3.28XXVI.~~ **SCHOOL LISTING OF REGISTERED INSTITUTIONS**

4.26

The ~~Commission on Proprietary School and College Registration~~ will maintain a list of ~~schools~~ institutions holding a valid ~~eCertificate of rRegistration, in accordance with Title 75, Chapter 60, Mississippi Code of 1972, as amended.~~ Hard copies of this list are available to the public at a cost of \$5.00 nominal fee. The list will be made available for free download from www.mscjc.edu.

This section ~~provides~~ outlines the requirements for submitting applications to the ~~Commission on Proprietary School and College Registration~~. Please be advised that ~~the~~ The Commission may request additional information needed to make a determination regarding any application.

~~A.~~ 3.29.1 Initial Certificate of Registration

The commission must receive the following information documents ~~must be returned simultaneously to the Commission on Proprietary School and College Registration for before any action will be taken to approve an initial Certificate of Registration:-~~

- ~~1. The application form completed in its entirety and signed by the school owner. Be certain that all sections (I-XXIV) are completed and included.~~
- ~~2. A non-refundable application fee as specified by the State Board for Community and Junior Colleges and payable to the Commission on Proprietary School and College Registration must accompany the application.~~
- ~~3. A surety bond in the penal sum of Fifty Thousand Dollars (\$50,000.00). The bond form must be completed by the Insurance Company or Agency and signed by a Mississippi Resident Agent. CPSCR FORM 2 for the School Bond is included in the application packet.~~

~~Applicants may file in lieu of the bond, cash, a certificate of deposit or government bonds in the amount of Fifty Thousand Dollars (\$50,000.00).~~

- A. A completed Application for Initial Certificate of Registration signed by the institution owner.
- B. A fee in the amount specified in the current published Schedule of Fees (Appendix A).
- C. A Institution Bond Form completed by the bond-issuing insurance company or agency and signed by a Mississippi Resident Agent.
- D. A surety bond in the amount of the penal sum specified in the current Schedule of Fees (Appendix A).

3.29.2B. Renewal of a Certificate of Registration ~~Renewal~~

~~The following information must be returned simultaneously to the Commission on Proprietary School and College Registration at least thirty (30) days prior to the expiration date of the current certificate.~~

- ~~1. The Certificate of Registration Renewal Application completed in its entirety, and signed by the school owner. Be certain that all sections (I—XXIV) are completed and included.~~
- ~~2. An application renewal fee as specified by the State Board for Community and Junior Colleges is payable to the Commission on Proprietary School and College Registration.
The renewal fee must accompany the application. Both the renewal application and renewal fee must be received in the office of the Director for Proprietary School and College Registration at least thirty (30) days prior to the expiration date of the school's current certificate of registration.~~
- ~~3. If the renewal fee and application are not received at least thirty (30) days prior to the expiration date of the school's current certificate of registration, in addition to the renewal fee, a delinquent fee will be charged.~~

~~The amount of the delinquent fee is specified by the State Board for Community and Junior Colleges.~~

- ~~4. If the renewal application and renewal fee are not received by the expiration date of the current certificate of registration:~~
 - ~~a. The current certificate of registration will expire and the school or college must reapply as a new applicant.~~
 - ~~b. The registered school and all annex and franchise locations will be notified to cease operation. A copy of this notification will be sent to the Attorney General's Office.~~
- A. Application for Renewal of a Certificate of Registration completed in its entirety, and signed by the institution owner.
 - B. An application fee in the amount specified in the current published Schedule of Fees (Appendix A).
 - C. An additional fee based on the institution's gross tuition income collected during the previous license year, and according to the current published Schedule of Fees (Appendix A).
 - D. If the commission does not receive the application and renewal fees at least thirty (30) days prior to the expiration of the institution's current Certificate of

Registration, a Delinquent Fee will be charged, as detailed in the current Schedule of Fees (Appendix A).

- E. If the application for renewal of a Certificate of Registration and all monies due are not received by the expiration date of the current Certificate of Registration:
- The current Certificate of Registration will expire and the institution must reapply as a new applicant after paying all monies owed.
 - The offending institution and all annexes will be notified to cease operation.
 - A copy of this notification will be sent to the office of the Mississippi Attorney General.

3.29.3C: New Programs of Study or Changes to Existing Programs

- ~~1. Refer to the Glossary for the definitions of a program of study and individual course.~~
- ~~2. The following information must be returned simultaneously submitted to the Commission on Proprietary School and College Registration for action prior to addition of a new program of study or changes to any existing program or course:~~
 - ~~A.a. The A completed a~~Application for to Change Course or Program of Study-Description. Offerings.
 - ~~B.b. The A application~~ fee as specified by the State Board for Community and Junior Colleges.
 - ~~C.e. The Completed~~ Instructor Data Forms for all new instructors required to implement the new program of study or course.
- ~~3. All No~~ programs of study ~~must be approved by the Commission on Proprietary School and College Registration prior to being~~ may be offered to students until they have been approved by the commission.

3.29.4D: The Instructor Data Forms

The Commission on Proprietary School and College Registration does not appoint teachers; however, the ~~C~~commission has a direct duty and responsibility in passing upon their qualifications.

~~The A~~ Instructor Data Form must be completed in its entirety and submitted to the Commission on Proprietary School and College Registration for each instructor employed by the institution. Transcripts, certificates, licenses, and verification of ~~H~~high ~~S~~school graduation must accompany the ~~application~~ Instructor Data Form.

3.29.5E: The School Institution Director Data Forms

The Commission on Proprietary School and College Registration does not appoint administrators; however, the ~~C~~ommission has the authority and responsibility to pass upon their qualifications.

The ~~School~~ Institution Director Data Form must be completed in its entirety and submitted to the ~~C~~ommission ~~on Proprietary School and College Registration~~ each time the Chief Operating Officer of an Institution changes.

3.29.6F. ~~An~~ Initial Agent's Permits

- ~~1. The following information must be returned simultaneously to the Commission:~~
 - ~~a. The application for an agent's permit completed in its entirety.~~
 - ~~b. The surety bond requirement of Ten Thousand Dollars (\$10,000.00).~~
 - ~~c. The application fee as specified by the State Board for Community and Junior Colleges, payable to the Commission on Proprietary School and College Registration.~~
- ~~2. If the school does not have a certificate of registration for the State of Mississippi, the following must be submitted along with the application:~~
 - ~~a. A copy of the certificate of registration for the school submitting the application must be included; and~~
 - ~~b. A copy of the school's catalog that will be utilized during the one year effective period of the agent's permit.~~

Any person operating or recruiting on behalf of a proprietary institution is considered as an agent of that institution. No person may recruit on behalf a registered institution without first registering with the commission as an agent.

The commission must receive the following documents before any action will be taken to approve an Agent Permit:

- A. A completed Application for Agent Permit.
- B. A fee in the amount specified by the State Board for Community and Junior Colleges.
- C. A surety bond in the amount stipulated in the current Schedule of Fees (Appendix A).

If the applicant agent intends to represent an institution not registered in Mississippi, the following must be submitted in addition to the documents listed above:

- A. A copy of a current Certificate of Registration for the Agent's employing institution, valid in the employing institution's state of operation; and

B. A copy of the employing institution's current catalog.

3.29.7G. Agent's Permit Renewals

- ~~1. The following items must be returned simultaneously to the Commission on Proprietary School and College Registration at least thirty (30) days prior to the expiration date of the current agent permit.~~
 - ~~a. The application for an agent's permit completed in its entirety.~~
 - ~~b. The surety bond requirement of Ten Thousand Dollars (\$10,000.00).~~
 - ~~c. The application fee as specified by the State Board for Community and Junior Colleges, payable to the Commission on Proprietary School and College Registration.~~
 - ~~d. A notice of continuation on the Ten Thousand Dollar (\$10,000.00) Surety Bond from the Insurance Company or a new bond if the previous bond has been canceled, or is not in the penal sum of Ten Thousand Dollars (\$10,000.00).~~
- ~~2. If the application for renewal of an agent's permit is not received by the expiration date, the school will be notified that the agent cannot solicit students for the school. A copy of this letter will be sent to the Attorney General's Office.~~

~~The applicant must then reapply as a new applicant.~~

The commission must receive the following documents at least thirty (30) days prior to expiration of the current Agent Permit.

- A. A completed Application for Agent Permit.
- B. A fee in the amount specified by the Mississippi Community College Board.
- C. A surety bond in the amount stipulated in the current Schedule of Fees (Appendix A).

If the application for renewal of a Agent Permit and all monies due are not received by the expiration date of the Agent Permit:

- A. The employing institution will be notified that the agent must not solicit students for the institution until a current Agent Permit is obtained.
- B. A copy of this notification will be sent to the office of the Mississippi Attorney General.
- C. The Agent must reapply for an Agent Permit as a new applicant.

SECTION 4 – Glossary

<u>Term</u>	<u>Definition</u>
<u>Agent</u>	<u>Any person employed by an institution licensed by the commission, regardless of job title, job description, full-time or part-time employment status, who either directly, or indirectly influences the decision of any prospective student to enroll for a fee in a course of instruction.</u>
<u>Annex</u>	<u>An Annex is an additional physical location of a registered institution that offers the same courses as are offered at the registered institution; and is under the same ownership, management and control as the registered institution.</u>
<u>Change of Ownership</u>	<u>Any one, or a combination, of the following constitutes a change of ownership:</u> <ul style="list-style-type: none">• <u>Sale of the institution or the majority of its assets;</u>• <u>Division of one (1) or more institutions into two (2) or more institutions;</u>• <u>Transfer of the controlling interest in stock of the institution or its parent corporation;</u>• <u>Transfer of the liabilities of the institution to its parent corporation;</u>• <u>Lease or rental of an institution.</u>
<u>Commission</u>	<u>The Commission on Proprietary School and College Registration established under MS Code 75-60-1, Senate Bill 2636.</u>
<u>The Director</u>	<u>The Director of the Commission on Proprietary School and College Registration.</u>
<u>Institution</u>	<u>A proprietary school/college regulated under Mississippi Code 75-60-1 et seq..</u>
<u>Institution Director</u>	<u>Person responsible for the daily operations of an institution. Interchangeable with Institution Chief Operating Officer.</u>

<u>Term</u>	<u>Definition</u>
<u>First year after initial registration</u>	<u>Twelve (12) calendar months immediately following the effective date of issuance of an initial Certificate of Registration.</u>
<u>Graduate</u>	<u>Any student (full-time or part-time) who upon completion of a program of study receives a certificate, license, or diploma from a proprietary institution licensed by the commission.</u>
<u>Course</u>	<u>A series of instructional sessions dealing with a subject</u>
<u>Institution Chief Operating Officer</u>	<u>Person responsible for the daily operations of an institution. Interchangeable with Institution Director.</u>
<u>Institution owner</u>	<u>If the institution is owned by an individual, that individual; if the Institution is owned by a partnership, all partners; if the institution is owned by a corporation, the officers and directors of the corporation.</u>
<u>Last day of student attendance</u>	<u>The date that a student gives written notice to the institution that he/she has withdrawn; or the date on which a student meets all of the following conditions:</u> <ul style="list-style-type: none"> • <u>The student has failed to attend classes for thirty (30) successive calendar days; and</u> • <u>The institution has notified the student, and the Director of the Commission for Proprietary School and College Registration, that the student will be considered withdrawn if he/she does not notify the institution to the contrary within twelve (12) calendar days from the date on which the letter is mailed (postmarked); or</u> • <u>The student fails to respond within the twelve (12) day period.</u>
<u>Normal time to completion</u>	<u>The published time period required for completion of a program of study.</u>

<u>Term</u>	<u>Definition</u>
<u>Program of study</u>	<u>A series of individual courses in an area of specialization for which a diploma, degree, certificate or other written evidence of proficiency or achievement is offered or awarded.</u>
<u>Quarter</u>	<u>An instructional term of up to fourteen (14) weeks.</u>
<u>Registered location</u>	<u>The location for which a certificate of registration is valid excluding, any annexes or franchise locations.</u>
<u>Semester</u>	<u>An instructional term of fifteen (15), sixteen (16), seventeen (17), or eighteen (18) weeks.</u>
<u>Student</u>	<u>Any person who enters into a student enrollment contract or agreement.</u>
<u>Student catalog</u>	<u>A typed and bound publication that is readily identifiable as a catalog. The catalog must be designed and written to convey accurate impressions of the institution. The catalog must avoid false, or misleading statements. The catalog should provide sufficient detailed data to enable prospective students to clearly understand their opportunities, limitations, and obligations. Each student must be given a copy of this catalog upon enrollment.</u>
<u>Term</u>	<u>The amount of instructional time covered by an enrollment period.</u>
<u>Working capitol</u>	<u>Current assets less current liabilities; it is a measure of whether a company will have sufficient resources to meet short-term debts.</u>

APPENDICES

APPENDIX A – Schedule of Fees for Mississippi Proprietary Schools and Colleges

APPLICATION FEES

(These fees are not subject to Refund)

Payments must be submitted in the form of a check or money order made out to “The Commission on Proprietary School and College Registration.”

Send payments to:

Mississippi Community College Board
Commission on Proprietary School and College Registration
3825 Ridgewood Road, Sixth Floor
Jackson, Mississippi 39211

Payments are nonrefundable.

1. ~~Certificate of Registration~~

~~A. An initial as specified by the State Board for Community and Junior Colleges must accompany each application~~

~~This fee is to be paid within thirty (30) days after the end of this year.~~

~~B. The application for a certificate of registration must be accompanied by a surety bond in the penal sum of \$50,000. Applicants may file in lieu of the bond, cash, a certificate of deposit, or government bonds in the amount of \$50,000.~~

2. ~~Certificate of Registration Renewal~~

~~A. An application renewal fee as specified by the State Board for Community and Junior Colleges is payable to the Commission on Proprietary School and College Registration.~~

~~B. Applications for renewal must be accompanied by a surety bond in the penal sum of \$50,000 if a continuous bond has not been furnished in the penal sum of \$50,000. Applicants may file in lieu of the bond, cash, a certificate of deposit, or government bonds in the amount of \$50,000.~~

3. ~~Delinquent Fee~~

~~A. A delinquent fee is required if a renewal fee is not paid at least thirty (30) days prior to the expiration date of a school's current certificate of registration. This delinquent fee is in addition to the renewal fee. The delinquent fee is specified by the State Board for Community and Junior Colleges.~~

~~B. Failure to pay the assessed delinquent fee may lead to the suspension of the certificate of registration. The reinstatement registration fee for a suspended school is specified by the State Board for Community and Junior Colleges.~~

~~4. Agent Permit~~

~~A. The application for a permit shall be accompanied by a fee as specified by the State Board for Community and Junior Colleges.~~

~~B. The application for a permit shall be accompanied by a surety bond in the penal sum of \$10,000.~~

~~5. Agent Permit Renewal~~

~~A. The application for renewal of an agent permit must be accompanied by a fee as specified by the State Board for Community and Junior Colleges.~~

~~B. The application for renewal must be accompanied by a surety bond in the penal sum of \$10,000, if a continuous bond has not been furnished in the penal sum of \$10,000.~~

~~6. Application for New Program of Study~~

~~A. Each application for the original registration of a new course must be accompanied by a fee as specified by the State Board for Community and Junior Colleges.~~

~~7. Reinstatement Fee~~

~~A. The reinstatement fee for a suspended school is specified by the State Board for Community and Junior Colleges.~~

**All payments should be made to:
Commission on Proprietary School & College Registration
CPSCR**

PLEASE READ CAREFULLY

~~A. ANNEX LOCATIONS~~

~~If your certificate of registration is valid for an annex location, to determine the amount of fees payable based on the school's gross tuition income, the gross tuition income for the registered location must be combined with the gross tuition income for each individual annex location.~~

~~B. THE FIRST YEAR AFTER REGISTRATION~~

~~Twelve (12) calendar months following the effective date of the certificate of registration.~~

C. THE PREVIOUS LICENSE YEAR

~~Thirteen (13) calendar months prior to the expiration date of the current certificate of registration.~~

APPLICATION PACKET FEE

Application Packet Fee (\$25)

A fee of \$25 (check or money order) must accompany each Application Packet request.

INITIAL APPLICATION FOR A CERTIFICATE OF REGISTRATION

Initial Application Fee (\$2,500)

Each initial application for a Certificate of Registration must be accompanied by a check or money order in the amount of \$2,500. Certificates of Registration are valid for two (2) years. However, fees are due annually for each previous year. If fees are not paid annually, the Certificate of Registration may be revoked.

Surety Bond (or Equivalent)

A surety bond in the penal sum of \$50,000 must accompany each initial application for a Certificate of Registration. Alternatively, applicants may file cash, a certificate of deposit, or government bonds in the amount of \$50,000 in lieu of the bond.

GROSS ANNUAL TUITION FEES

Gross Annual Tuition Fees

Gross Annual Tuition Fees are due annually on the initial registration date to maintain the Certificate of Registration. Fees are due on each previous license year – twelve (12) calendar months.

When Gross Annual Tuition Fees are not paid at least thirty (30) days prior to expiration of an institution's Certificate of Registration date, a Delinquent Fee must be paid in addition to all other fees due.

<u>Gross Annual Tuition (GAT)</u>	<u>Fee</u>
<u>If GAT is less than \$50,000</u>	<u>\$500</u>
<u>If GAT is greater than \$50,000</u>	<u>\$1,000 or 25/100 or 1% (.0025) of GAT whichever is greater</u>

Delinquent Fee (\$500)

When all fees for renewal of a Certificate of Registration are not paid at least thirty (30) days prior to expiration of an institution's current Certificate of Registration, a Delinquent Fee must be paid in addition to all other fees due.

The Delinquent Fee is \$500. Failure to pay the assessed Delinquent Fee may lead to the suspension of the institution's Certificate of Registration.

APPLICATION FOR RENEWAL OF A CERTIFICATE OF REGISTRATION

Renewal Application Fee (\$1,000)

Each application for renewal of a Certificate of Registration must be accompanied by a check or money order in the amount of \$1,000 plus the fee based on Gross Annual Tuition. Certificates of Registration are valid for two (2) years. However, fees are due annually for each previous year. Fee Based on Gross Annual Tuition. If fees are not paid annually, the Certificate of Registration may be revoked.

Each institution applying to renew a Certificate of Registration must pay the Renewal Application Fee and the Gross Annual Tuition Fee collected during the previous license year by the institution and all annexes covered by the Certificate of Registration. The fee is calculated according to the following schedule:

<u>Gross Annual Tuition (GAT)</u>	<u>Fee</u>
<u>If GAT is less than \$50,000</u>	<u>\$500</u>
<u>If GAT is greater than \$50,000</u>	<u>\$1,000 or 25/100 or 1% (.0025) of GAT whichever is greater</u>

Surety Bond (or Equivalent)

A surety bond in the penal sum of \$50,000 must accompany each application for renewal of a Certificate of Registration unless a continuous bond in the penal sum of \$50,000 has been furnished. Alternatively, applicants may file cash, a certificate of deposit, or government bonds in the amount of \$50,000 in lieu of the bond.

Delinquent Fee (\$500)

When all fees for renewal of a Certificate of Registration are not paid at least thirty (30) days prior to expiration of an institution's current Certificate of Registration, a Delinquent Fee must be paid in addition to all other fees due.

The Delinquent Fee is \$500. Failure to pay the assessed Delinquent Fee may lead to the suspension of the institution's Certificate of Registration.

REINSTATEMENT OF REGISTRATION

Reinstatement Fee (\$1,000)

The fee for reinstatement of registration of a suspended institution is \$1,000.

APPLICATION TO REGISTER AN ANNEX OF AN APPROVED INSTITUTION

Annex Registration Application Fee (\$250)

A fee of \$250 must accompany each application to register a new annex of an approved institution, unless the annex approval request is included in the institution's application to renew their Certificate of Registration.

APPLICATION FOR APPROVAL TO OFFER A NEW COURSE WITHIN AN APPROVED PROGRAM OF STUDY

New Course Fee (\$250)

A fee of \$250 must accompany each application for approval to offer a new course within an approved course of study.

APPLICATION FOR APPROVAL TO OFFER A NEW PROGRAM OF STUDY

New Program/Change to Program Fee (\$250)

A fee of \$250 must accompany each application for approval to offer a new program of study.

APPLICATION FOR AN INITIAL AGENT PERMIT

Initial Application Fee (\$500)

Each initial application for an Agent Permit must be accompanied by a check or money order in the amount of \$500. Agent Permits are valid for one (1) year.

Surety Bond (or Equivalent)

A surety bond in the penal sum of \$10,000 must accompany each application for an initial Agent Permit. Alternatively, applicants may file cash, a certificate of deposit, or government bonds in the amount of \$10,000 in lieu of the bond.

APPLICATION FOR RENEWAL OF AN AGENT PERMIT

Renewal Application Fee (\$250)

Each application for renewal of an Agent Permit must be accompanied by a check or money order in the amount of \$250. Agent Permits are valid for one (1) year.

Surety Bond (or Equivalent)

A surety bond in the penal sum of \$10,000 must accompany each application for renewal of an Agent Permit unless a continuous bond in the penal sum of \$10,000 has been furnished. Alternatively, applicants may file cash, a certificate of deposit, or government bonds in the amount of \$10,000 in lieu of the bond.

OTHER FEES

Other Fees (\$250)

A fee of \$250 must accompany each change of address, change of ownership or name change request.

SPECIAL SITE VISIT FEE

Special Site Visit Fee (\$500 plus actual visiting team expenses)

A fee of \$500 will be assessed to an institution for special site visits such as accreditation visits, hearings for complaints, audits (other than regularly scheduled) and investigations. In addition to the Special Site Visit Fee, fees will be assessed to an institution to cover the actual expenses of the visiting team to include travel, meals and lodging.

REPLACEMENT FEES

Replacement Fees (\$5)

A replacement fee for a duplicate Certificate of Registration or a duplicate Agent Permit is \$5.00.

~~APPENDIX B~~
~~(CPSCR FORMS)~~

GLOSSARY

GLOSSARY

ACID-TEST RATIO

~~The ratio of cash plus readily marketable securities plus net receivables to total current liabilities.~~

AGENT

~~Any individual who solicits prospective students in Mississippi to enroll for a fee in a course of instruction.~~

ANNEX LOCATION

~~An annex is an additional location that a certificate of registration may include if:~~

- ~~1. The location offers exactly the same courses as the registered school location; and~~
- ~~2. The location is under the same ownership, management and control as that of the registered location.~~

BOARD

~~The State Board for Community and Junior Colleges established in Section 37-4-3, et seq., Mississippi Code of 1972.~~

CHANGE OF OWNERSHIP

~~Any one or a combination of the following:~~

- ~~1. The sale of the institution or the majority of its assets;~~
- ~~2. The division of one (1) or more institutions into two (2) or more institutions;~~
- ~~3. The transfer of the controlling interest in stock of the institution or its parent corporation;~~
- ~~4. The transfer of the controlling interest in stock of the institution to its parent corporation;~~
- ~~5. The transfer of the liabilities of the institution to its parent corporation;~~
- ~~6. The lease of any institution; or~~
- ~~7. The rental of any institution.~~

COMMISSION

~~The Commission on Proprietary School and College Registration established under MS Code 75-60-1, Senate Bill 2636. —~~

COURSE OF INSTRUCTION

~~The offering of instruction to individuals for a charge, fee or contribution of any kind, to a person or persons for the purpose of training or preparing such person(s) for a field of endeavor in a business, trade, technical or industrial occupation.~~

CURRENT RATIO

~~The ratio of current assets to current liabilities. A ratio of 2:1 would mean that current assets are at least twice the amount of current liabilities. To calculate, divide current assets by current liabilities. Current ratios and acid test ratios are used to determine liquidity or the ability of an entity to meet its short-term financial obligations when and as they fall due.~~

DEBT TO EQUITY

~~Total Liabilities divided by Owners' Equity provides insight into the extent to which nonequity capital is used to finance the assets of an entity.~~

DIRECTOR

~~The Director for Proprietary School and College Registration.~~

FIRST YEAR AFTER REGISTRATION

~~Twelve (12) calendar months immediately following the effective date of the certificate of registration.~~

GRADUATE

~~Any student (full or part-time) who upon completion of a program of study receives a certificate, license, or diploma from a proprietary school licensed by the Commission.~~

INDEPENDENT VERIFICATION

~~The right of the Commission and/or State Board for Community and Junior Colleges' Personnel to:~~

- ~~1. Observe the administration of an exam; or~~
- ~~2. Actually administer the exam.~~

INDIVIDUAL COURSE

~~A series of lectures or other matter dealing with a subject.~~

LAST DAY OF STUDENT ATTENDANCE

- ~~1. The date the student gives written notice to the school that he/she has withdrawn; or~~
- ~~2. The date on which the student is deemed withdrawn, according to item a. below.~~

- a. ~~A student is considered withdrawn, if all of the following are met:~~
- ~~(1) The student has failed to attend classes for a period of thirty (30) calendar days; and~~
 - ~~(2) The school has notified the student, and the Director for Proprietary School and College Registration, that the student will be considered withdrawn if the student does not notify the school to the contrary within twelve (12) calendar days from the date on which the letter is mailed (postmarked); or~~
 - ~~(3) The student fails to respond within the twelve (12) day period.~~

MANAGEMENT AND CONTROL

~~The policies and procedures through which a school's administrative and operational activities are implemented, and all personnel responsible for and involved with the execution of administrative and operational activities. Personnel would include the following:~~

- ~~a. School Director~~
- ~~b. Advisory Board or Council~~
- ~~c. Administrators~~
- ~~d. President~~

NORMAL TIME

~~The pre-determined time period required to complete a program of study.~~

PREVIOUS LICENSE YEAR

~~Thirteen (13) calendar months prior to the expiration date of the current certificate of registration.~~

PROGRAM OF STUDY

~~A curriculum (set of individual courses) in a particular area of specialization for which a diploma, degree, certificate or other written evidence of proficiency or achievement is offered or awarded.~~

QUARTER

~~A term of up to fourteen (14) weeks.~~

RECRUITER

~~Any person employed by a school or college licensed by the Commission, regardless of job title, job description, full-time or part-time employment status, who either directly, or indirectly influences the decision of any prospective student to enroll for a fee in a course of instruction.~~

REGISTERED LOCATION

~~The location for which a certificate of registration is valid excluding any annex or franchise locations.~~

RETURN ON OWNER'S EQUITY

~~Refers to the ability of an entity to generate revenues in excess of expenses; net income divided by average owners' equity.~~

SCHOOL DIRECTOR

~~Person responsible for the daily operations of the school.~~

SCHOOL OWNER OR OWNERSHIP

~~If the school is owned by an individual, that individual; if the school is owned by a partnership, all partners; if the school is owned by a corporation, the officers and directors of the corporation.~~

SEMESTER

~~A term of fifteen (15), sixteen (16), seventeen (17), or eighteen (18) weeks.~~

STUDENT

~~Any person who enters into a student enrollment contract or agreement.~~

STUDENT CATALOG

~~A typed and bound publication which is readily identifiable as a catalog. The catalog must be designed and written to convey accurate impressions of the school. The catalog must avoid false, or misleading statements. The catalog should provide sufficient detailed data to enable prospective students to clearly understand their opportunities, limitations, and obligations. Each student must be given a copy of this catalog upon enrollment.~~

TERM

~~The amount of instructional time that an enrollment period covers.~~

WORKING CAPITAL

~~Current assets less current liabilities; it is a measure of whether a company will have sufficient resources to meet short term debts.~~